PLACE SHORTCUTS FOR SHUTDOWN, RESTART, AND SLEEP ON YOUR DESKTOP

Thanks to a series of shortcut tricks, you can affix Shutdown, Restart, and Sleep buttons to your Desktop for easy access. Just follow these steps.

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.
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.

To create a shortcut icon for Restart:

Follow the instructions in the section immediately above, except have the script read **shutdown /r /t 0**. Now name the shortcut *Restart* and press Finish.

To create a shortcut icon for Sleep:

Follow the instructions above, except have the script read:

Rundll32.exe Powrprof.dll,SetSuspendState Sleep. Now name the shortcut *Sleep* and press Finish.