

Adding an Icon to the Apple Menu

If the SuccessMaker icon is disappearing, or if students are changing its name, you might want to move it to the Apple Menu.

1. Double click and open the Macintosh HD.
2. In the top menu bar to the right of the Apple, click on **View** and choose **As List**.
3. Find the **System Folder** and click the little triangle to open the system folder. See illustration; we want the one named **System Folder**, not the one named just **System**.
4. Inside the system folder, find the **Apple Menu Items** folder and click the little triangle to open it.
5. Now, find the SuccessMaker icon on the desk top and drag it into the **Apple Menu Items** folder.
6. Click the triangle to close Apple Menu Items
7. Click the triangle to close the System Folder
8. Click the close box in the top left corner to close the Macintosh HD folder.
9. Pull down the Apple Menu, you should see SuccessMaker at or near the bottom of the list as the items are in alphabetical order.
10. To change the location of the icon to the top of the list, add an exclamation point as the first character of the name, !SuccessMaker. From the computer's viewpoint punctuation comes before A in the alphabet.

