

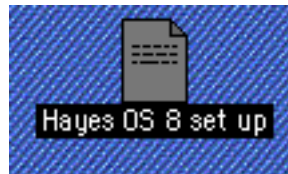
Basic Icons

Icons are the heart of the Macintosh graphic user interface (a.k.a. “GUI” or “goeey”) They appear on your Desktop and run applications.

An inactive icon usually look like this:



An active icon is shaded or darkened like this



You have two general choices for the size of the icons on you desktop. Go to the View pull down menu, select “View options...” and click the small icon or the larger one

To customize an icon:

You can create your own icons for any file, folder, or disk. Imagine etching your initials onto a folder, reducing the size of the icons for unimportant files, and making your hard drive icon look like Neil Diamond.

Here’s how to do it.

1. Highlight the icon you want to be your new one.
2. Pull down File and select “Get Info...”
3. When the Get Info box appears, click the icon in the upper-left corner.
4. Choose Copy from the Edit menu to copy this icon to the Clipboard. (or use ⌘C)
5. Close the “Get Info” window. (click the little box or use ⌘W)
6. Highlight the icon you want to change.
7. Pull down File and select “Get Info...”

8. When the Get Info box appears, click the icon in the upper-left corner.
9. Choose Paste from the Edit menu to copy this icon to the Clipboard. (or use ⌘V) You will see the new icon appear in the box.
10. Close the “Get Info” window.

Viola! Your new customized icon is now on the desktop

P.S. —The Mac won't let you change certain icons using the Get Info method: any open document icon; the special ones used for the System, Control Panels, Apple Menu Items, Extensions, and Startup Items folders; and the Trash. You can, however, change these icons, using ResEdit.

P.P.S. —Some programs —notably AppleWorks/ClarisWorks —restores a document's original icon every time you save the document. Rats.

Keyboard-only icon replacement

If you're going to do a lot of icon-replacing — try this little-known secret.

Open the Get Info box for the file whose icon you want to change. Instead of actually clicking the existing icon, you can just press Tab. If you follow this idea to its logical conclusion, you now see how it's possible to copy an icon onto a different file without ever touching the mouse:

1. select an icon (by typing letters),
2. Get Info on it (⌘I), select its icon (by tabbing — twice, if you're in Mac OS 8.5 or later)
3. copy the icon (⌘C),
4. close the Get Info window (⌘W)
5. select another icon (by typing letters), Get Info, tab
6. and paste (⌘V) the icon into its new location.