

## **How to Create Tile Groups on the Start Screen**

While using the Windows Start screen, you can organize your tiles by creating groups. (You cannot place tiles into folders; however, you can drag and drop the target tiles to the Desktop where they will become shortcuts. As shortcuts, they can be collected into Desktop folders.)

Having your apps contained in a group makes it easier for you to quickly find your favorite apps all in one place.

To create a new group, all you have to do is left drag and drop your chosen tiles to the far right (or left) side of the screen, just until a gray vertical bar appears. After you finish moving your chosen tiles, you should have them clustered into a new group.

### **How to Name your App Groups**

To make it even easier to organize and view your groups, you can give each group a name. In the end, every group you create will have its name displayed on top of a cluster if you so choose. Naming a group is a simple task. Simply click on a blank space immediately above the target cluster and then enter a name for the group in the name bar that will appear. Now click on any blank space on the Start screen and you will be taken back to the normal screen. If you want to move the entire group to another location on the Start screen, drag the cluster by its name bar and move it to a new location.