

How to add HPM Logo to the HPM E-Book shortcut on your desktop

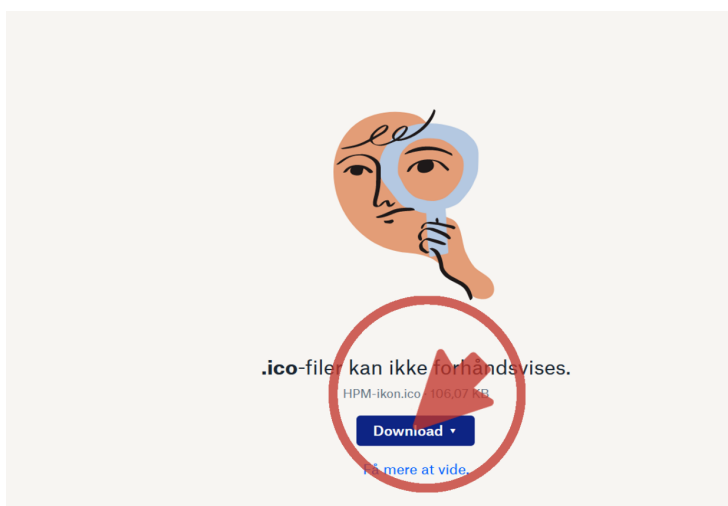
In this guide we are going to show you how to change the icon for the online HPM E-catalogue shortcut on your desktop into an easily recognizable HPM logo: Making it much easier to locate/find on your clinic's shared work computer.

Step 1: Download the icon file

Download the icon file with our HPM-logo by clicking on the big blue "[Download](#)" button on [this page](#).

- When downloading, be sure to note which folder the file is being saved to.
- You will need to know the exact location of the file for step 6 in this guide to work.

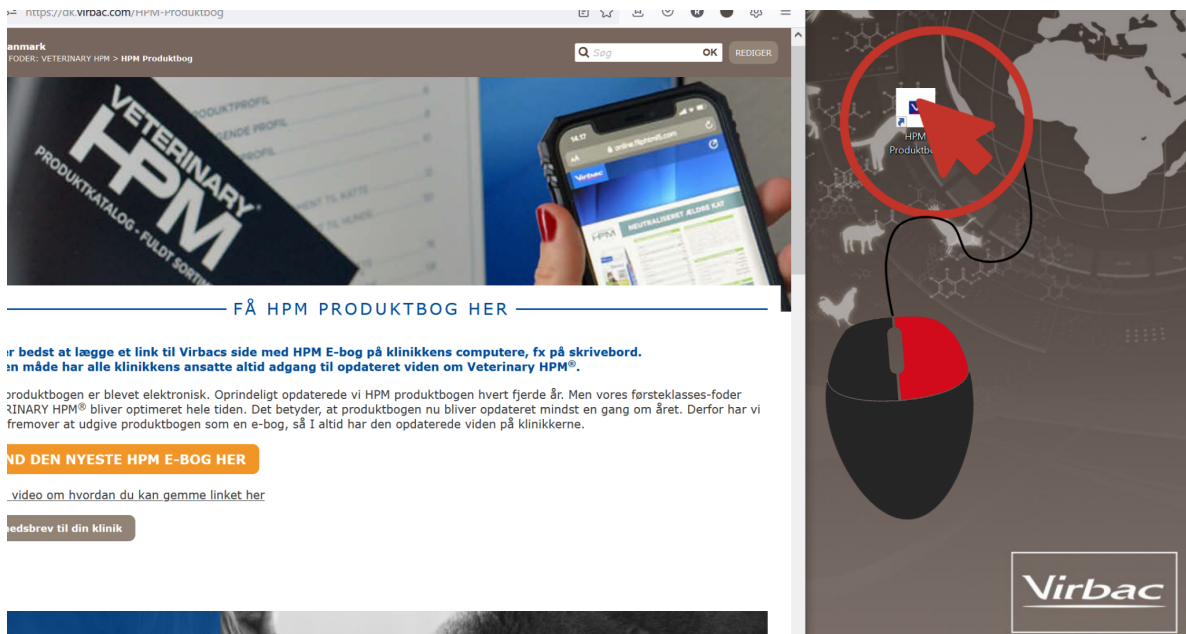
Extra info: You do not need to have Dropbox installed on your computer to download the file.



