

Customize Icons for Shortcuts on your Desktop

Brought to you by
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SITUATION/QUESTION:

I have a lot of shortcuts on my desktop.

But I'm a visual person, and it would be great if I could customize the icon on a few of them, to make them really stand out as different. Can I do that?

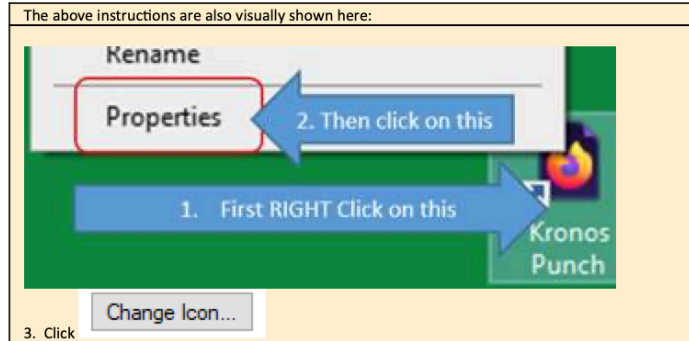
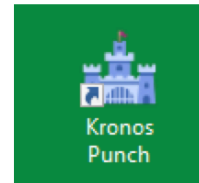
SOLUTION/ANSWER:

Yes.

In this example, I'll use the shortcut on my desktop I created for an earlier Tip Of The Week, that takes me directly to where I punch in and out of Kronos.

1. Right click on the shortcut
2. Click **Properties**
3. Click **Change Icon**

There will be a few to choose from so click one that you like



~~~~~ Fancy Options if you want to customize more ~~~~~

Go to <https://iconarchive.com/>  
Find an image you like.

I like this castle, so click on it.



Then click on **30 icons**, or whatever the equivalent is for your choice

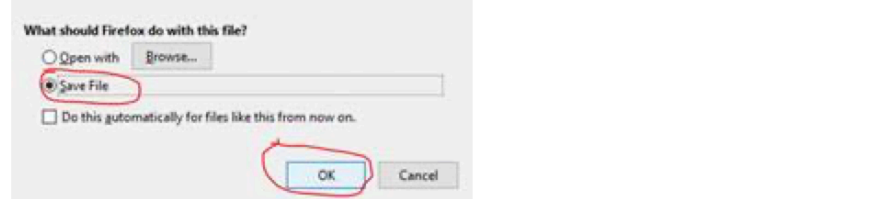


On the castle, click **ICO** – which stands for Icon



Then **Save File** and **OK**

That puts it in your "Downloads" Folder.



Now do Steps 1 and 2 in the original instructions up top.  
But for Step 3 "Browse" to your downloads folder and choose the castle and **OK** and **OK**

