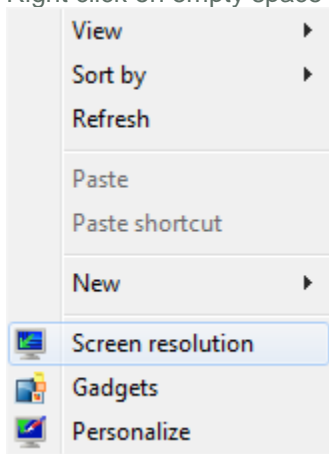


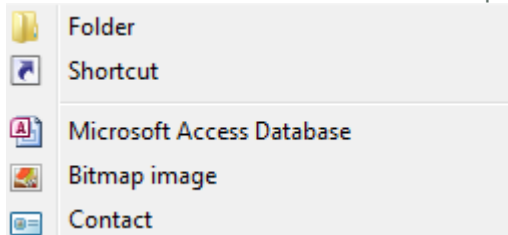
Create a Desktop Shortcut

This document will walk you through creating a shortcut to your Safetec system on your desktop. Once the shortcut is created, you can move it like any other shortcut or file.

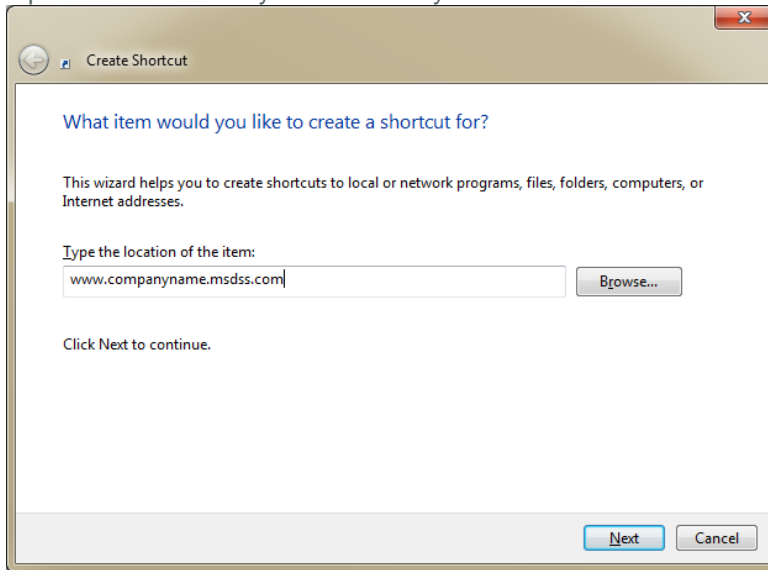
1. Get the URL (address) that you use to access your Safetec System. Typically, this is going to look something like www.companyname.msds.com
2. Right click on empty space on the desktop.



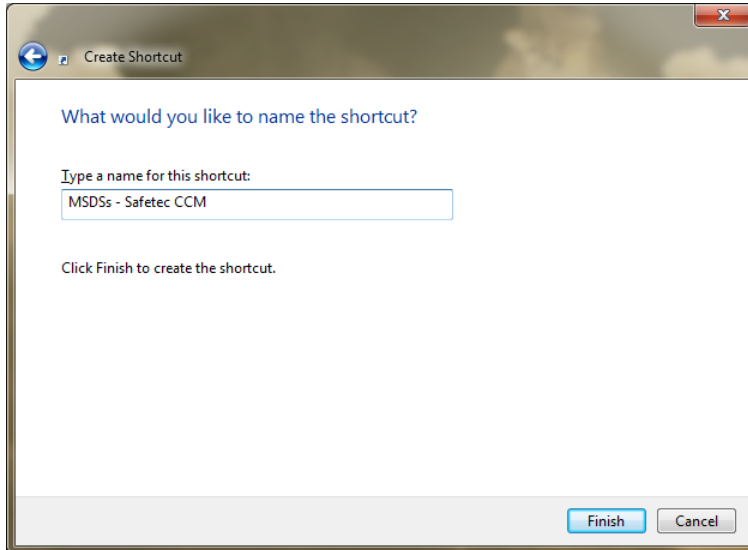
3. Click **New** and select **Shortcut** from the pop-up list.



4. Input the address for your Safetec System into the textbox under *Type the location of the item:*.



5. Click **Next**, near the bottom-right corner of the window.
6. Provide a name for the shortcut. In this example, we call the shortcut “MSDSs - Safetec CCM”:



7. Click **Finish** and an icon will be placed on your desktop with the title that you inputted in step six.