



Traverse des Sioux Library System

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Adding Icons to the “All” desktop

Adding Icons to the “ALL” Desktop

- Put any new icons in the “All Users” profile so they are available to both Exec & All
 - There is no need to modify *Profile Restrictions* for this procedure
1. Set *Disk Protection* to save changes
 2. Create any Icons or shortcuts you want to make available to patrons
 3. Set the permissions so the Patrons can use the shortcut (see Below)
 4. Right-click on the “Start” Menu
 5. Choose *explore all users* (Alternatively in C:\Documents and Settings\All Users\Desktop\)
 6. Copy any icons you have created to the All Users Desktop folder
 7. Log out
 8. Log into “All” & test
 9. Reboot

Adding File and Folder Permissions

1. Right-click the file or folder to which you are adding permissions
2. Click *Properties*
3. Click the *Security* tab
4. Click *Advanced*
5. Click *Add*, and then in Name box, type All
6. Click OK
7. Click on “All” in the list
8. Make sure to appropriate check boxes are selected – **Read + Read & Execute**
9. Additionally in the case of removable media links, such as flash drive shortcuts select **Write**
10. Click OK