

# *Design and Custom Graphics: I would like to add my own Favicon to my site. How do I do that?*

If you have a favicon.ico file, skip to step #5

**Step 1:** Format your desired image into a square (same width as height)

**Step 2:** Resize it to 16px X 16px

**Step 3:** Save it as a bitmap file named "favicon.ico.bmp" (This can be done with Microsoft Paint, Adobe Photoshop or many other image editing software)

**Step 4:** Now that you have the file, rename it to "favicon.ico," your operating system might ask you to confirm the change, do so.

**Step 5:** In the Web Builder, go to "Manage Library"

**Step 6:** Choose "Upload New File to Library" and upload your "favicon.ico" file

Please note, browsers cache favicons, and so your browser may not immediately realize that your website has a new favicon

**Step 7:** Publish your ENTIRE website for your favicon to appear

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