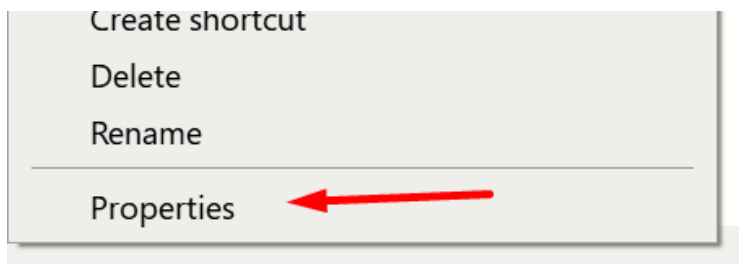


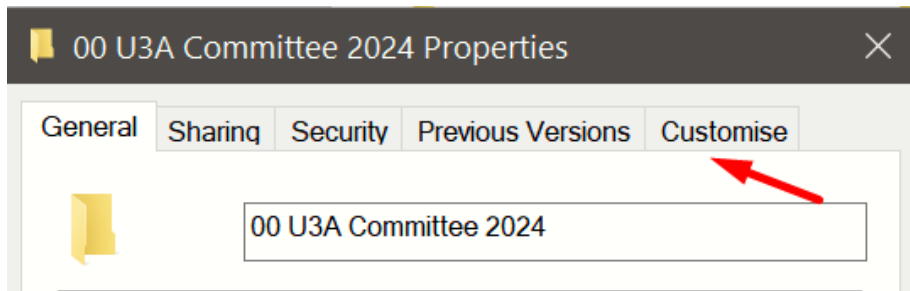
## Putting a picture on a folder

Go to the folder and **right click** on it. At the bottom of the context menu click on **“properties”**

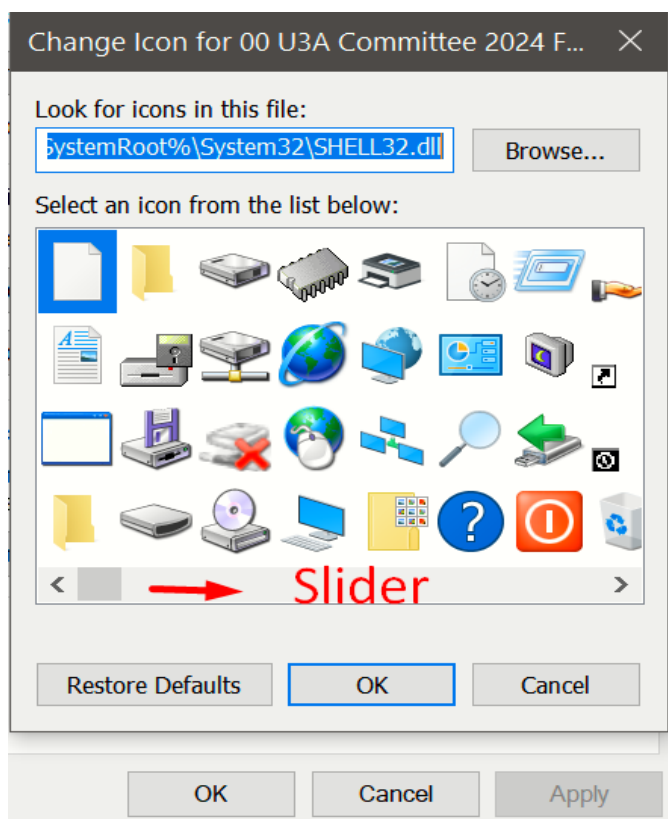
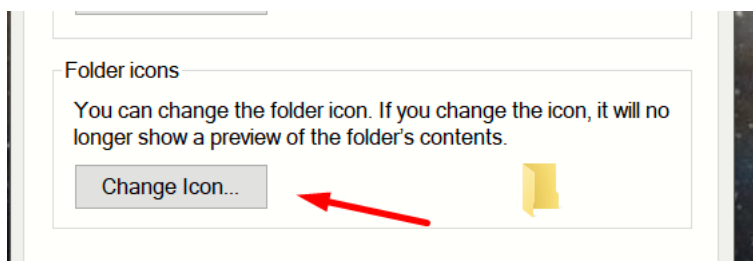


Click on **Properties**

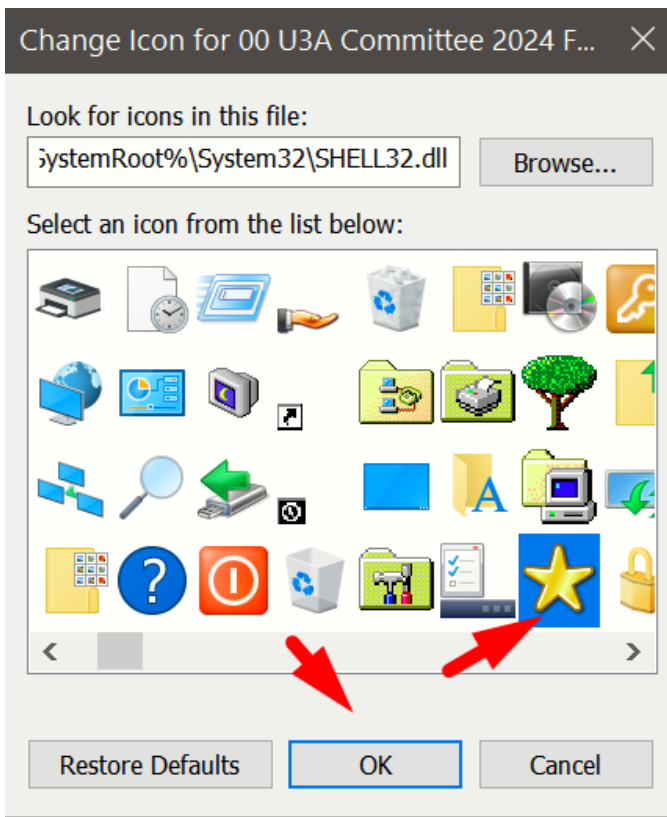
In the next window click on **customise**



Near the bottom of this window click on **Change icon'**

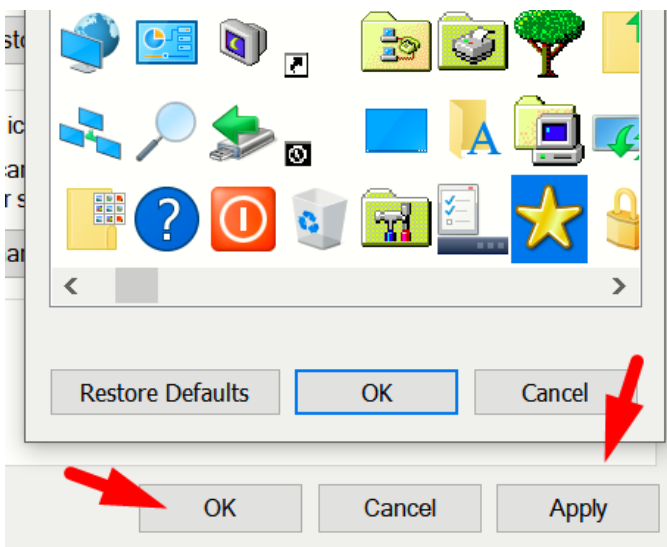


Microsoft opens a window with a range of possible icons. There is a slider at the bottom where you can have a wider choice.



Select an icon and click OK

In the final window first click on **“Apply”** first of all and then **“OK”**



Now the folder will show this icon

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Can you make your own icons? The answer is yes but you need a graphic program to make one. I use “Irfanview”. Apple Mac uses “Gimp”.

