

## **Adding a PASS Shortcut to Desktop (Windows 10)**

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

- (1) Click on the Windows 10 Start icon.**
- (2) Scroll down the programs listing and then click on "Power Accounting System Software".**
- (3) Next, right-click on "Accounting 21st Edition".**
- (4) In the drop-down menu, click on "Pin to Start".**
- (5) The PASS shortcut icon will appear in the Tiles on the Start Menu.**
- (6) If you want the PASS icon on your desktop, click and drag the icon (in the Start Menu) to your desktop.**

**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.**