Close “Windows” Shortcut
Applicable to both Windows XP and Vista

You can create a shortcut on your desktop to Log Off or Shut Down windows.

**To create the Shortcut**

- Right mouse click the Desktop.
- Choose **New** and **Shortcut**.

The Create Shortcut dialog box appears.

- In the **Type the location of the item** box, enter one of the following;
  
  **To Log Off**, type: `%windir%\System32\shutdown.exe -l -t 00`
  
  **To Close down**, type: `%windir%\System32\shutdown.exe -s -t 0`

- Click **Next**.
- Give the shortcut a name.
  
  For example **Log Off** or **Shut down computer** etc.
- Click **Finish**.

**To Change the Icon on the Shortcut**

- Right mouse click the **Icon** and choose **Properties**. A dialog box opens.
- Make sure the **Shortcut** tab is selected.
- Click the **Change Icon** button (at the bottom of the page)
- If a **Change Icon** window opens click **OK** to continue.
- Select an Icon and click **OK**
- Click **OK** in the dialog box to apply.