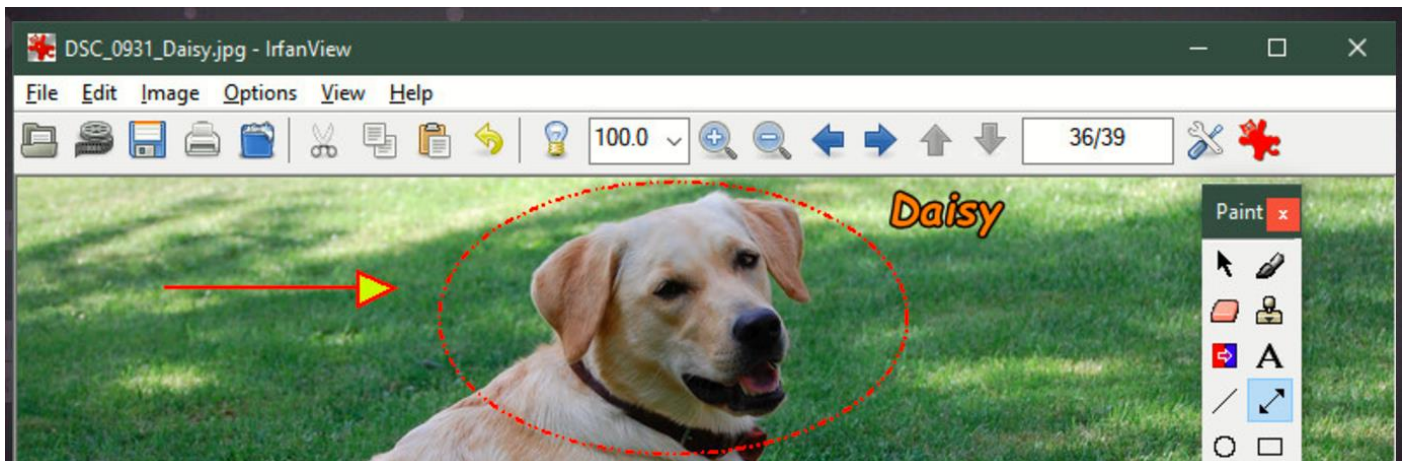
An icon is a very small graphic about 200 pixels wide and 150 pixels deep. It has the file extension **.ico**

**Canva** is another graphics program that makes icons.

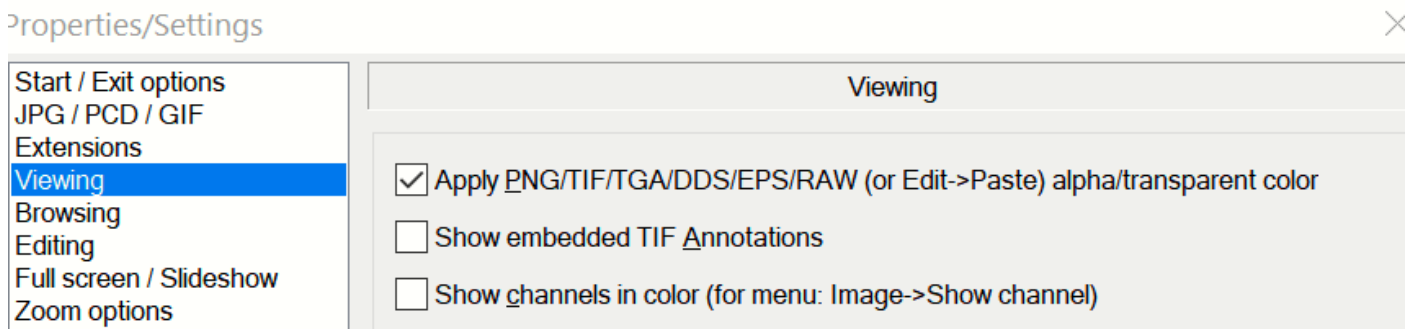
**Irfanview** is an excellent graphics editor and it is free & only 6 Mb

Modern computers use the 64 bit download. Here is the link.

