

Changing your Recycle Bin icon to the OCRRA Blue Bin icon

Windows XP

Once you have downloaded the two OCRRA blue bin icons (full and empty) to your computer, follow these steps:

1. Right-click an empty area of the desktop and choose "Properties".
2. When the "Display Properties" multi-tabbed dialog box appears, click the "Desktop" tab.
3. Click the "Customize Desktop" button.
4. A "Desktop Items" dialog box will appear. Make sure the "General" tab is selected.
5. Click on an icon to change:
 - a. Recycle Bin (full)
 - b. Recycle Bin (empty)
6. Click "Change Icon".
7. Browse your computer to find the downloaded file, select it, then click "OK."

Please note that you will want to change both the Recycle Bin (full) and the Recycle Bin (empty) icons. We have provided both icons for your use.

Windows Vista & Windows 7

Once you have downloaded the two OCRRA blue bin icons to your computer, follow these steps:

1. Once Windows Vista has booted up, right click on the desktop and select 'Personalize' from the menu.
2. When you select 'Personalize' from the menu, on the left side of the next window you will see 'Change Desktop Icons'. Select this option.
3. Now Select the Vista icon you would like to change.
 - a. Recycle Bin (full)
 - b. Recycle Bin (empty)
4. Click the 'Change Icon' button, then browse your computer to the downloaded file, and select it, then click "OK."
5. Now select the icon and your new Vista icon should be visible

Please note that you will want to change both the Recycle Bin (full) and the Recycle Bin (empty) icons. We have provided both icons for your use.