

Locking Your Windows 7 PC - Advanced

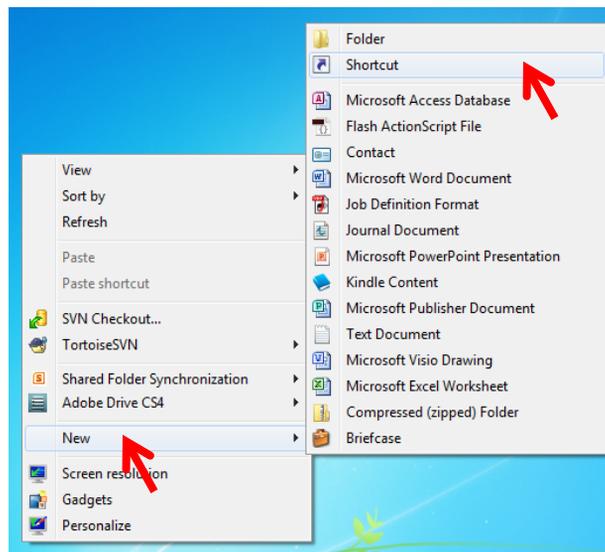
Locking your computer screen prevents unauthorized individuals from accessing your data. It is a good idea to get in the habit of locking your screen any time you step away from your workstation, even if only for a few moments.

Create a Lock Icon for Your System Tray

If you are confident of your computer skills, you can create a lock icon for your taskbar (the area at the bottom of the screen where you can see shortcuts and programs that are running.)

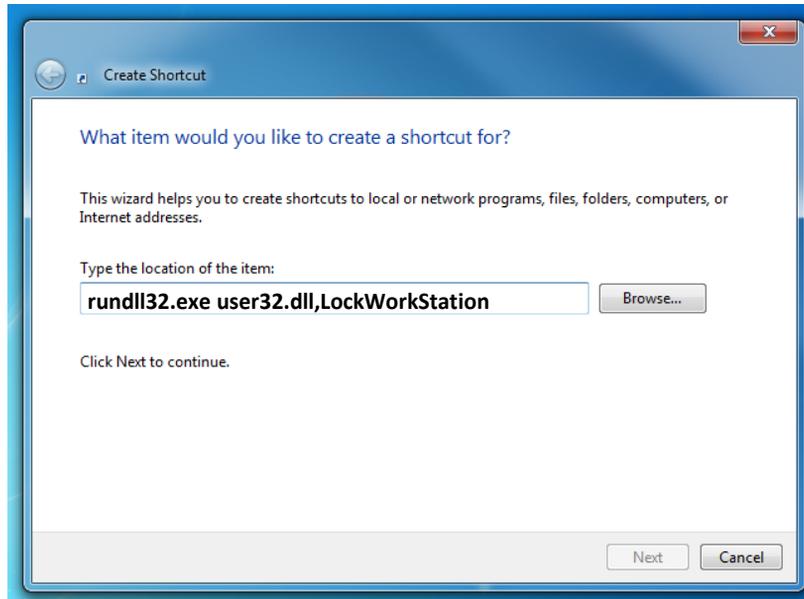


Using a lock icon is helpful for people who want a visual reminder to lock their computer screen. Here are instructions for adding a lock icon to your taskbar

