

DESKTOP ANIMATION

Beginners' Kaffee Klatch
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You can add animated icons to your Desktop (or to your email messages, or to a Word document!). All you need is an animated GIF (Graphics Interchange Format) file. You'll find such files at:

Animation Factory (<http://www.animationfactory.com>), and
Best Animations (<http://www.bestanimations.com>).

Follow the instructions that are given at each Website for downloading the animated icons to your desktop.

After you download the file and save it on your desktop:

To create an animated desktop icon:

1. Right-click on any open space on your **Desktop**.
2. Click on **Properties** to open the **Display Properties** dialog box.
3. Choose the **Desktop tab**.
4. Click the **Customize Desktop** button.
5. In the **Desktop Items** dialog box, choose the **Web tab** and click the **New** button.
6. Click the **Browse** button and locate the animated file on your Desktop.
7. After you find the file, highlight it and click the **Open** button to return to the **New Desktop Item Wizard**.
8. When you finish, click the OK buttons to close the wizard and all dialog boxes.
9. The animated GIF file will now appear as a small box on the Desktop.
10. Reposition the animation however you like.
11. Right-click the animation, choose **Arrange Icons By**, and select **Lock Web Items On Desktop**.

To create an animated icon within an Outlook Express document:

1. Open Outlook Express.
2. Click **Create Mail**.
3. After completing the **TO** and **SUBJECT** information, click in the body of the text area to "set" your insertion bar.
4. On the **Menu Bar**, click **Insert**.
5. Click on **Picture**.

6. At the Picture dialog box, click **browse**.
7. Browse to your **Desktop**.
8. Double-click on the digital picture file that you have previously downloaded.
9. Click **OK**.

To create an animated icon within a Microsoft Word document:

1. Open an existing word document file or create a new blank document.
2. Place your insertion bar at the location where you want to “set” the icon.
3. From the **Menu** bar, move to **Picture**, then over and click on **From File**.
4. Go to **Desktop**.
5. Double-click the target icon.
6. To animate the icon, go to **File** on the **Menu** bar, then select **Save as Web Page**.
7. Give the file a name and save it to your desired location.
8. Close the Web Page document. Note that the icon that represents the new Web page document has a slightly different look than an icon that denotes a standard Word file.
9. To show the animation in the Web Page document, simply **open** it.
10. Once a Web Page document has been created, it cannot be edited!