



# Setting up a desktop icon for the NHS Knowledge and Library Hub?

The icon image shown below can be used to link to the NHS Knowledge and Library Hub from your desktop. Please do not attempt to open the icon file. Simply save it to your computer following the instructions below.

1. Download Hub desktop icon.ico from here:  
<https://support.library.hee.nhs.uk/helpdesk/attachments/27007296088>



Hub desktop  
icon.ico

2. Save Hub desktop icon.ico to your "My Documents"/"Documents" folder.

## Windows

### Creating the Desktop Icon:

3. Right click on an empty space on the desktop of your computer.
4. Highlight "**New**" and then click on "**Shortcut.**"
5. Under "**Type location of the item**" copy and paste this URL for WUTH:

[https://search.ebscohost.com/login.aspx?authtype=guest&custid=ns124966&groupid=main&profile=hee\\_eds](https://search.ebscohost.com/login.aspx?authtype=guest&custid=ns124966&groupid=main&profile=hee_eds)

This URL for WCHCT:

[https://search.ebscohost.com/login.aspx?authtype=guest&custid=ns199713&groupid=main&profile=hee\\_eds](https://search.ebscohost.com/login.aspx?authtype=guest&custid=ns199713&groupid=main&profile=hee_eds)

6. Click "**Next**" and then enter a display name for your shortcut. We recommend using *NHS Knowledge and Library Hub*.
7. Click "**Finish.**"

### Customizing Your Desktop Icon Image:

8. Right click on your new icon and select "**Properties**"
9. Click on "**Change icon.**"
10. Click "**Browse**" and locate the appropriate icon you saved in Step 2.
11. Select the file name of the icon you saved, and click "**Open.**"
12. Make sure the icon you want is highlighted, then click "**OK.**"
13. Click "**OK**" again.

## Mac

Follow steps 1 & 2 as above

3. Open your browser, resizing it so that you can see your desktop.
4. Go to the URL for your EDS instance.
5. Select the URL in the address bar and drag the URL to your desktop to create the shortcut. (The instance URL that you use is a redirector link. Check that you are creating a shortcut from the original instance URL, not the page you are redirected to.)
8. Copy the image of the NHS Knowledge and Library Hub that you have saved in Step 2.
9. Right hand click on the shortcut you have created on your desktop and select '**Get Info**'.
10. Paste the image on top of the icon
11. Close
12. Rename the icon *Knowledge Hub*

Visit our website at <https://www.wuth.nhs.uk/choose-us/for-library-and-knowledge-services/> or contact us at: McArdle Library, Education Centre, Arrowe Park Hospital.

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