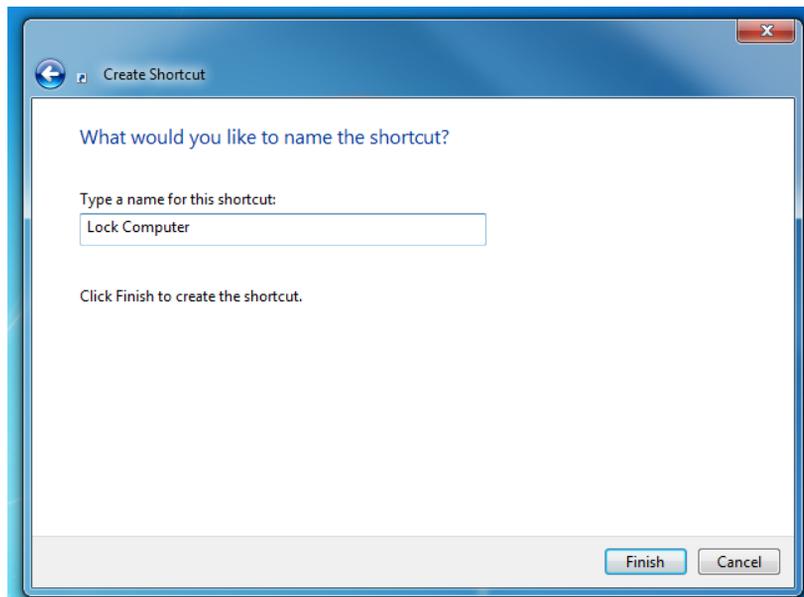


1. Right click on your desktop. On the menu that appears, click “New”; on the next menu, select “Shortcut.”

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2. Type **rundll32.exe user32.dll,LockWorkStation** in the text entry area of the Create Shortcut screen. When done, click the Next button.

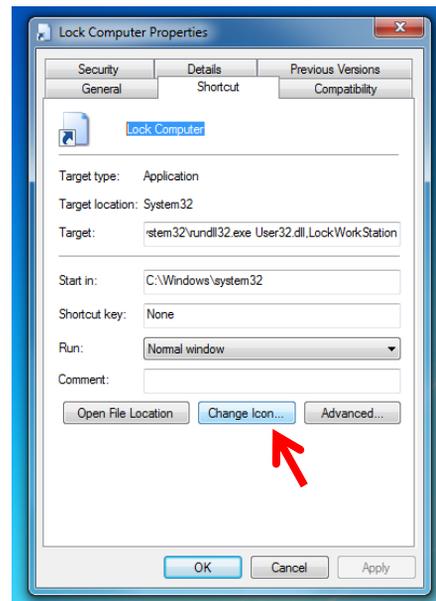
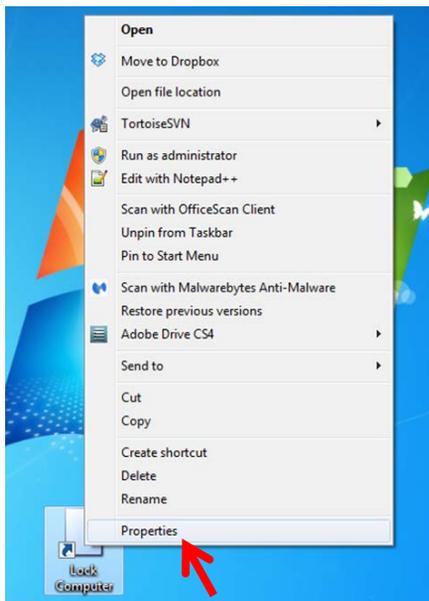


3. Name your shortcut. (Example: Lock Computer) Click the "Finish" button.

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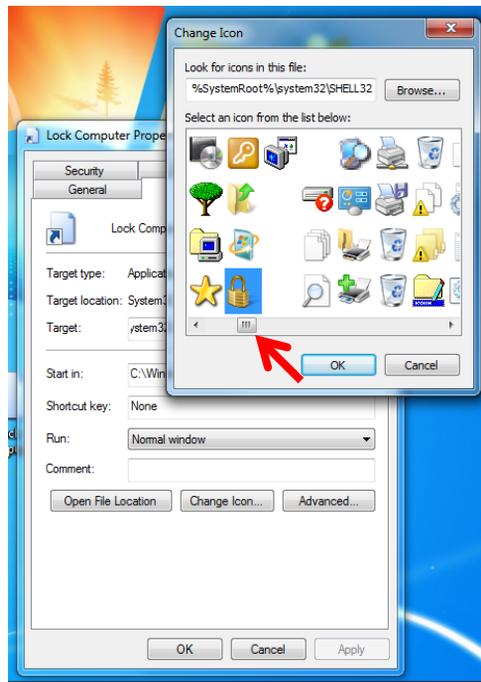


Your new shortcut will appear on your computer desktop



4. You can change the icon for your new desktop shortcut. Right click on the shortcut and select Properties from the menu. Click on the change icon button.

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5. Choose the icon you want from the list.



6. You have created your custom Lock Computer shortcut. You may keep the shortcut on your desktop or right click on it and drag it to the Taskbar. If you do not want both a desktop shortcut and a taskbar icon, you may drag the desktop shortcut to your recycle bin.