Step 2: Right-click on the shortcut

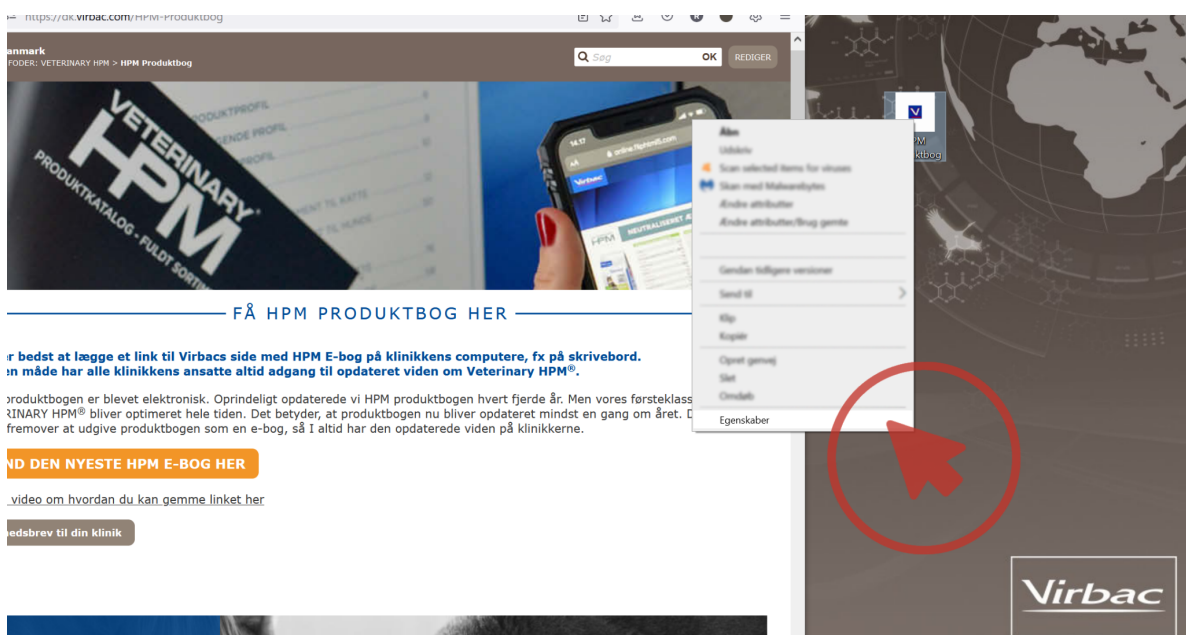
Locate the HPM E-catalogue shortcut on your desktop.

Right-click on it.



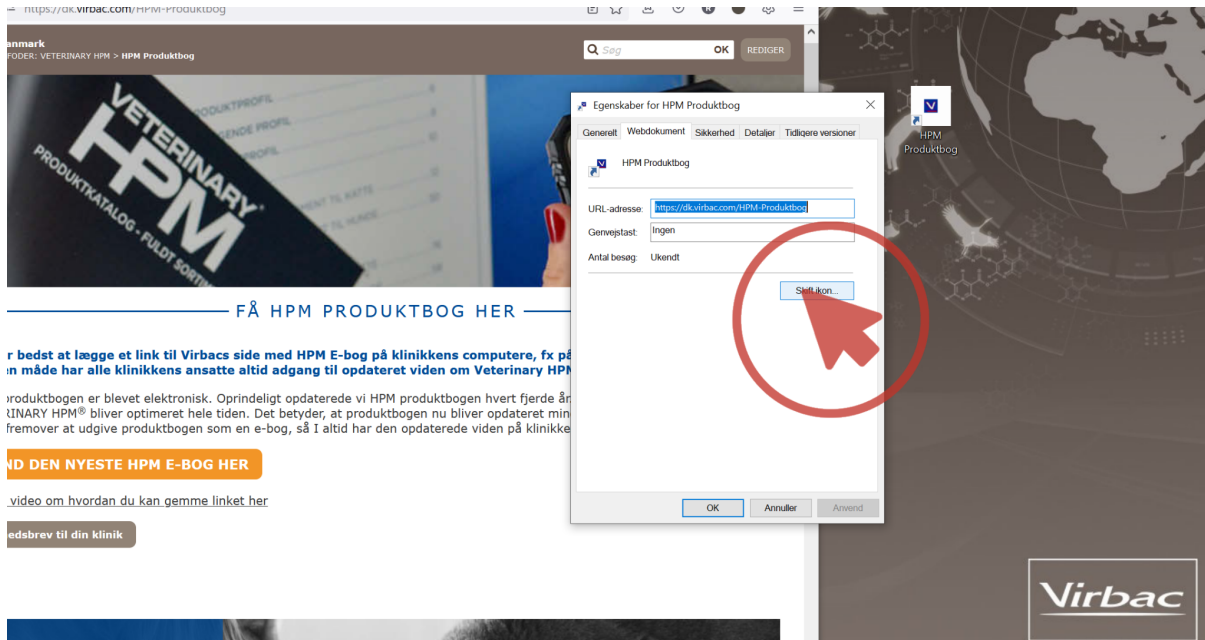
Step 3: Choose "Properties"

