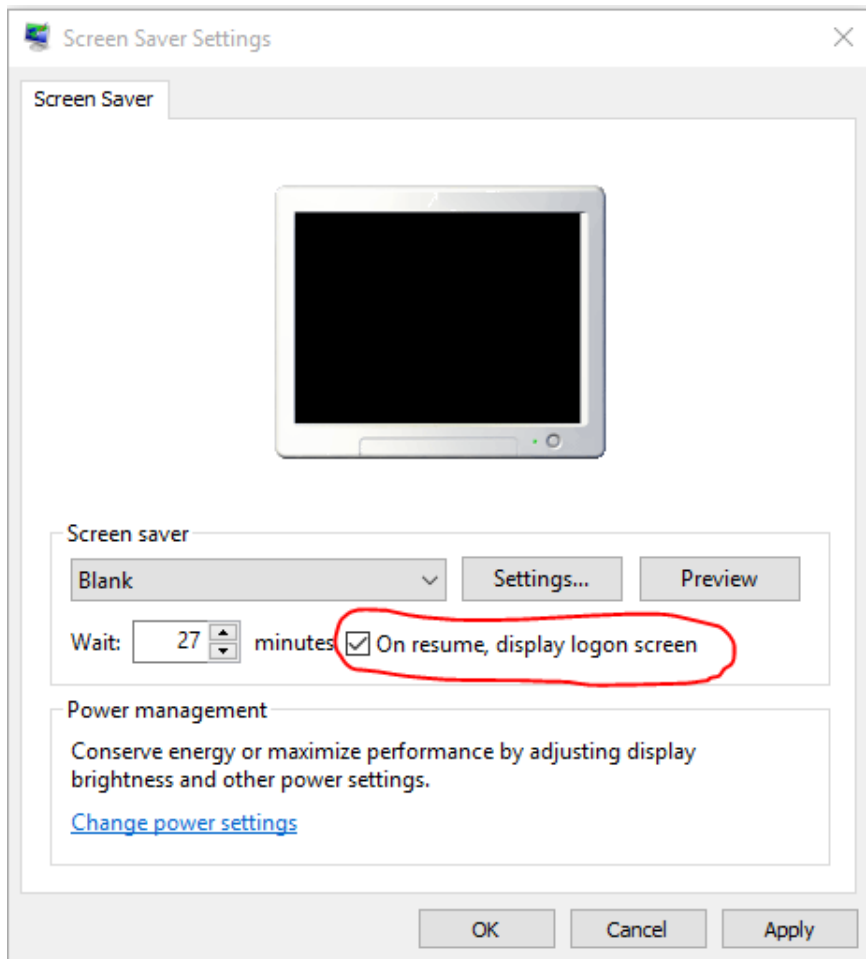


## Create a Lock PC Shortcut

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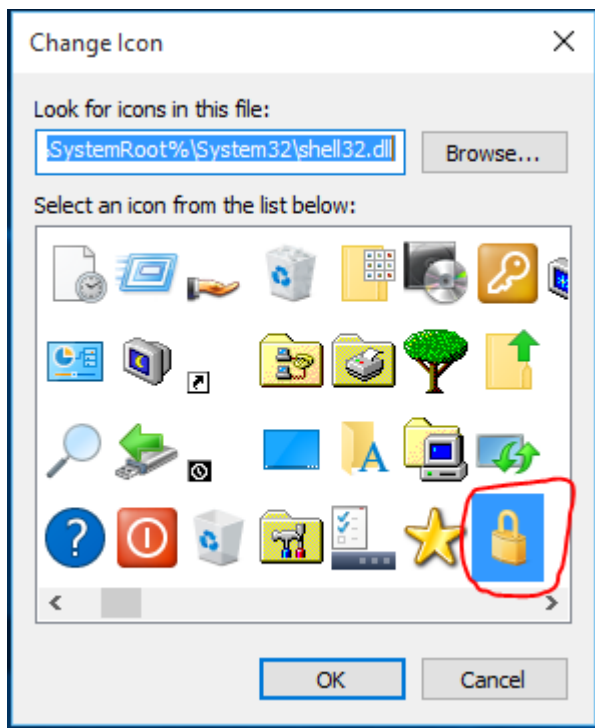
Locking your screen while you are away from working on your computer is very important with today's security issues. You do not want to have someone have access to your files if you are just stepping away for a few minutes to run to the restroom or getting a cup of coffee. It is best to set a password on your lock screen so that you will be able to have your workstation locked from protruding eyes. The best way is to setup the lock screen with the screen saver first. You can right click on the screen and click personalize. Then click on the Screen Saver section and you will see this dialog box.



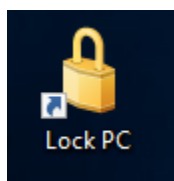
Notice that I set mine to a blank screen. This is important because some of the screen savers can cause the CPU to use valuable resources. Sure some of the screen savers like bubbles or 3D Text look nice but they are always running when your computer screen is locked. Use those CPU resources elsewhere.

Now that you have the screen save setup for Password re-entry, you are all set, except when you want to have it on demand. There are several ways to do this. One way and the easiest way is to just hit the Windows-Key and the "L" at the same time and it is instantly locked.

Another way is to setup a shortcut to lock the screen. Setting up a shortcut is easy as well. Right click on the screen and click “New” and then “Shortcut”. Enter “**%windir%\System32\rundll32.exe user32.dll,LockWorkStation**” and click next. Then enter the name like “**Lock Screen**” or “**Security Screen Lock**” and click finish. Now right click on the newly created shortcut and click on Properties. Click on Change icon. Enter the path of the icons to “**%SystemRoot%\System32\shell32.dll**”. This Dynamically Link Library has over sixty icons in it.



Look for the chose the Lock located within that library. Click OK and close the dialog box.



You now have a new icon that you can click on to lock your screen.