

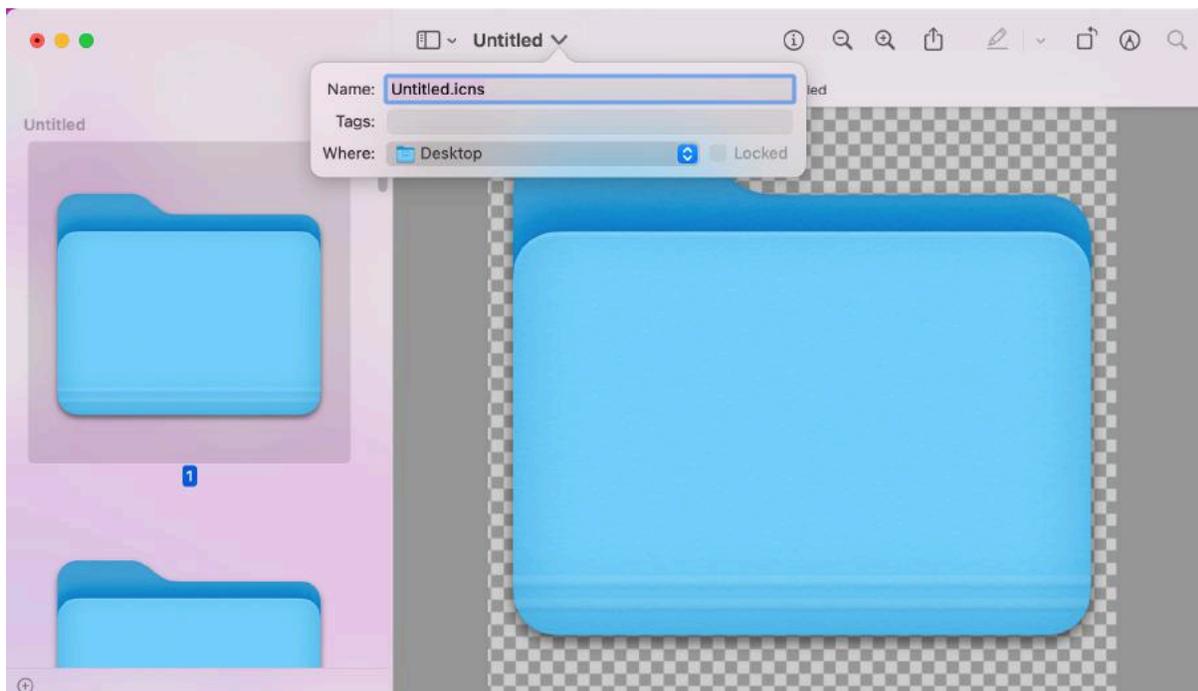
CREATING  
CUSTOM  
FOLDER  
ICONS

*By*

*Anne Alves*

*March, 2023*

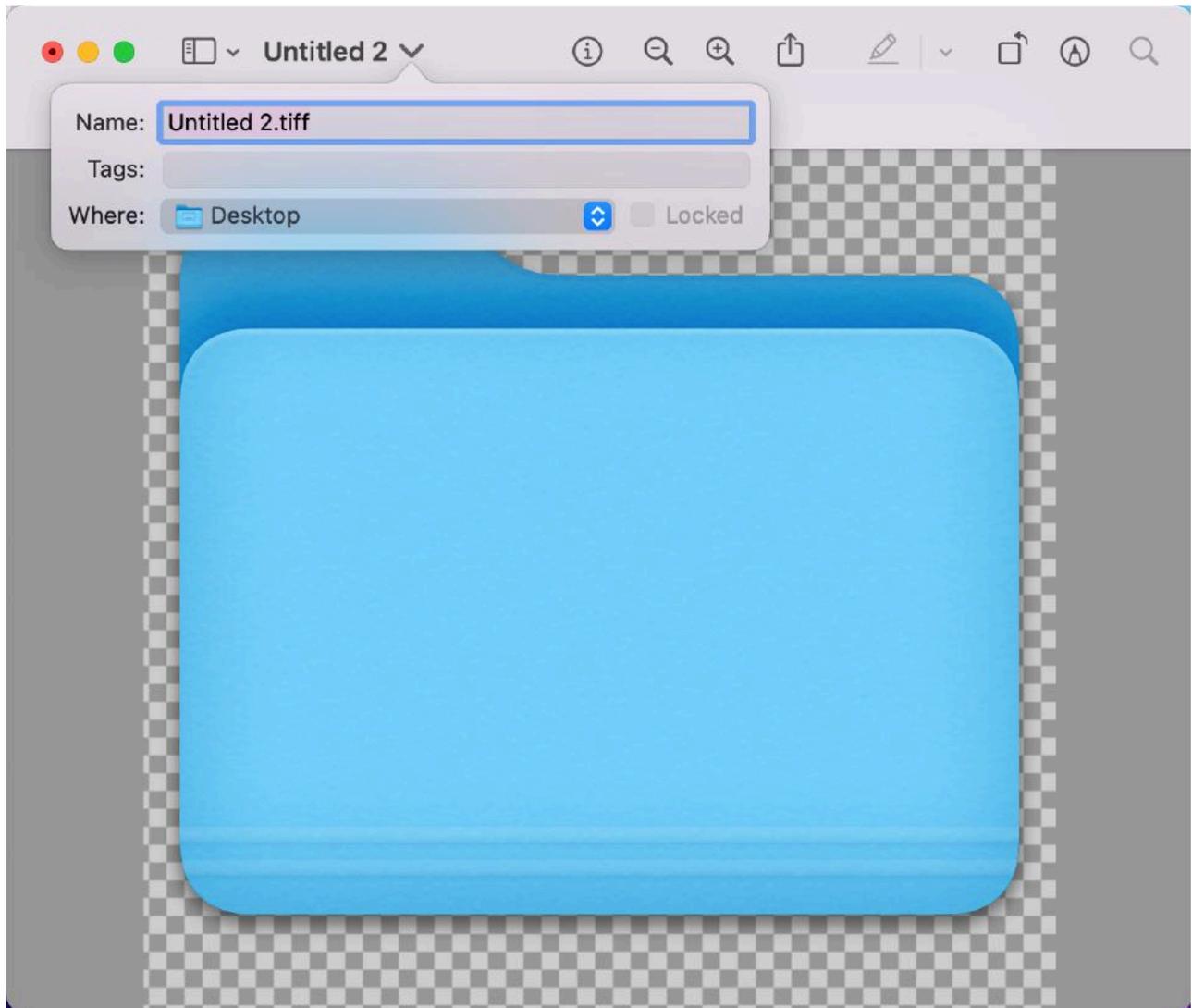
1. Click on the folder you want to customize and "get info" (⌘I)
2. Click on the small folder icon at the top left of the "get info" box
3. Go to EDIT in the upper toolbar, then click COPY to copy it to the clipboard
4. open PREVIEW app, then click ⌘N to copy from the clipboard to a new PREVIEW document. It should look like this a series of ten different resolution images of the folder (1 is best > 10 is