A menu-window will pop up. Click the last option on the menu called "Properties."



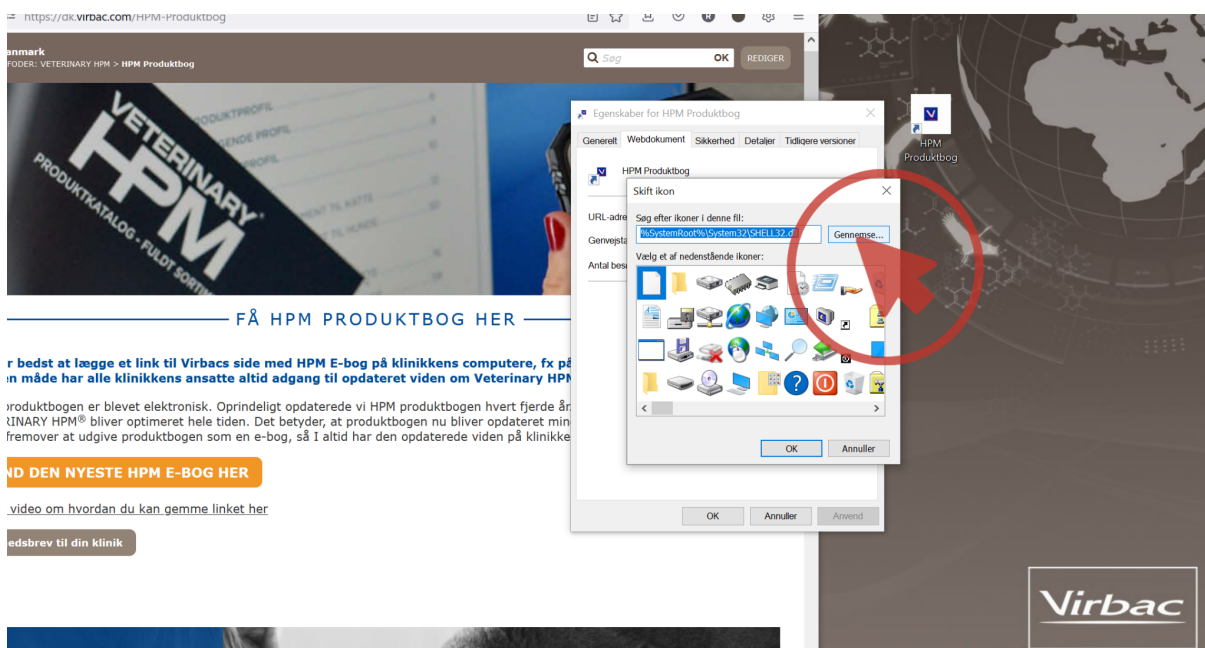
Step 4: Change Icon

Press the "Change Icon" button located on the "Webdocument" tab



Step 5: Browse

In the new window, click the button on the left called "Browse"

