Adding a PASS Shortcut to Desktop (Windows Vista, 7, & 8)

A. **If you want to put an icon on the desktop of your computer, perform the following steps.**

   (1) **Click on the Start button (assuming you have install the PASS software.**

   (2) **Find and click on "Power Accounting System Software" on the programs quick start list.**

   (3) **Left-click on "Accounting 21st Edition" icon in the sub-menu, drag it to the desktop, then release.**

   (4) **The PASS shortcut will now be reflected on the desktop for easy access.**

B. **If you have *not* already completed the compatibility update, then proceed through the following steps.**

   (1) **Before running the program, right- click the PASS program icon and go to Properties>Compatibility> and then check the Compatibility Box and select Windows XP (Service Pack 2) or Windows XP (Service Pack 3).**

   (2) **At the bottom of the Compatibility Menu you will also find a Privilege Level area. Make sure you check the box titled "Run this program as an administrator."   Running as Administrator is a key element.**

   (3) **Click the "Apply" button at the bottom of the menu and then "OK" your way out.**

   (4) **By following these three steps, it will allow you to use all aspects of the general ledger software.**