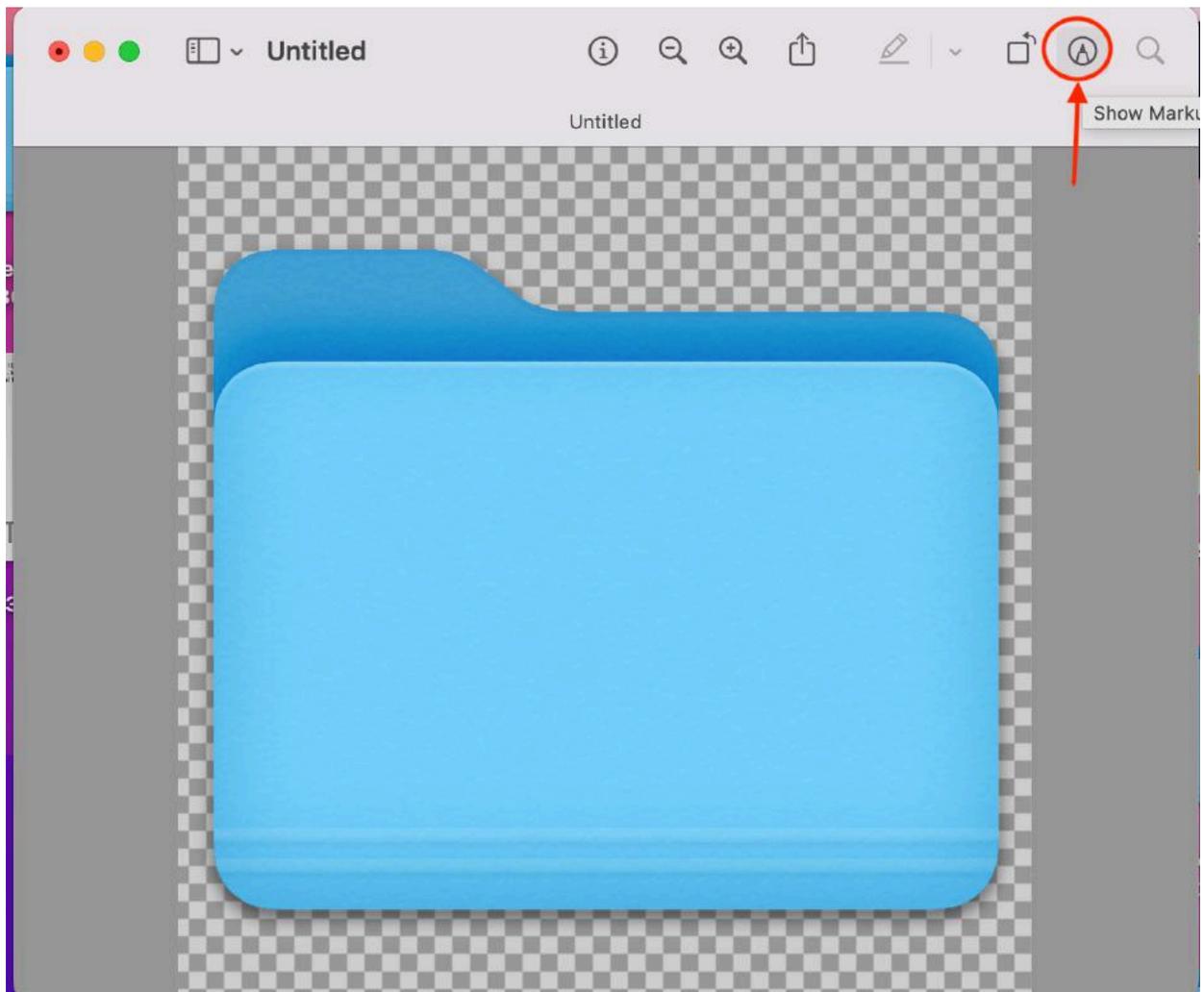


worst) Note the extension in the name .icns:

