

SHORTCUT ICON CHANGED

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A *shortcut* is the combination of an icon and a title, placed on the Desktop, which is used to open programs. Most of the time, you'll be satisfied with the icon assigned to a folder. However, some times you'll want to change one. This is how to do that.

This same technique can be used to change the icon for most folders in "My Documents" or any other folder.

1. Select icon for change (**Figure 1**):

❶ RIGHT-click on the icon.

❷ Left-click on "Properties" in the pop-up menu.



Figure 1

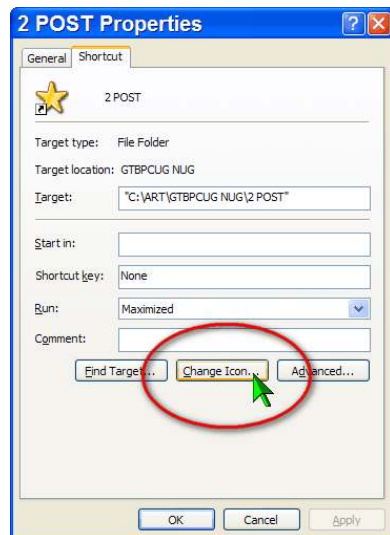


Figure 2

2. Left-click on the "Change Icon..." button (**Figure 2**).

3. Select an icon from the many that are offered (**Figure 3**).

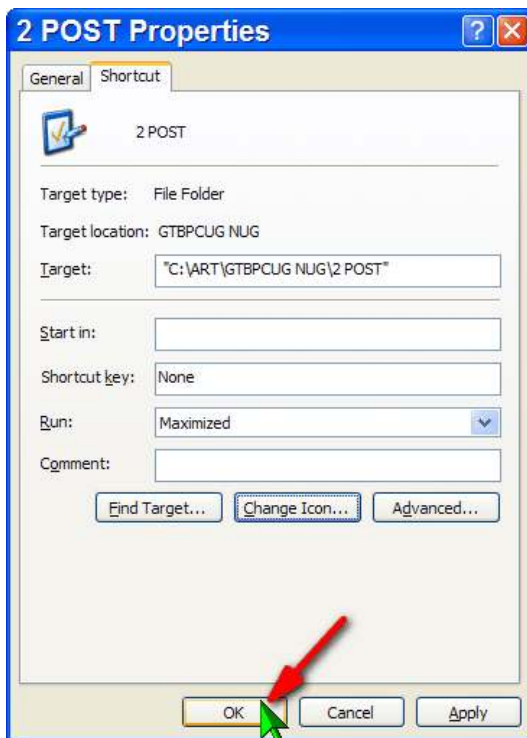


Figure 4



Figure 3

4. Click on the "OK" button (**Figure 4**).

5. The shortcut's new icon appears (**Figure 5**).



Figure 5