
Appendix A

Take a Shortcut

This section tells you how to create a “shortcut” to the Client on your Windows desktop. A shortcut is an icon on the desktop that allows you to quickly run an application without having to go through all the folders to get to it.

You can create a shortcut for some applications during installation. Other applications require that you create shortcuts after installation. There are at least two ways to create Windows shortcuts; this guide will explain the quickest method.

Creating a new Client shortcut:

1. Right-click on the Windows desktop to display a pop-up menu.
2. Select **New**, then select **Shortcut**.
3. The Create Shortcut dialog box displays. If you know the path and executable name of the Client, enter it in the box labeled **Command line:**, otherwise, click **Browse**.
4. The Windows Browse dialog box displays. Use the **Look in:** and **File name:** fields to locate the path to the PlotWorks Client. This is usually *C:\Program Files\PLP\PlotWorks*.
5. Double-click on the file **Client.exe**. The path and executable are filled in on the Create Shortcut dialog box.
6. Click **Next**. You are asked to enter a name for the shortcut. You can leave it as is (Client.exe) or give it a more comprehensive name, such as PlotWorks Client.
7. Click **Finish**. The Shortcut appears on your desktop where you can position it as desired.

From now on, when you want to work in the Client application, just double-click on the Client shortcut. You can use these instructions to create shortcuts for all of your most frequently used applications.
