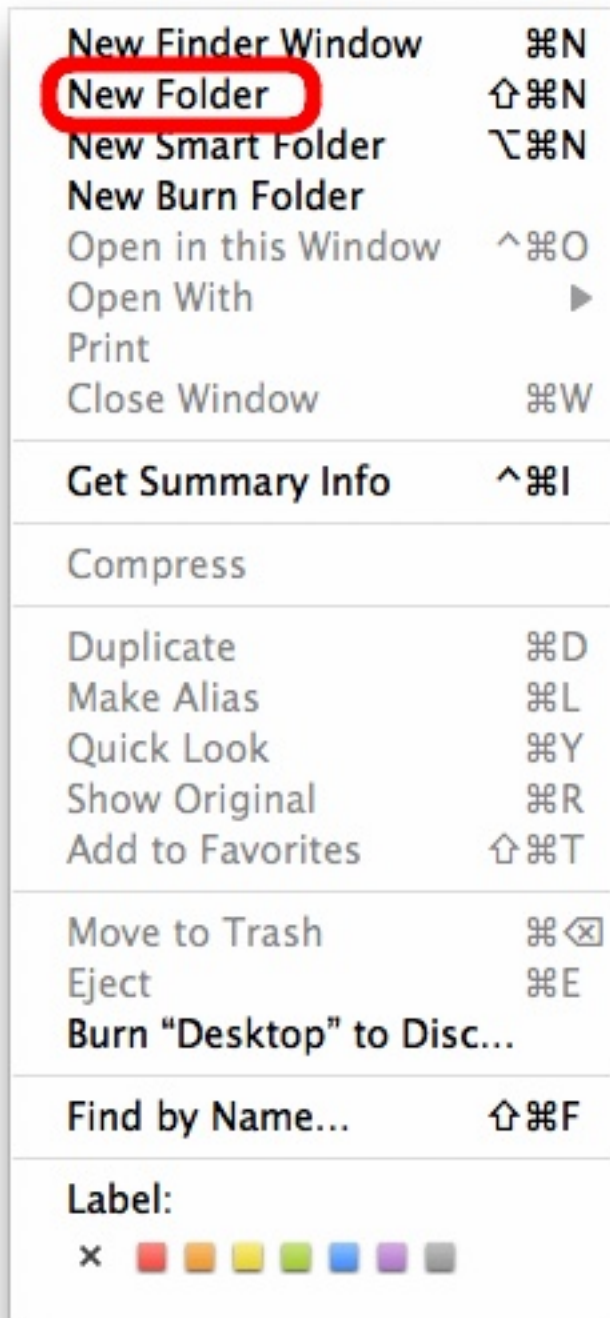


1. Tidy your desktop the BMUG way

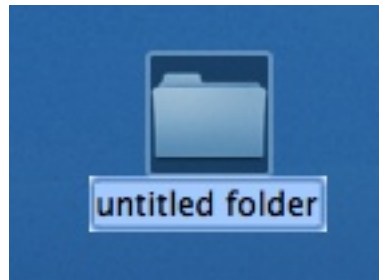
However tidy we try to be, we all tend to leave folders and files sitting on the desktop in an untidy muddle, waiting to be dealt with, filed in the right folders, or trashed. There has to be a better way...

Let's begin by clicking on our desktop, then adding a new folder

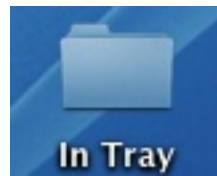


We click on **New Folder**, in Finder - File. Alternatively, we could also use the keystroke short cut 'Command-Shift-N'

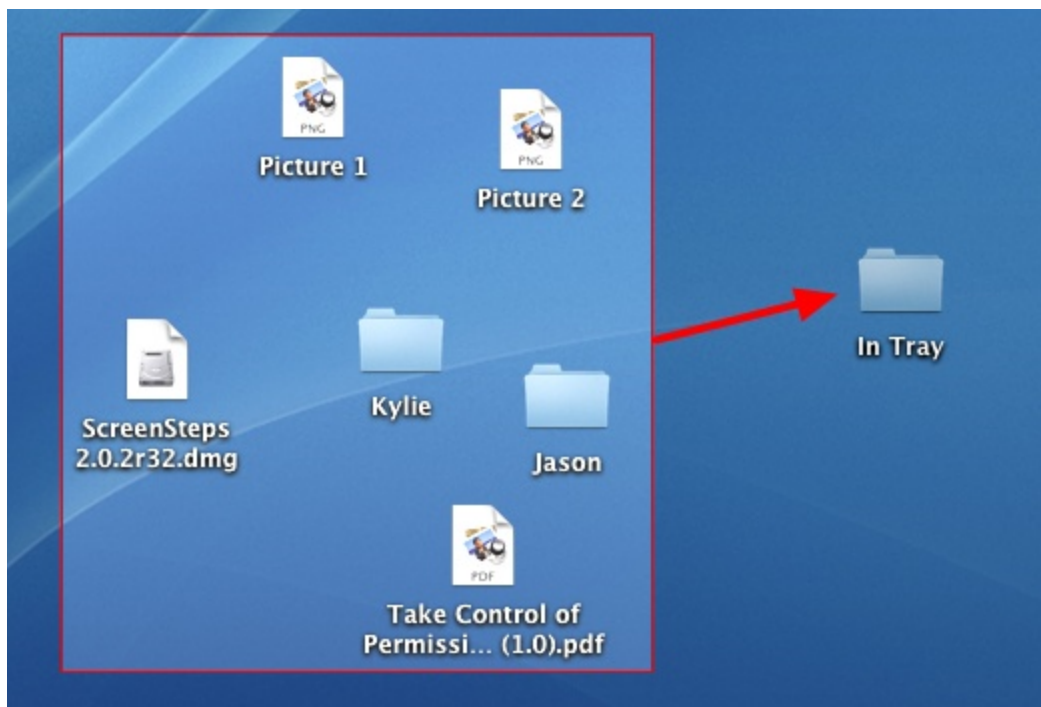
Name the folder 'In Tray' or whatever suits you



Simply type over the highlighted 'untitled folder'



Now we group select the loose files and folders, and drag them to the folder



Drag around them with the 'marquee' tool. In other words click on the desktop and drag over them all. A pale rectangle will appear, they will be highlighted and selected, and you can drag and drop them into your 'In Tray' folder. Now you have a tidy desktop to work on, and later, you can deal with each file by filing or trashing it, as appropriate. Every so often, have a 'tidy up' day, and clear your In Tray.

Tip: while making your marquee selection, make sure *not* to include your Mac HD icon, the icon for your computer hard drive.