

# ADDING A MAINE MEMORY SHORTCUT ICON TO YOUR DESKTOP



The following are steps that *your* library can take to add a shortcut to Maine Memory Network on your library's public computers. For more information about how Maine Memory Network (MMN) can help your library and community build skills and capacity, please visit [www.mainememory.net/libraries](http://www.mainememory.net/libraries).

## FOR WINDOWS PC:

### USE YOUR BROWSER TO CREATE A SHORTCUT ON YOUR COMPUTER'S DESKTOP

- 1) Go to [www.mainememory.net](http://www.mainememory.net).
- 2) Resize the browser's window so you can see both your computer's desktop and the browser's window on the same screen.
- 3) Click on the little site icon to the left of the Location bar i.e. where the web address (URL) is shown.
- 4) While still holding the mouse button down, move the pointer to the desktop (drag it), then release the mouse button. The shortcut will be created.

### TO CUSTOMIZE THE ICON

- 1) Click on the MMN Icon link on [http://www.mainememory.net/share\\_history/share\\_lib\\_tools.shtml](http://www.mainememory.net/share_history/share_lib_tools.shtml).
- 2) Right-click on the MMN logo icon and select Save Image As..... Save to your harddrive.
- 3) Find the MMN shortcut on your desktop and right-click. Select Properties.
- 4) Click the Change Icon button.
- 5) On the next screen click Browse, then find and select the `mmn_icon.ico` file that you saved in step 2.
- 6) Click OK, then Click APPLY on the next screen.
- 7) Click OK once again and your shortcut icon should now be the MMN logo.



Maine Memory Network is a digital museum presented by Maine Historical Society in partnership with 250+ organizations across Maine.

