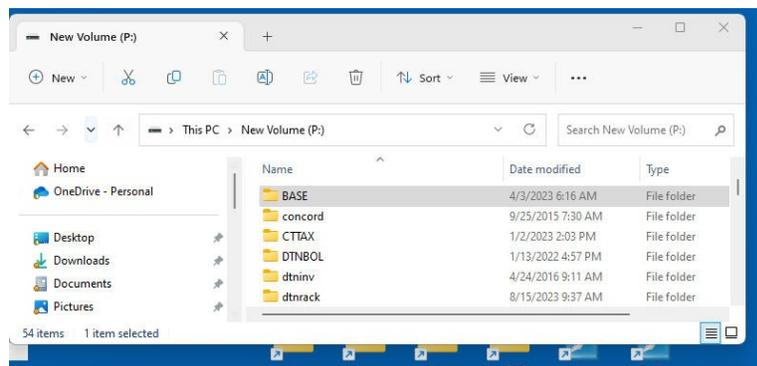# Creating a New Petro Data Icon

When networks go down, the Petro Data icon may get changed or damaged. This is not our fault but it happens. To create a new icon, you need knowledge of Windows Explorer. If you don't know how to use it, get someone in the office to help you.
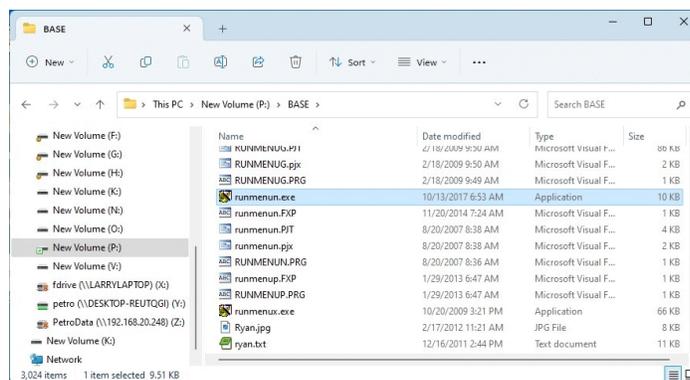
So here is how to find the Petro Data Icon in the BASE folder and send it to the desktop to create a new icon.

Click on any folder or MY PC or your network drive (P, F, Z, etc). Now find the BASE folder as seen below. In the example below, the network drive is P:
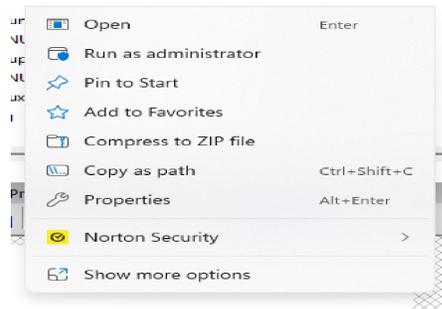

Figure 1 Find BASE folder on Network Drive

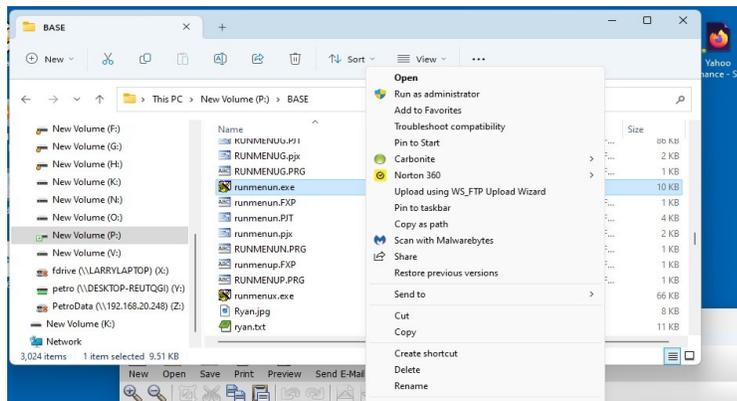Click on the BASE folder and look for RUNMENUN.EXE as shown below.

Figure 2 Runmenun.exe is found in BASE folder

Highlite RUNMENUN.EXE and do a **right click** to open up the options box below. You are looking for the option to SEND TO.
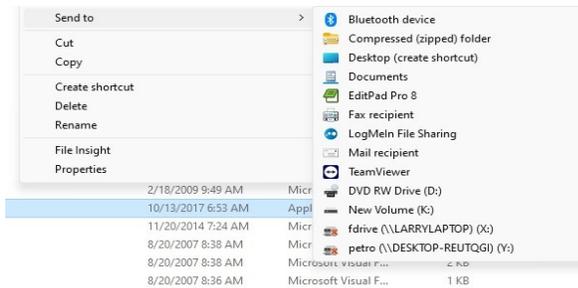

Figure 3 Options on right click

In the above box, we are looking for the option to **Send To**, if you find it, select it. If not, click on **Show More Options** and it will there for sure.

Figure 4 This screen does have the Send To Option

Once you see the **Send To** option, then click on it. The third option says **Desktop**

Figure 5 Deskopt is 3rd option. Click on it.

Now select **Desktop** and click it. The icon should now be on your desktop.
If you wish, highlite the icon, press F2 and **rename** it to Petro Data Menu.