Creating a Shortcut to PC Access on Your Desktop

After installation, PC Access does NOT automatically create a shortcut icon on your desktop. You can access the program from your START/PROGRAMS menu or create a shortcut on the desktop using one of these two methods:

1. After PC Access has finished loading on your computer, a folder will appear on the bottom task bar. In this folder is an icon called **PC Access for Windows**

2. Right click on this icon with your mouse (do not release the right mouse button while doing this) and drag it out to your desktop, letting go of the right mouse button when you have dragged it out to the desktop. A menu will appear. Using the left mouse button, click on **CREATE SHORTCUT HERE**. You will now be able to access the program from this icon.

3. Close the folder by clicking on the **X** in the upper right hand corner.

Or....

1. Open the **MY COMPUTER** icon on your desktop. Open the drive letter containing the PC Access program (usually the C: drive)

2. Find the folder called **PCAWIN** and open it. Inside, you will find an icon called **PCAWIN** or **PCAWIN.EXE**

3. Right click on this icon with your mouse (do not release the right mouse button while doing this) and drag it out to your desktop, letting go of the right mouse button when you have dragged it out to the desktop. A menu will appear. Using the left mouse button, click on **CREATE SHORTCUT HERE**. You will now be able to access the program from this icon.

4. Close the folder(s) by clicking on the **X** in the upper right hand corner.

If you have any problems or questions, please call the MLS Computer Helpline at 608-240-2806 for assistance.