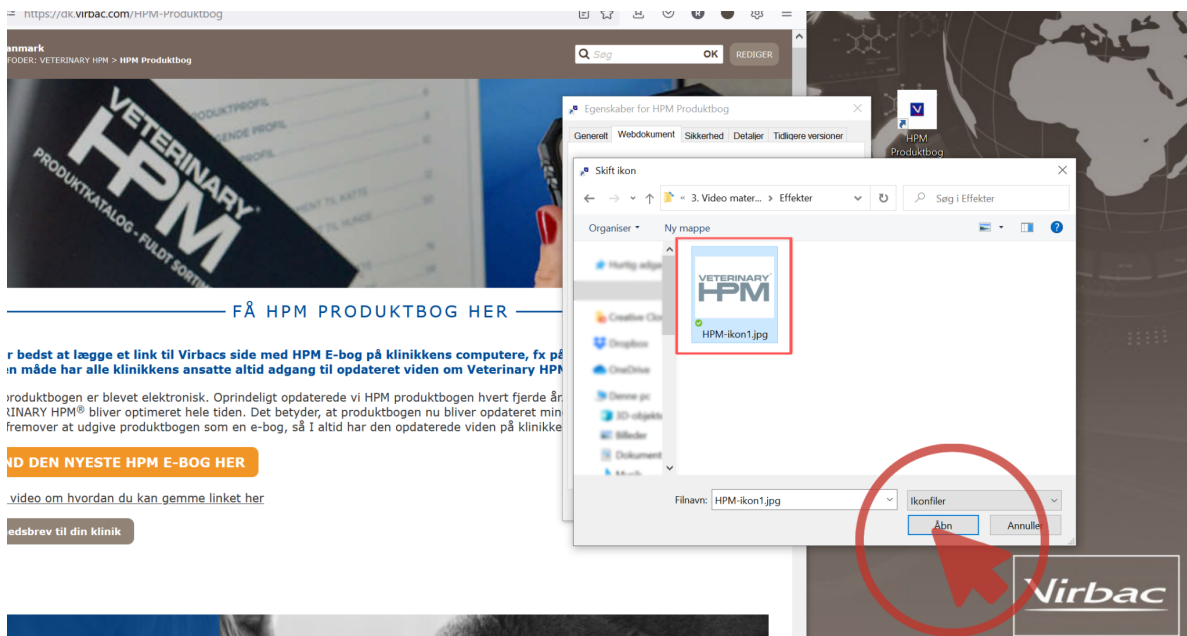


Step 6: Locate your icon

Locate the HPM-icon that you downloaded in step 1 and select it by clicking on it. To check if the correct file has been selected, look for a blue outline.

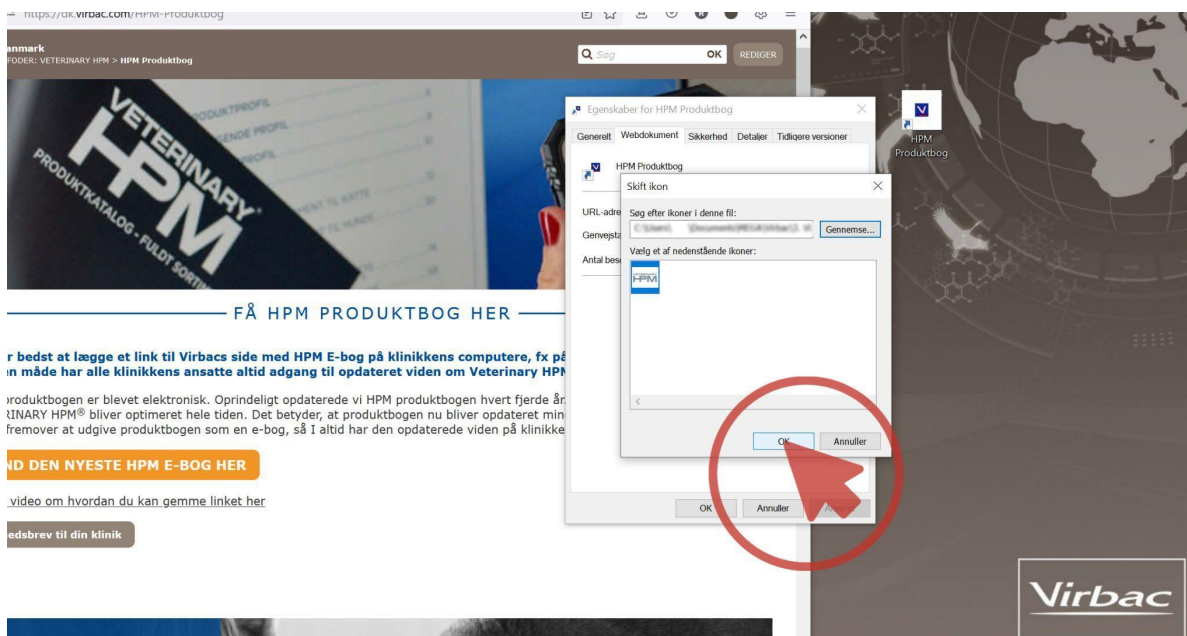
Once you have selected the icon, click the "Open/OK" button located at the bottom of the window.