5. click on the 1 folder image in the sidebar and ⌘C to copy it to the clipboard

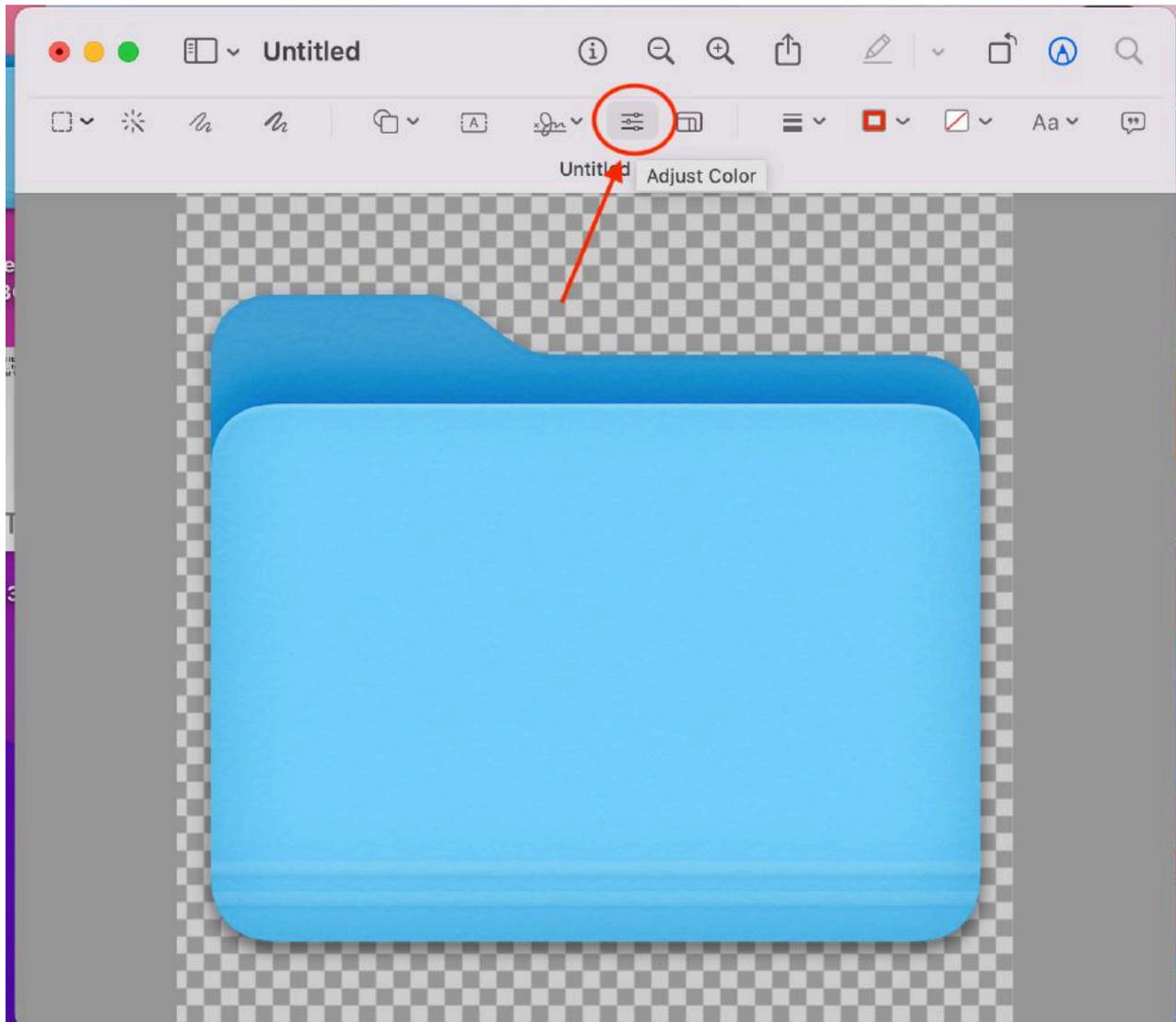
6. Open the PREVIEW app again and click **⌘N** to copy from the clipboard to a new PREVIEW document ... which will look like this. Note the new extension in the name .tiff:

