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

The above instructions are also visually shown here:

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

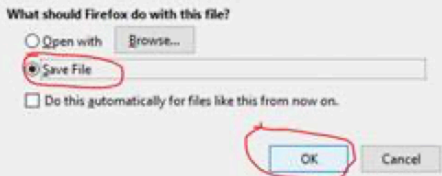|	
Go to https://iconarchive.com/ Find an image you like. I like this castle, so click on it.	
Then click on 30 icons, or whatever the equivalent is for your choice	
On the castle, click ICO – which stands for Icon	
Then Save File and OK That puts it in your "Downloads" Folder.	

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