

Windows 98, 98SE, Me, & XP

# DESKTOP SHORTCUT REALIGNED



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I've had "brain lock," how can I move a shortcut to the left side of the list of folders?

The problem is solved *after* I know which kind of desktop shortcut setup you are using. For this example, we'll be moving the shortcut for "WEEKLY Maintenance" to another position (**Figure 1**).



Figure 1

There are two types of settings. The first has the icons automatically aligned, and the second manually aligns them.

The way to find out if your shortcuts are auto-arranged (**Figure 2**):

- ❶ RIGHT-click on the desktop away from any icon.
- ❷ Left-click "Arrange Icons by..."
- ❸ If "Auto Arrange" is checked, left-click to remove the check, permitting you to Left-click, hold, and drag the icon anywhere you want it to be.

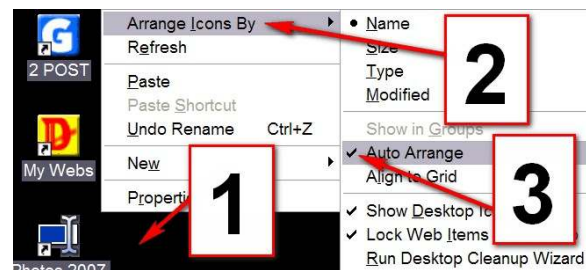


Figure 2

To move the shortcut to a new location, just Left-click, hold, and drag the icon (**Figure 3**).

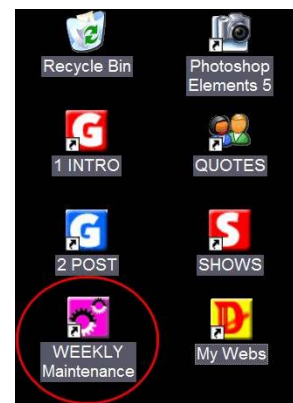


Figure 3