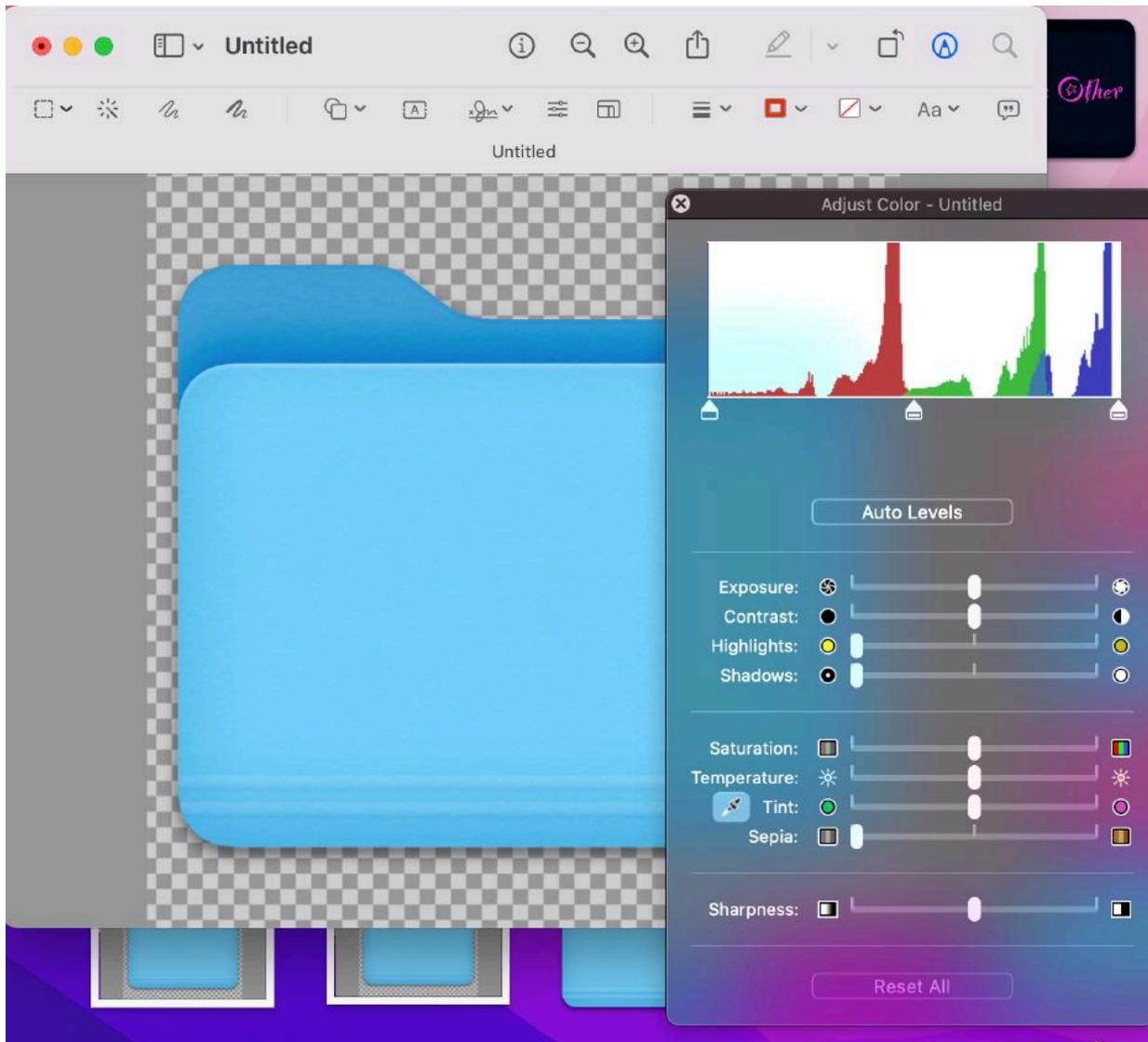




