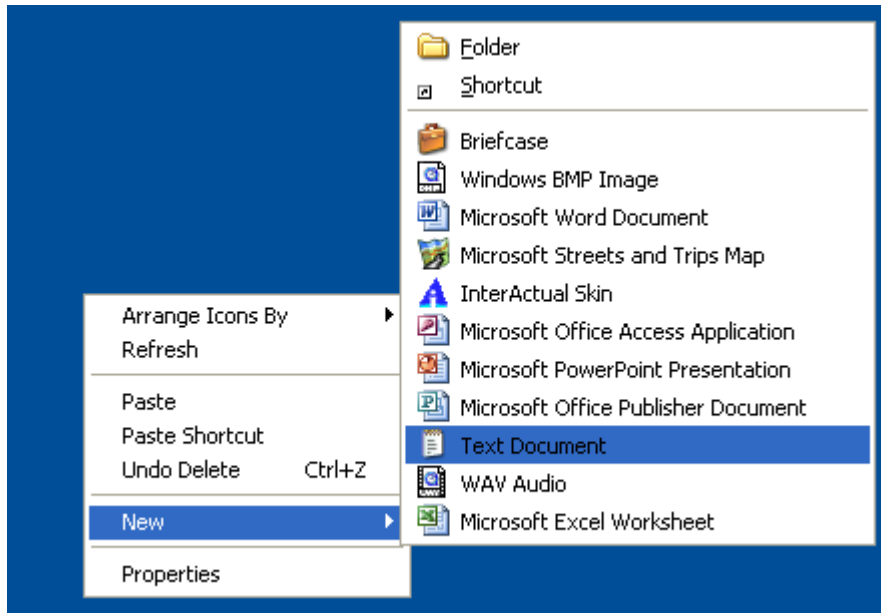


Putting Information Behind A Text File Icon

Create a document and put a file on your desktop for easy access. You can place this document anywhere you want. I will use the desktop.

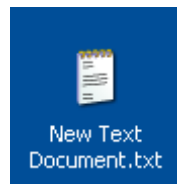
Lets name it “My First Document”.

Right click on the desktop.



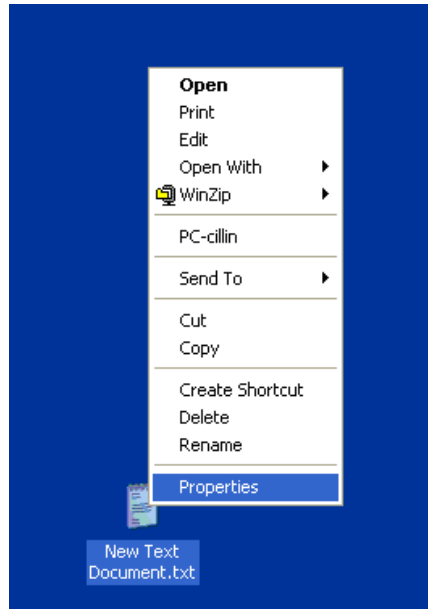
Click “New” and “Text Document”.

Icon will be created “New Text Document.txt” on your desktop.

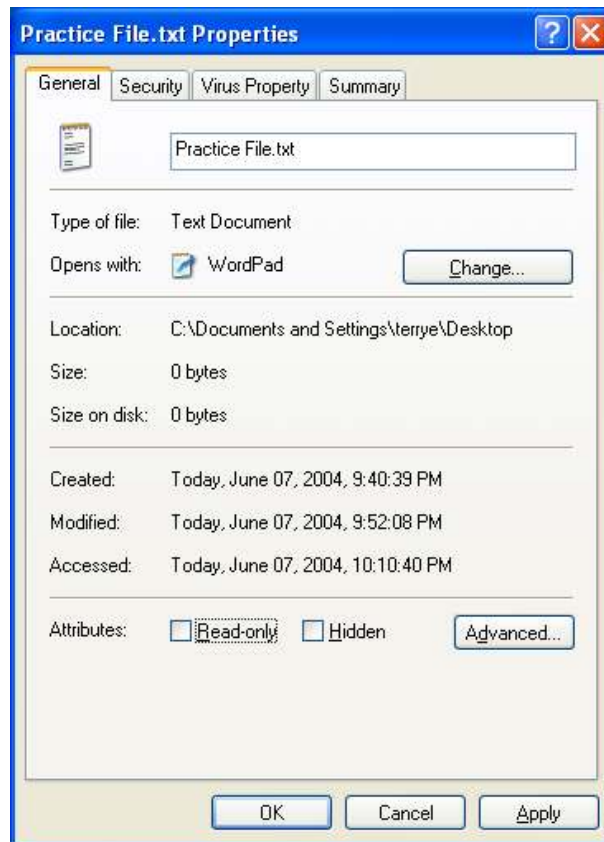


Right Click on new icon.

Click “Properties”



Change file to “Practice File.txt”.



Click on “Summary” Tab.

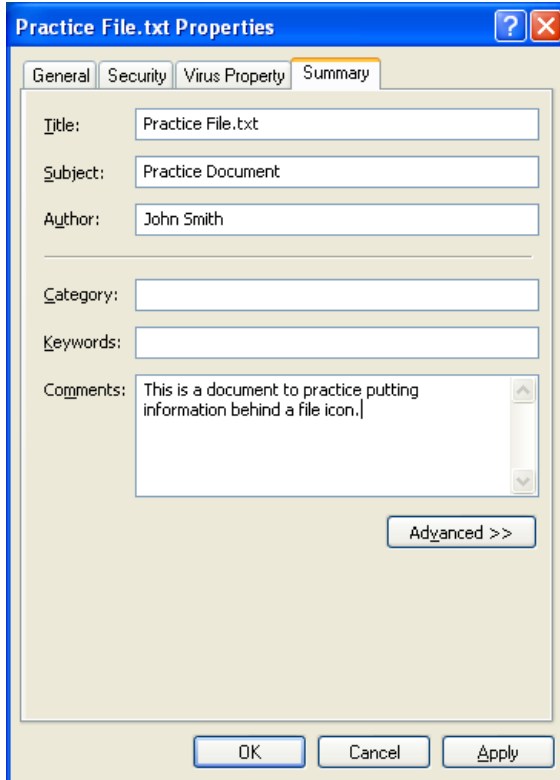
Change Title: to “Practice File.txt”

Change Subject: to “Practice Document”

Change Author: to “John Smith”

Enter in Comments: “This is a document to practice putting information behind a file icon.”

Click “OK”



Place to cursor over the icon to read the following.