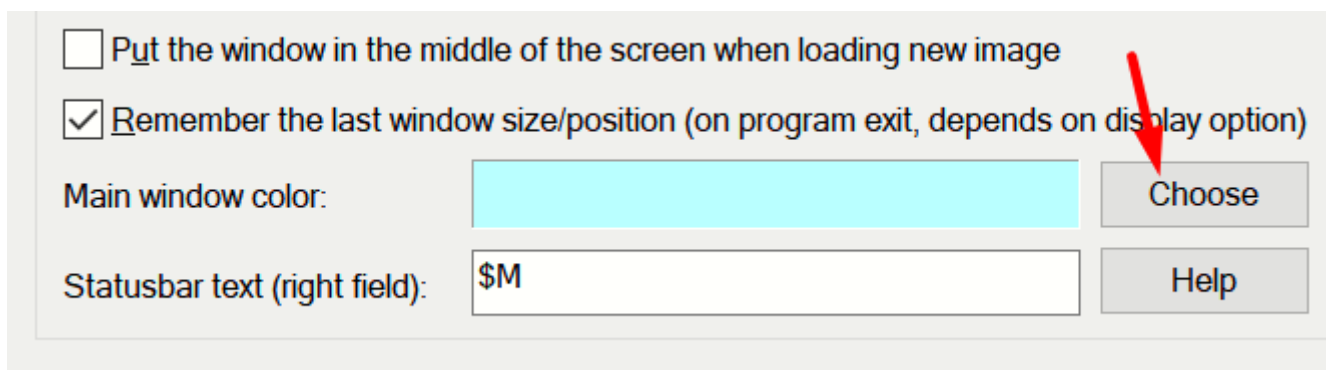
<https://www.irfanview.info/>



The initial background is black but you can change this when you open Irfanview by pressing "P" on your keyboard. Click on the "Viewing" tab. Then you can change the main window color (Click on the "Choose" button at the bottom) and on the colour chart choose the colour you want and click OK.

