



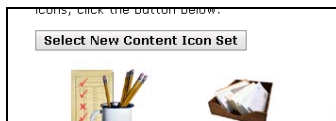
## How to Customize Icons within WebCT

Some instructors like to customize the look and feel of their course by selecting custom icons/pictures for each link within their Course Content Homepage. WebCT allows you to customize the OVERALL icons by choosing one of six pre-defined styles or WebCT allows you to customize a specific icon.

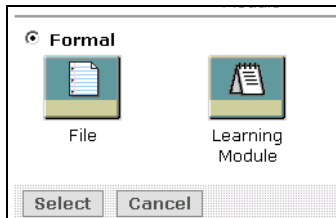
### Customize the OVERALL default icon style

Customizing the OVERALL default icon style will change all of the icons within your course to a new style.

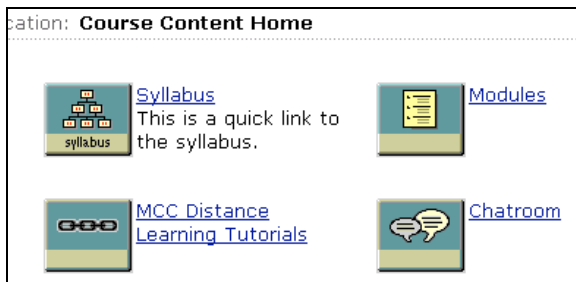
1. Access your WebCT course
2. Move to the Build tab
3. Select Manage Course at the left
4. Select the Course Content Icons link
5. Click on the Select New Content Icon Set button



6. Select the radio button next to the style you would like to use, click on the Select button
7. Close the selection window



8. Click on the Apply button
9. Move back to the Course Content Homepage and view the new icon style



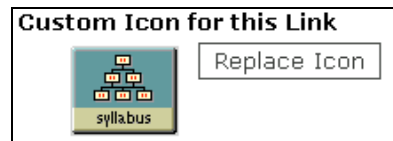


### Customize a specific icon's style

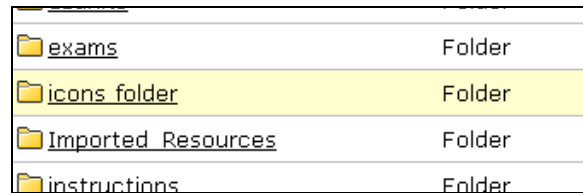
If there is a specific icon/picture in your course (Syllabus, Calendar, Modules link) that you want to customize, you will need to have the new picture/icon stored in your files area to do this. There are no pictures to browse for within WebCT automatically. You will need to upload the pictures you wish to use. Below are the recommended steps for beginners to customization.

#### Customize icons/pictures

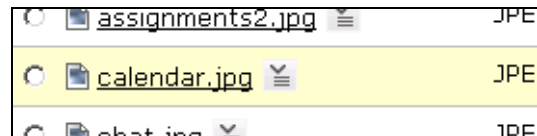
1. Access your WebCT course
2. Move to the Build tab
3. Select the ActionLink next to an icon, select Customize Link
4. Select Replace Icon



5. Click on the 'icons folder' within your list of files to see all the icon styles available



6. Click on one of the styles folders to see the list of icons
7. Preview an icon / picture by clicking on the name of it. Many of the icons / pictures are generic, you do not have to use a the calendar.jpg icon to go with your calendar. You can choose any picture for any link.



8. Choose an icon / picture by selecting the radio button to the left of it, then click on OK
9. Select Save