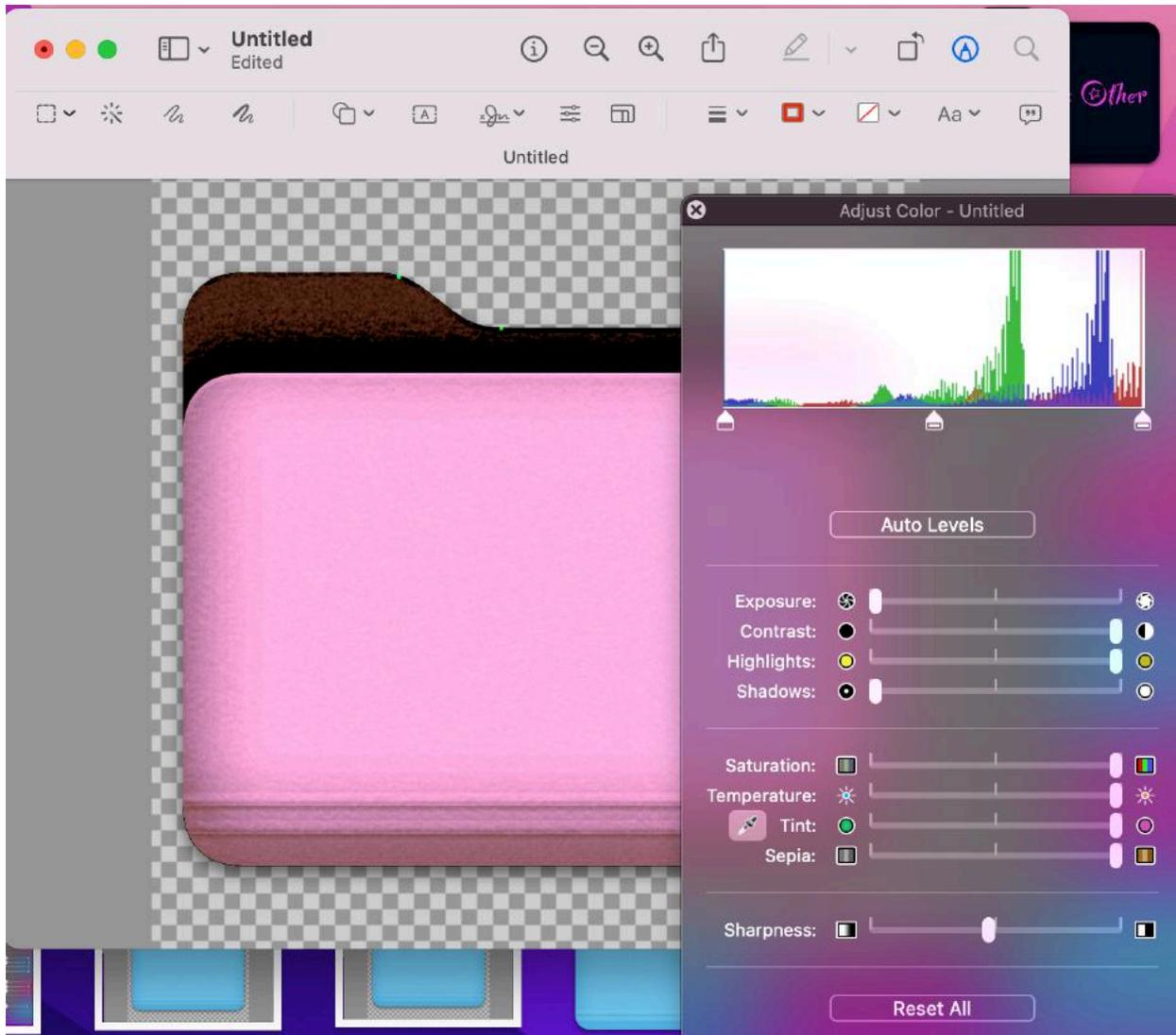
7. Click the MARKUP tool in the toolbar:

