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System 7.x: Organizing the Desktop (7/93)

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TOPIC ---

This article describes the way the Clean Up command works in System 7, making it easier to organize your desktop.

DISCUSSION --

Here are some tips for organizing the desktop:

• With any window open at the desktop level, hold down the Option key and select Clean Up All from the Special menu. This will arrange all the icons in a neat row in the upper right corner of the window.

• By combining the Clean Up command with the View menu, you can straighten up and organize the window by name, size, kind, label, or date. For example, choose by Name from the View menu. Now switch to by Icon view, hold down the Option key, and select Clean Up by Name from the Special menu. You will see the icons neatly arranged in alphabetical order.

• To sort just a few icons, select the ones you want to organize, hold down the Shift key, and select Clean Up Selection from the Special menu.

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