

## Place a shortcut for shutdown on your desktop

To create a shortcut icon for Shutdown:

1. Right-click on an open area of the Desktop.
2. Go to New, then Shortcut.
3. Enter **shutdown /p** as the location of the item and press Next. (Note the space between shutdown and /p.)
4. Now name the shortcut *Shutdown* and press Finish.
5. Right-click the shortcut that now appears on your Desktop and navigate to Properties.
6. Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
7. Choose (click) an icon of your choice from the list.
8. Finally, click OK.

