

# Photoshop Elements 5

## CREATE DESKTOP ICON

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An *icon* is a small, graphical representation of an object, concept, or message. Icons are the graphical representation of desktop items.

This is the easiest way to create a icon using Photoshop Elements 5. The process is identical in Elements 4 and all editions of Photoshop.

1. Open or create the graphic you want in Photoshop or Elements (Figure 1). (Remember that the final product is going to be very small, so keep it simple.)



Figure 1

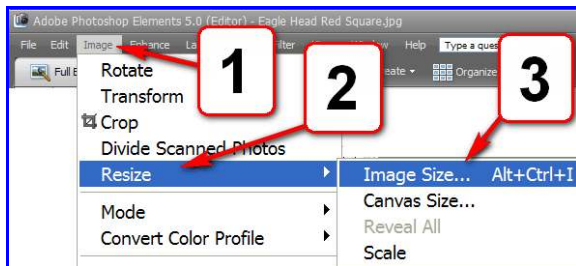


Figure 2

2. From the MenuBar, select Image > Resize > Image Size (Figure 2).

3. Reduce the size to 0.5" wide and 0.5" tall (Figure 3). It can be slightly taller, but not much.

- 1 Set the width & height equal to 0.5".
- 2 Most probably, but not always, you'll have to un-check "Scale Styles" and "Constrain Proportions."
- 3 Touch the *Enter* key, on the keyboard, or click on the "OK" button.

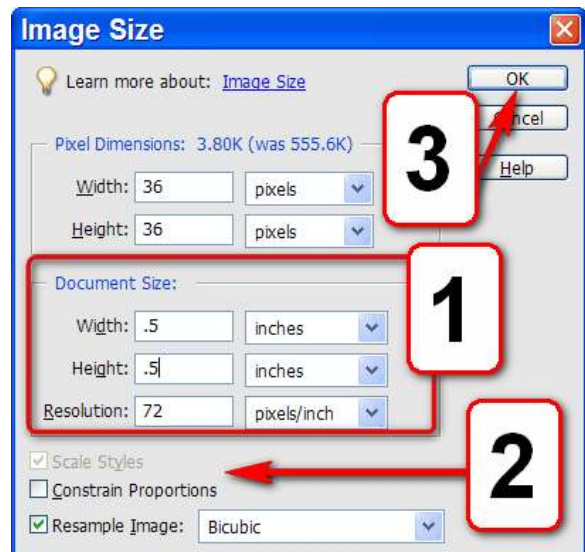


Figure 3

4. From the MenuBar, select File > Save As (Figure 4).

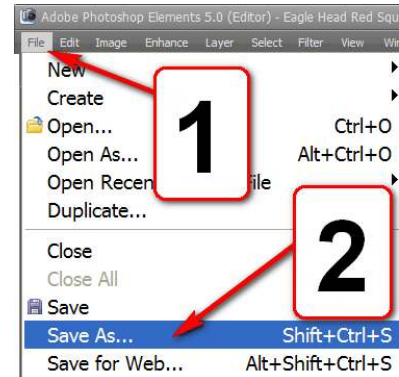


Figure 4



Figure 5

5. Name the file (Figure 5).

- ❶ Note into which folder you save the file.
- ❷ Type the name and save as a BMP.
- ❸ I don't keep my icons in the Organizer.
- ❹ Touch the *Enter* key, on the keyboard, or click on the "Save" button.

## TO USE AS DESKTOP ICON

6. Select Start > My Pictures.
7. RIGHT-click on the file.
8. Left-click on "Rename."
9. Change the extension from .bmp to .ico (in small letters). Desktop icons must end in ".ico" to be used.
10. Click on "OK" button in response to the warning about changing file extensions.
11. Save the file to a place where you can find it. I use a folder I created called C:\icons. It is into that folder that I place all my icons.

## CHANGE DESKTOP ICON

12. RIGHT-click on Desktop icon or a folder's icon.
13. Left-click on "Properties".
14. Select "Change icon".
15. Navigate to the folder that holds your icons.
16. Select that icon you created above.
17. Click "OK" to apply it.