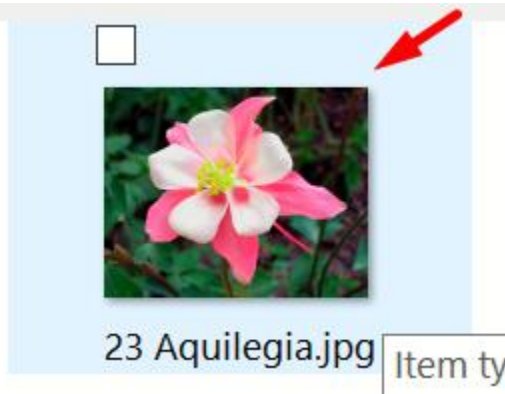


Then select a colour





1 Aquilegia .jpg

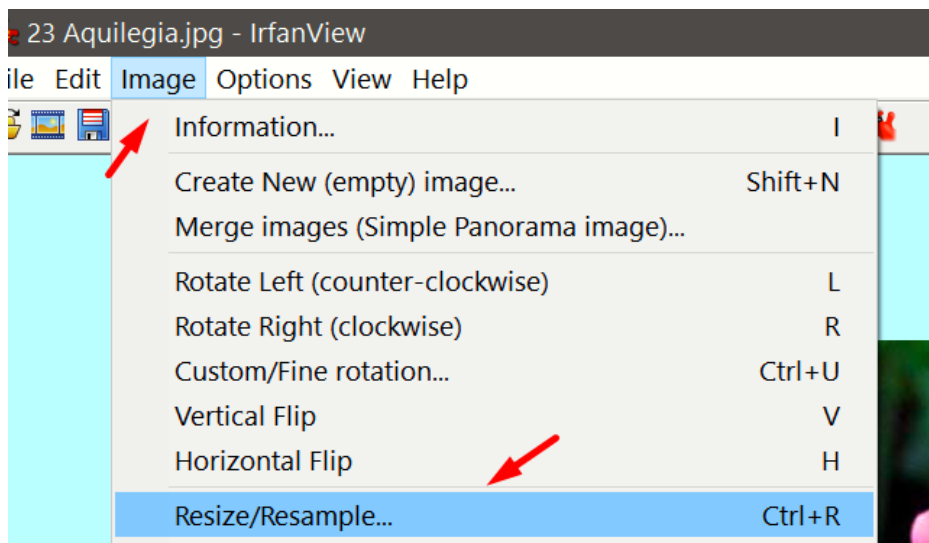


23 Aquilegia.jpg

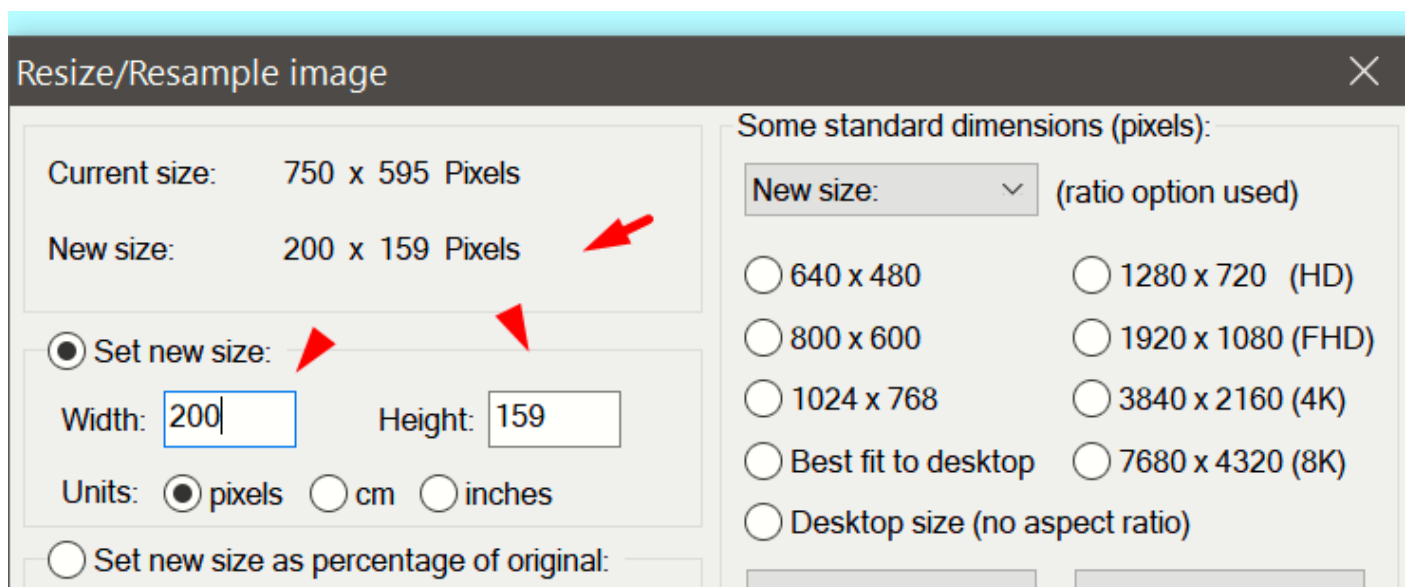
To Make an Icon on the toolbar click on File and Open. Browse and select a picture.

The picture will load into Irfanview. It will now be resized to a dimension of 200 pixels

Go to the **image** tab on the toolbar and click on **Resize/Resample**



In the new window type in a new size of 200 and the height will change automatically. You can also disable automatic “preserve aspect ratio” to make it 150.

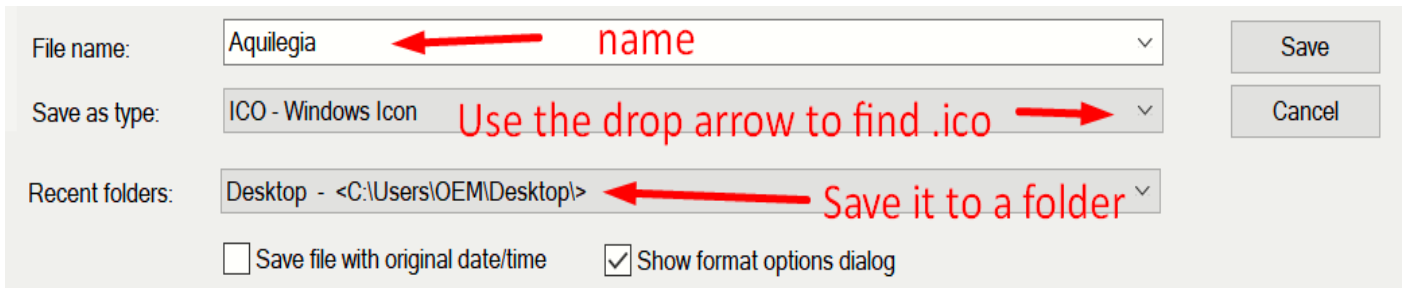


pixels if you wish.

Now click **“OK”**

To save it as an icon click on “**File**” on the toolbar and then below “**Save as**”

**In this window you can give it a name; Make sure you choose the file extension .ico and choose as folder or desktop to where you want to save the new icon.**



The screenshot shows a 'Save As' dialog box with the following fields and annotations:

- File name:** A text box containing 'Aquilegia' with a red arrow pointing to it and the word 'name' written in red next to it.
- Save as type:** A dropdown menu showing 'ICO - Windows Icon' with a red arrow pointing to the dropdown arrow and the text 'Use the drop arrow to find .ico' written in red.
- Recent folders:** A dropdown menu showing 'Desktop - <C:\Users\OEM\Desktop>' with a red arrow pointing to it and the text 'Save it to a folder' written in red.
- At the bottom, there are two checkboxes: 'Save file with original date/time' (unchecked) and 'Show format options dialog' (checked).
- On the right side, there are 'Save' and 'Cancel' buttons.

Now you have a new icon



Norris