

New Customer Users

How to place Lippincott product icons on your desktop

Please follow these directions to place new product icon(s) on your desktop(s).

How to create the shortcut(s) on your desktop:

- A. Create the appropriate initial product links on your desktop.
 1. For Lippincott Procedures:
 - a. Copy this URL: <http://procedures.lww.com/> to store it in your computer clipboard
 - b. Go to your desktop
 - c. Right click on your desktop
 - d. Choose “New”
 - e. Choose “Shortcut”
 - f. Paste the URL that you copied in Step a. into the box that says: “Type the location of the item.”
 - g. Click “Next”
 - h. Name the file - (ex: Lippincott Procedures)
 - i. Click “Finish”
 - j. Find the icon and double click on it to test connectivity.
 2. For Lippincott Advisor:
 - a. Copy this URL: <http://advisor.lww.com/> to store it in your computer clipboard
 - b. Go to your desktop
 - c. Right click on your desktop
 - d. Choose “New”
 - e. Choose “Shortcut”
 - f. Paste the URL that you copied in Step a. into the box that says: “Type the location of the item.”
 - g. Click “Next”
 - h. Name the file - (ex: Lippincott Advisor)
 - i. Click “Finish”
 - j. Find the icon and double click on it to test connectivity.
 3. For Lippincott Professional Development:
 - a. Copy this URL: <http://competency.lww.com/> to store it in your computer clipboard
 - b. Go to your desktop
 - c. Right click on your desktop
 - d. Choose “New”
 - e. Choose “Shortcut”
 - f. Paste the URL that you copied in Step a. into the box that says: “Type the location of the item.”

- g. Click "Next"
 - h. Name the file - (ex: Lippincott eCourses)
 - i. Click "Finish"
 - j. Find the icon and double click on it to test connectivity.
- B. Download the appropriate icon(s) for the Products you use.
1. For Lippincott Procedures:
 - a. Please visit <http://lippincottsolutions.com/solutions/procedures/customer-resources>
 - b. Download the Lippincott Procedures .ico file from the ICO files section (Lippincott Procedures.ico)
 2. For Lippincott Advisor:
 - a. Please visit <http://lippincottsolutions.com/solutions/advisor/customer-resources>
 - b. Download the Lippincott Advisor .ico file from the ICO files section (Lippincott Advisor.ico)
 3. For Lippincott Professional Development:
 - a. Please visit <http://lippincottsolutions.com/solutions/professional-development/customer-resources>
 - b. Download the Lippincott Professional Development Advisor .ico file from the ICO files section (Lippincott eCourses.ico)
- C. To change the icon on your desktop and complete the process:
1. For each icon, go to the desktop and right click on the icon you want to change
 2. Click "properties"
 3. Click "change icon"
 4. Click "browse"
 5. Select the .ico file you want to replace it with.
 6. You will now see the updated icon on your desktop screen.
 7. Repeat for each product
 8. Enjoy!

