

# How to Create a Folder on Your Desktop and Change to an Icon



1. Go to **My Computer** and *Double-Left Click*.
2. Find **C Drive** and *Double-Left Click*.
3. On the task bar at the top of the screen, *left click* on **File**.
4. On the dropdown box, *left click* on **New**.
5. *Right Click* on **New Folder**.
6. *Left click* **Send to...**
7. Move the cursor to **Desktop>Create Shortcut** and *Double-Left Click*.
8. Close both screens.
9. Your **New Folder** should be on your desktop.
10. To change the folder to an icon, *Right Click* on the **New Folder** and move to **Properties**.
11. *Left Click* on **Change Icon**.
12. Choose an Icon and *Left Click* on **OK**.
13. *Right Click* on the **New Icon**.
14. Move the cursor to **Rename** and *Left Click*.
15. When the **title box** is highlighted, *type* in the desired name