

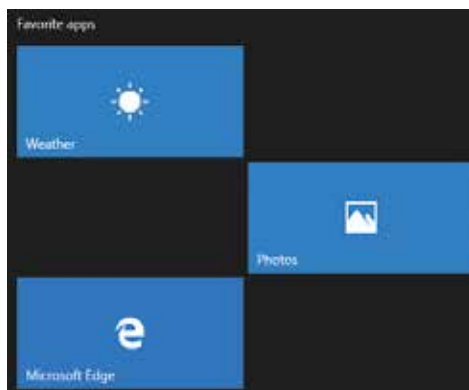
Working with Groups

By default, the apps on the Start menu are arranged in groups, such as Everyday apps. However, apps can be arranged into other groups, and new ones can also be created, by dragging apps between groups. To do this:

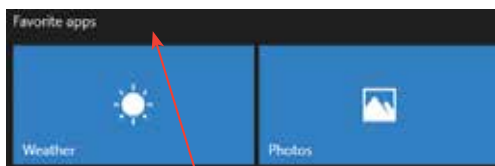
- 1 Click and hold on a tile and drag it into another group to place it here. If there is no space, the other apps will move to accommodate the new one



If a group is moved on the Start menu, its name moves with it.

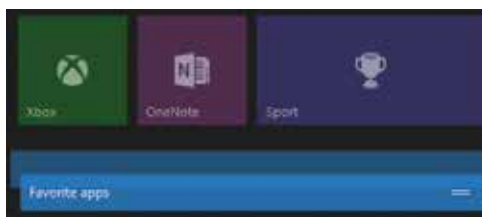


- 2 Drag the tile into an empty space to create a new group



Depending on your geographic location, some terms will appear with alternative spellings; e.g. Customize/Customise, Personalize/Personalise.

- 3 Click and drag on the title bar of a group to move the whole group



...cont'd

Naming groups

In their initial state, groups on the Start menu are either not named or they have a default name, but it is possible to give them all their own individual names or titles. To do this:

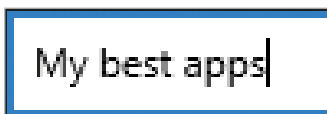
- 1 Move the cursor over the top of a group and click on the current name or on this button at the right-hand side



- 2 Double-click on the current name



- 3 Enter a new name for the group



- 4 The name is applied at the top of the group



Group names can be edited using the same process as when creating them in the first place.