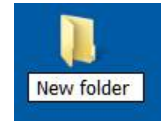


## How to Create Icons for File Folders

Create a Folder on your Desktop labeled **ICONS**. This is where you will store your ICO files. This is to make it easy access to store other ico files for creating access for file folders anywhere in you computer.



To do this right click (mouse) on the Desktop and select **NEW** and the select **FOLDER**. Click on that.

Rename this folder **ICONS** and Keep it on your Desktop.

You can later create an Icon for this folder making it easy to find. This folder will contain all your icons.



Next, on the Desktop right click on NEW, select FOLDER and create another one, in this example SHOPSMITH. In this example I have named it SS because I have one already named Shopsmith.

Next is to convert JPG files to ICO. You have several options. Type in JPG to ICO convert which will take you to several sites. I used <http://icoconvert.com/> which is less intrusive and did a good job. Select the JPG file you want (you must select a JPG file (picture) to upload to move to the next step and then 32x32 (my choiceO for the image size. You do this in the next steps.

You will be prompted with this:

### Step 1. Upload an image

**NOTE - 3.JPG** was what I selected to demo this.

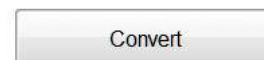
Select a PNG, JPG or BMP image( maximum size: 10 MB ):

3.JPG

Or get an image from the Internet:

Then steps 2, 3 you can skip and select Step 4 and then step 5.

### Step 5. Convert and download



Disclaimer: Some files I have tried to convert did not do so. I don't know if it was the size of the files. You may want to try another file conversion program by typing in jpg to ico conversion and selecting what might work.

NEXT is how to change files so that they show an Icon;

Right click on the file you want to change. I cannot demonstrate this because I can't capture a picture with Snipping Tools (easily accessed on Windows 7).

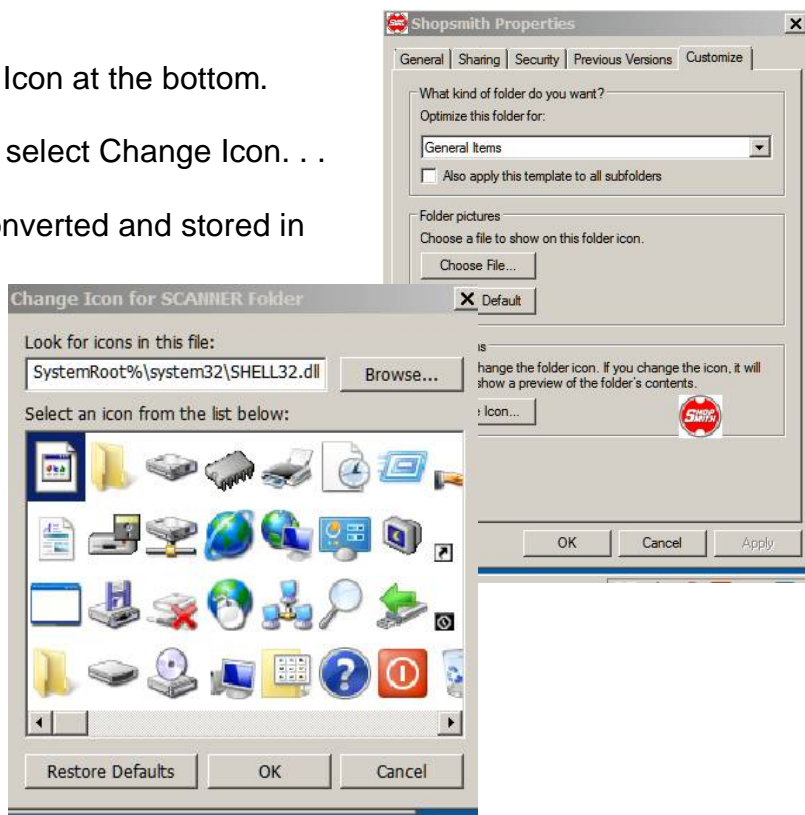
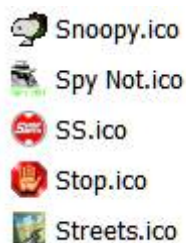
Click on the bottom PROPERTIES.

Select CUSTOMIZE and choose Change Icon at the bottom.

The Icon you will see is NOT this one but select Change Icon. . .

and then Browse... select the icon you converted and stored in your file labeled ICONS.

Browse will take you, when you select ICONS folder on your Desktop to whatever icons you have stored there. This example shows just a few. Select the one you want and click on it. In this example SS.ico is what you want.



Select the icon you want and the **OK**. This will place the icon on the folder. You may also select this to display this on sub folders but if you have accomplished this you can go from here.

