

Getting Organized 3

Quick ways to clean up and arrange your files

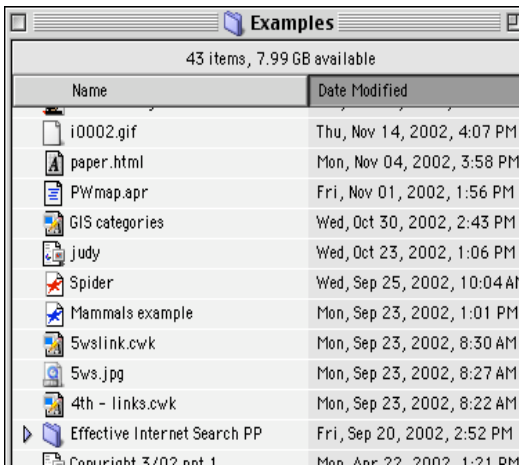
•Third Tip

Using the View menu to Arrange and Clean up your desktop and windows

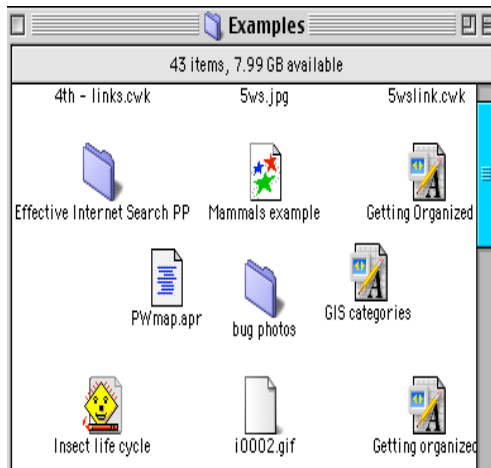
Using the View menu, you can choose different ways to see your files, either in List form, Icon form, or Button form



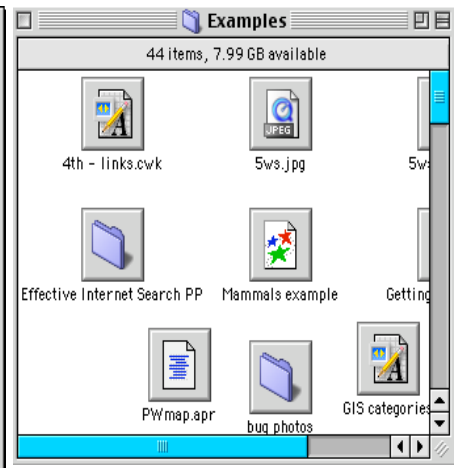
List View



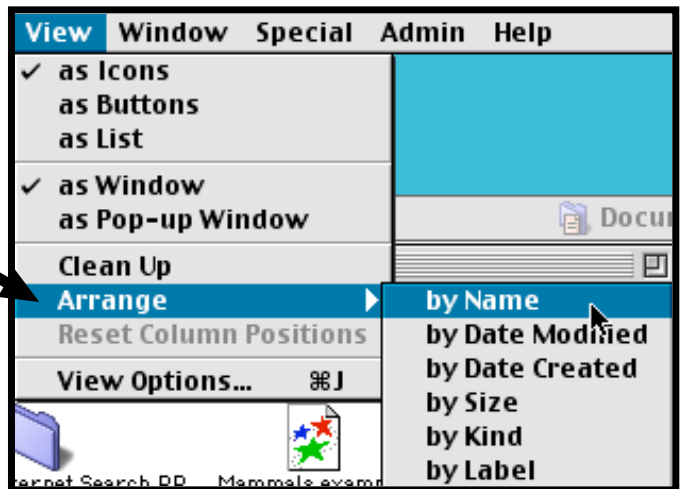
Icon View



Button View



You can choose to arrange your files anyway you want - by name, by date, etc. using the **View - Arrange** menu.



Finally, for a quick clean up on your desktop or under the icon or button views choose **View - Clean up** and watch your files go back into reasonably straight lines.

