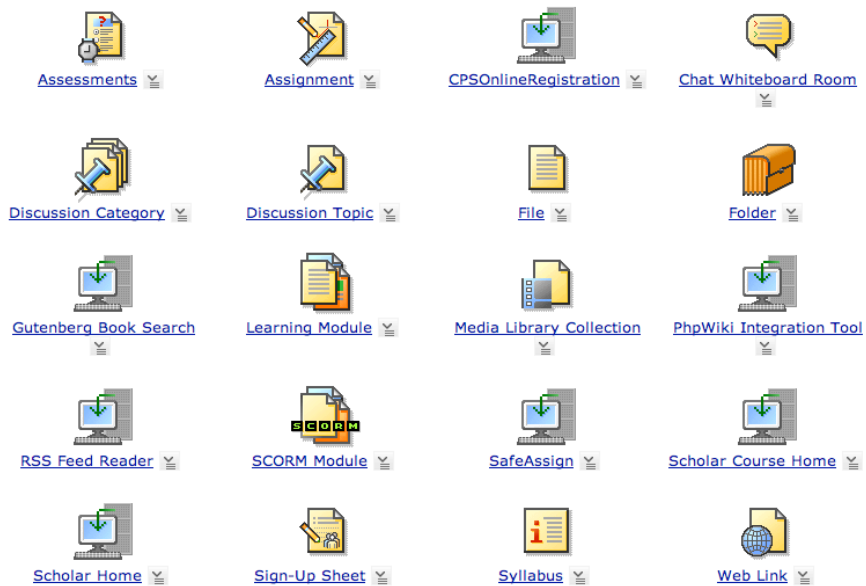

Replacing Icons in Western Online

Center for Innovation in Teaching and Research

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Replacing Individual Icons for a Folder

To replace an individual icon of a folder:

1. Click on the ActionLink button  next to the text of the icon that you are wanting to replace
2. Click on **Edit Properties**
3. Under Custom Icon for this Link – Click on the **Replace Icon** button
4. Click on **My Computer** to find the new icon
5. Select the new icon - Click **Open**
6. Once the new icon has been loaded – Click on the **Save** button **OR** Click on the **Revert to Original Icon** button to cancel

Replacing Individual Icons for a File or Content Link

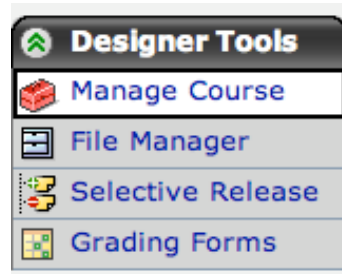
To replace an individual icon of a file:


1. Click on the ActionLink button  next to the text of the icon that you are wanting to replace
2. Click on **Customize Link**
3. Under Custom Icon for this Link – Click on the **Replace Icon** button
4. Click on **My Computer** to find the new icon
5. Select the new icon - Click **Open**
6. Once the new icon has been loaded – Click on the **Save** button **OR** Click on the **Revert to Original Icon** button to cancel

Changing All Icons at Once

To replace all of the icons in the course:

1. Click on the **Manage Course** button under Designer Tools



2. Click on **Course Content Icons**
3. Click on the ActionLink button  next to the icon that you want to change
4. Click on **Replace Image**
5. Click on **My Computer** to find the new icon
6. Select the new icon - Click **Open**

7. Once you have replaced the icons wanted – Click on the **Apply button**