Extra info: Icons are not normal images, but a unique file format called '.ico'. You cannot alter a shortcut's appearance using normal images such as JPG or PNG.



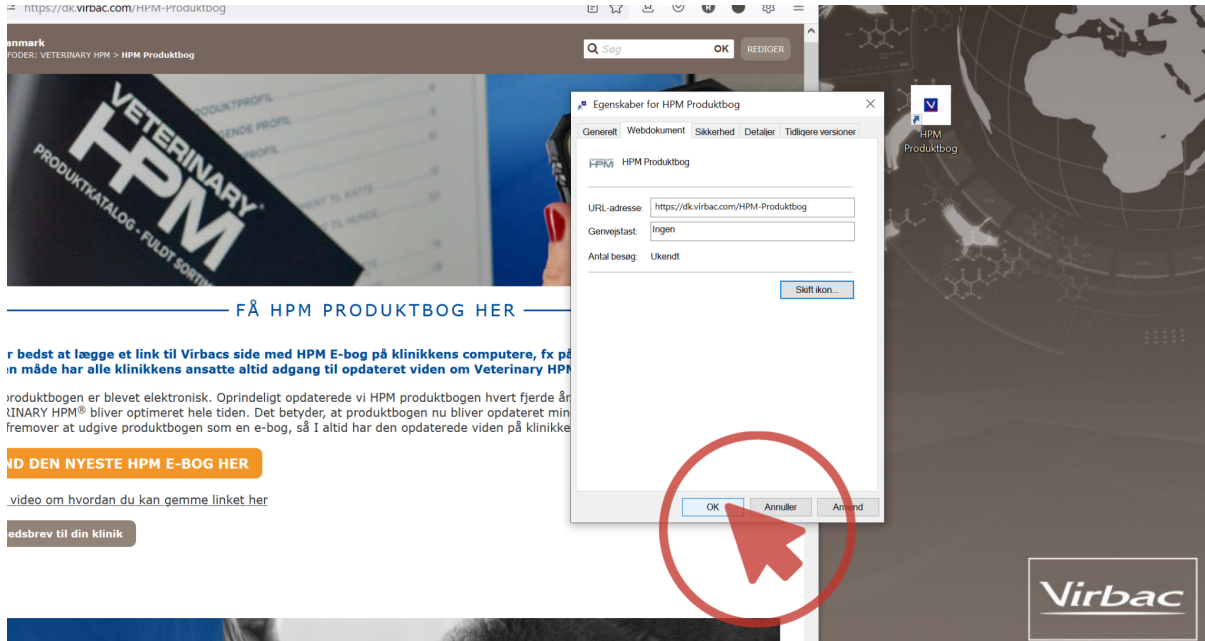
Step 7: OK

Click on the "OK" button



Step 8: OK (again)

Click on the “OK” button in the shortcut-window as well



Step 9: Done

Good job! The shortcut to the HPM E-catalogue has been given a fresh new look and is much easier to identify now that it bears the HPM logo.