8. click ADJUST COLOR icon

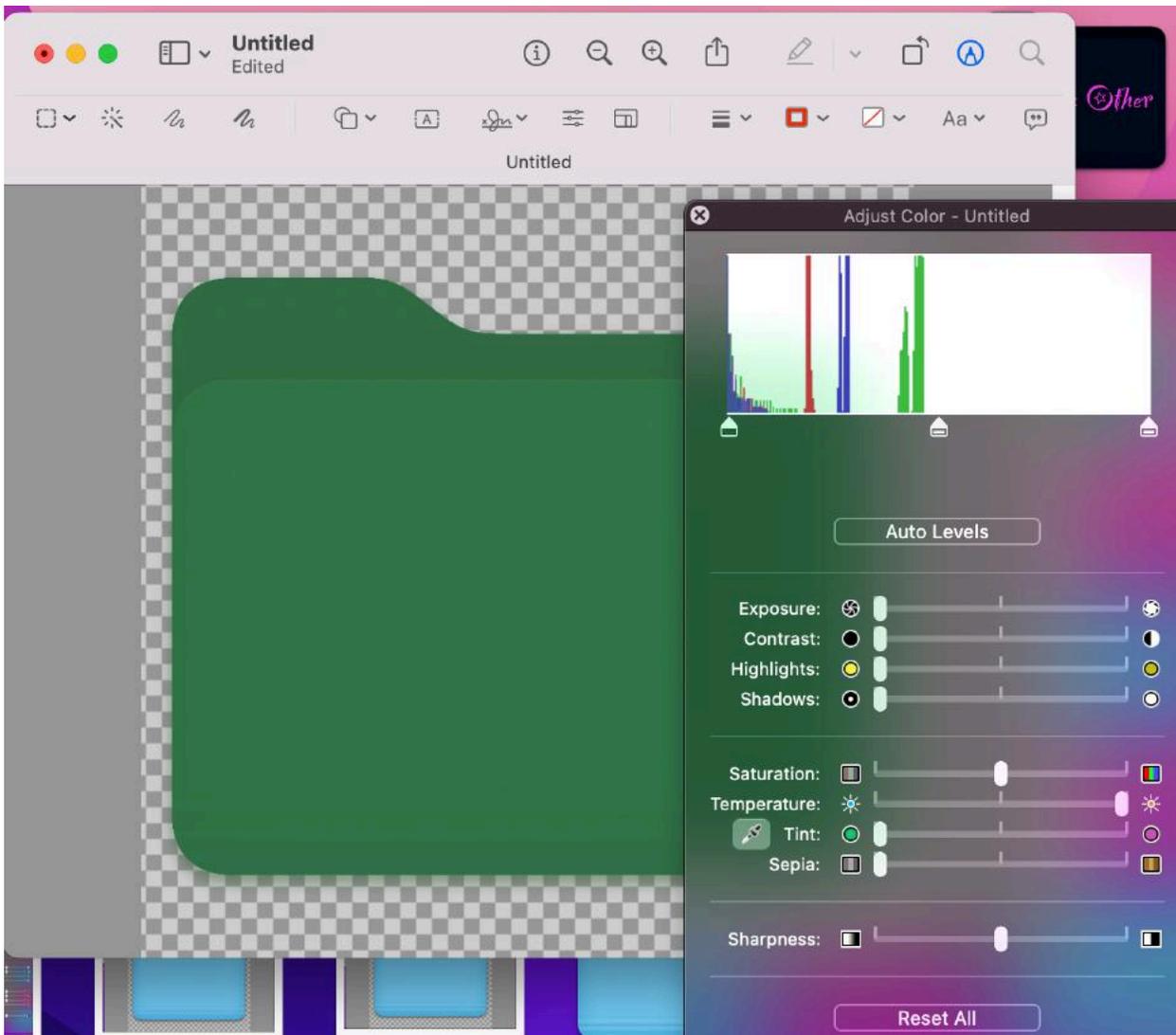




9. use the sliders to create a whole range of colors & color



combinations! Go wild!



10. Add text & emojis. (To add images, open the desired image in Preview, click/drag to outline the image, ⌘ C to Copy the outlined image and ⌘ V to Paste on your new creation in the other Preview window. *Added note by BG*).



## Creating Custom Folder Icons

By Anne Alves

11. click completed folder image and ⌘C to copy to clipboard.
12. click on the folder you want to customize and "get info" (⌘I)
13. click on the small folder icon at the top left of the "get info" box to highlight it
14. click ⌘V to copy your new customized image to your old folder to give it a new, exciting look! It will stand out in the crowd!

Have fun!

Anne