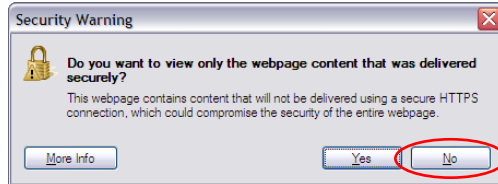


Oregon Vital Events Registration System (OVERS)

Using the OVERS Icon for your Desktop Shortcut

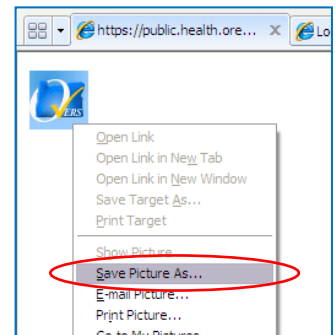
Step 1: Create a shortcut for OVERS on your desktop. Instructions are available on this webpage:
<https://bit.ly/OVERStateuser>.

Step 2: Click on this link: <http://bit.ly/OVERIcon>.
If you see the following box, click **No**.

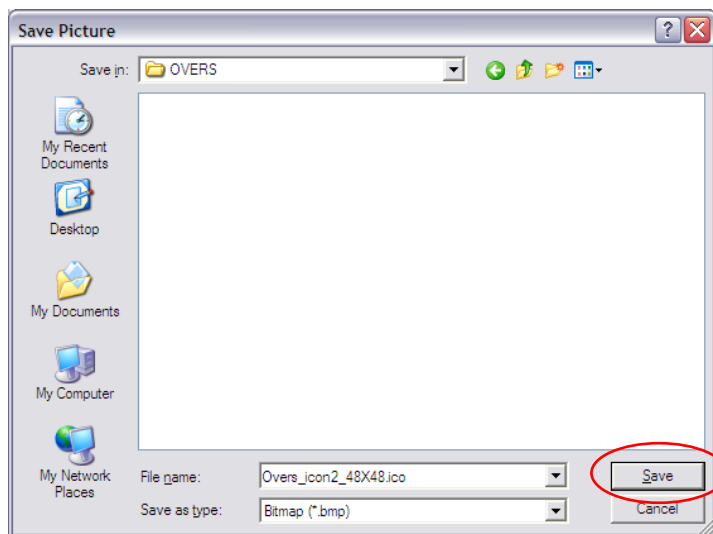


Step 3: On the webpage, you will see the blue OVERS icon.

With your mouse, **right click on the icon** and left click **Save Picture As...**



Step 4: The **Save Picture** box will appear. Find your personal drive on your network then click **Save**.
Note: Clicking on **My Computer** may help you find your personal drive.

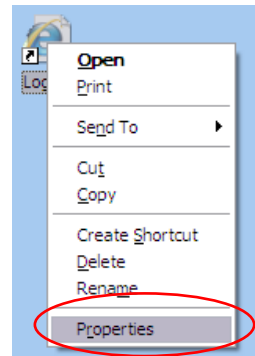


The location of the personal drive will be different for each person or agency.
If you save the file on your personal network drive, these instructions will help the icon appear on the desktop of other computers you use on the network.

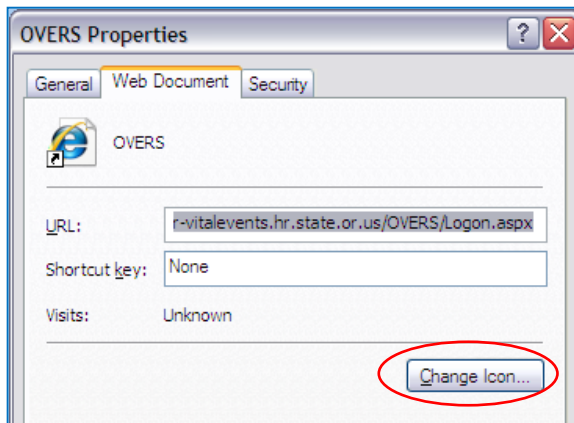
Oregon Vital Events Registration System (OVERS)

Using the OVERS Icon for your Desktop Shortcut

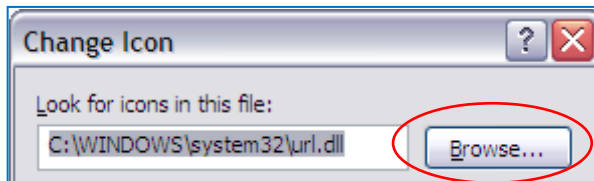
Step 5: Go to your Desktop. Right click your mouse on the shortcut to OVERS. In the menu that appears, choose **Properties**.



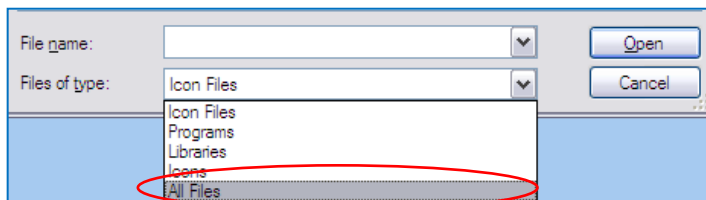
Step 6: The **Properties** box appears. Click **Change Icon**, located on the Web Document tab.



Step 7: The **Change Icon** box appears. Click **Browse**.



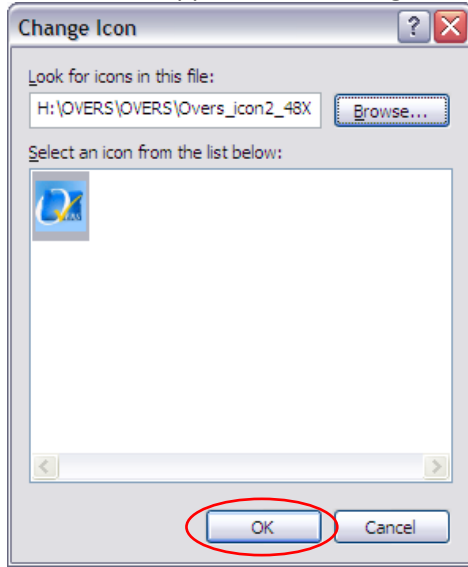
Step 8: Navigate to the folder where you saved the icon. Double click on the icon.
If you do not see the icon when you get to the correct folder, choose **All Files** under **Files of Type**. Then choose the icon.



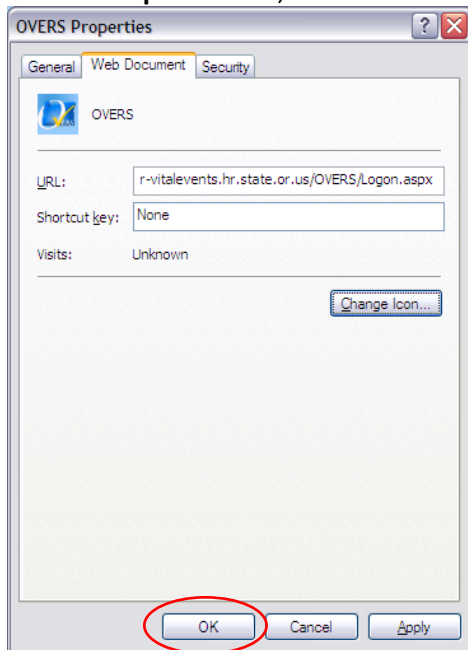
Oregon Vital Events Registration System (OVERS)

Using the OVERS Icon for your Desktop Shortcut

Step 9: The icon will appear in the **Change Icon** box. Click **OK**.



Step 10: In the **Properties** box, click **OK**.



Step 11: The OVERS icon on your desktop will change to this:

