
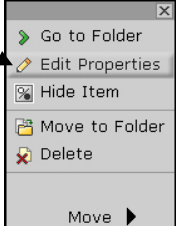



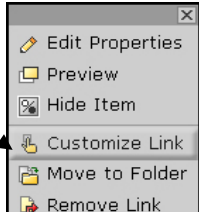




# WesternOnline Quick Tips – Replacing Icons

How do I...	Quick Answers
<p><b>Replace individual icons for a folder?</b></p>	<ul style="list-style-type: none"> <li>• To replace an individual icon of a folder               <ul style="list-style-type: none"> <li>○ Click on the ActionLink  button next to the text of the icon that you are wanting to replace</li> <li>○ Click on <b>Edit Properties</b>  </li> <li>○ Under Custom Icon for this Link – Click on the <b>Replace Icon</b> button                </li> <li>○ Click on <b>My Computer</b>  to find the new icon</li> <li>○ Select the new icon - Click <b>Open</b></li> <li>○ Once the new icon has been loaded – Click on the <b>Save</b> button <b>OR</b> Click on the <b>Revert to Original Icon</b> button to cancel</li> </ul> </li> </ul>
<p><b>Replace individual icons for a file or content link?</b></p>	<ul style="list-style-type: none"> <li>• To replace an individual icon that is a file               <ul style="list-style-type: none"> <li>○ Click on the ActionLink  button next to the text of the icon that you are wanting to replace</li> <li>○ Click on <b>Customize Link</b>  </li> <li>○ Under Custom Icon for this Link – Click on the <b>Replace Icon</b> button                </li> <li>○ Click on <b>My Computer</b>  to find the new icon</li> <li>○ Select the new icon - Click <b>Open</b></li> <li>○ Once the new icon has been loaded – Click on the <b>Save</b> button <b>OR</b> Click on the <b>Revert to Original Icon</b> button to cancel</li> </ul> </li> </ul>

# WesternOnline Quick Tips – Replacing Icons

**Change all of my icons at one time?**

- To replace all of the icons in the course
  - Click on the **Manage Course** button under Designer Tools




- Click on **Course Content Icons**



- Click on the ActionLink  button next to the icon that you want to change

- Click on **Replace Image**



- Click on **My Computer**  to find the new icon
- Select the new icon - Click **Open**
- Once you have replaced the icons wanted – Click on the **Apply button**