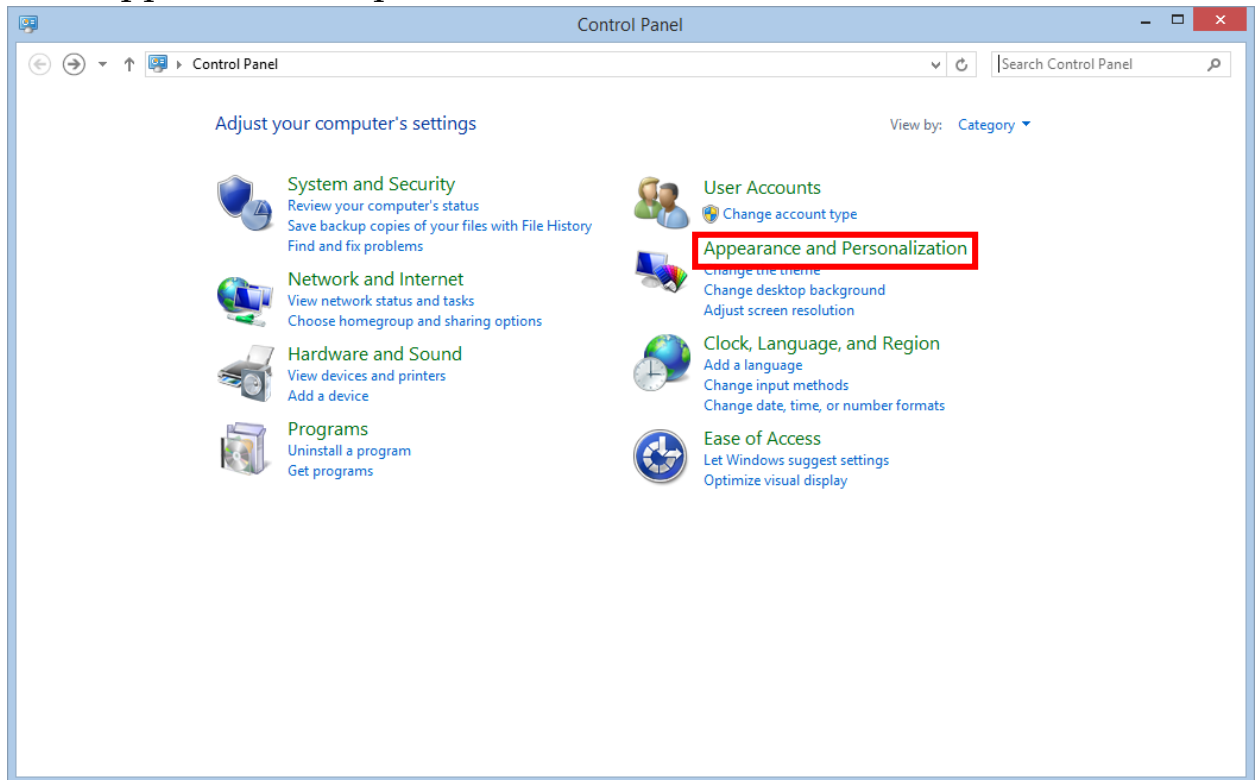


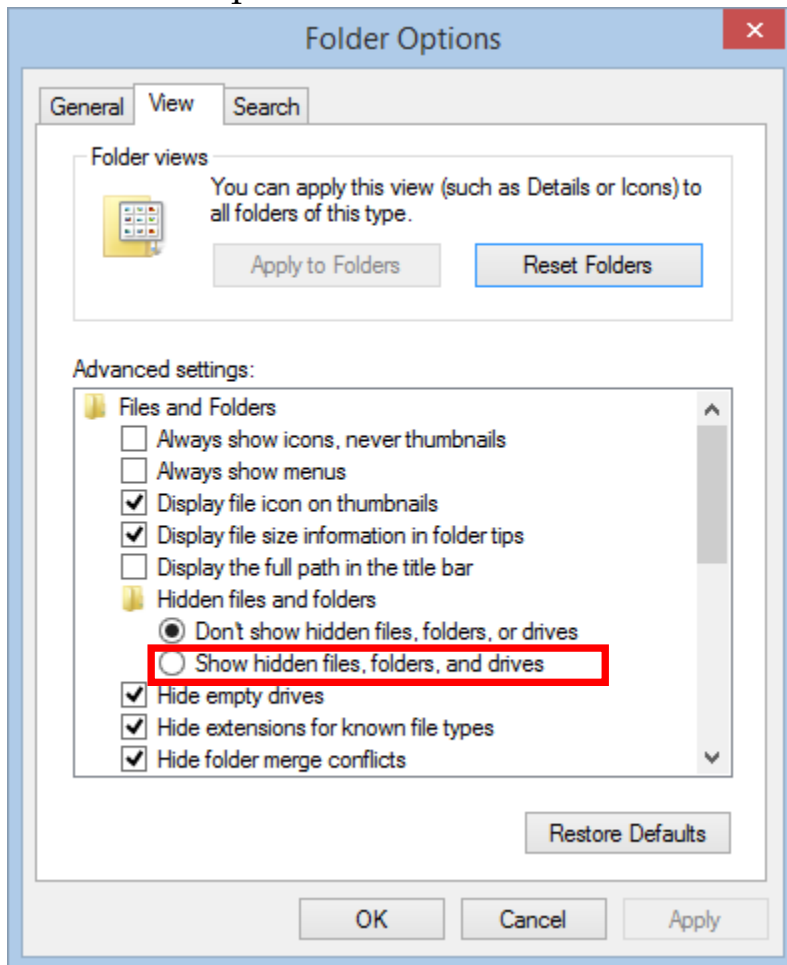
Set all users the same desktop Icons

These instructions will show you how to set the same desktop icons for every user who logs into the machine you set. Each machine must be set individually, and must be thawed if frozen.

1. Click on control panel in your start menu.
2. Click appearance and personalization.

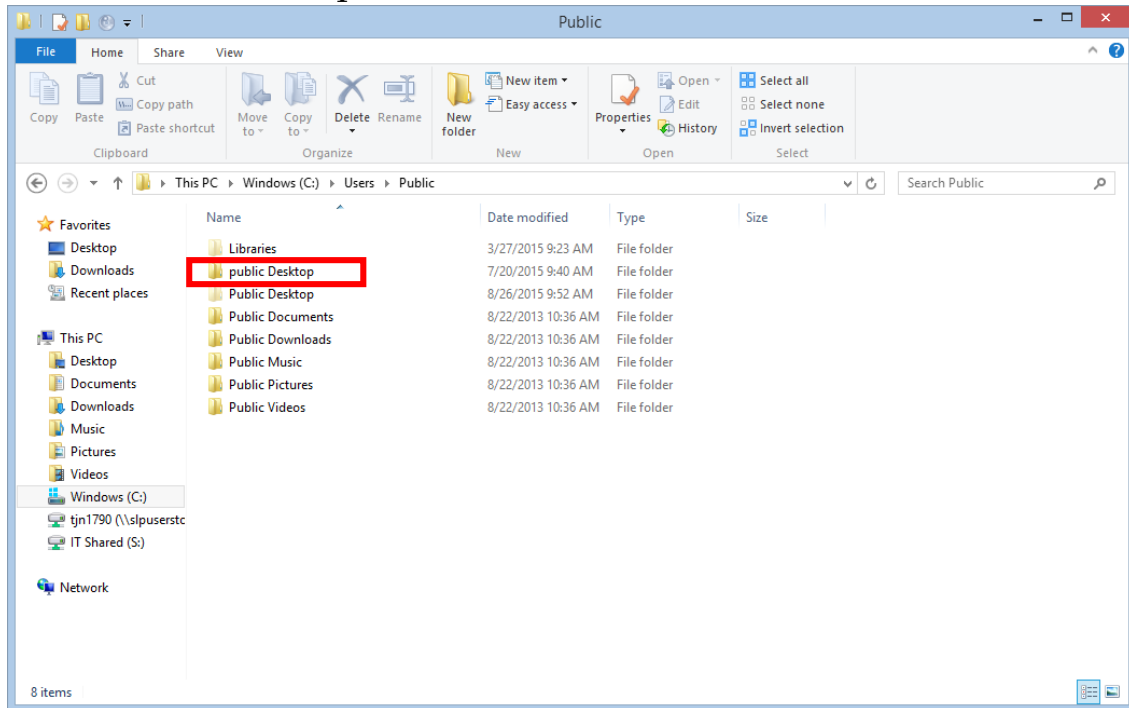


3. Click folder options



4. In the folder options menu choose view at the top
5. The folder we will modify is hidden so choose the tab beside “show hidden files, folders, and drives.”
6. Click apply. But not ok.
7. Keep this menu open
8. Now open my computer
9. Double click your C drive
10. Open the Users folder

11. In the users folder open Public



12. You should see a file that says public desktop.

13. These items in the public desktop folder are displayed to all users.

14. Place any shortcuts or desktop icons into the public desktop folder.

15. Re-hide files, folders and drives