

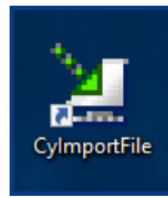
There are 2 steps to complete this task:

1. **Create a CyImportFile Shortcut**
2. **Rename the Shortcut (this step is optional)**

## Standard Guide

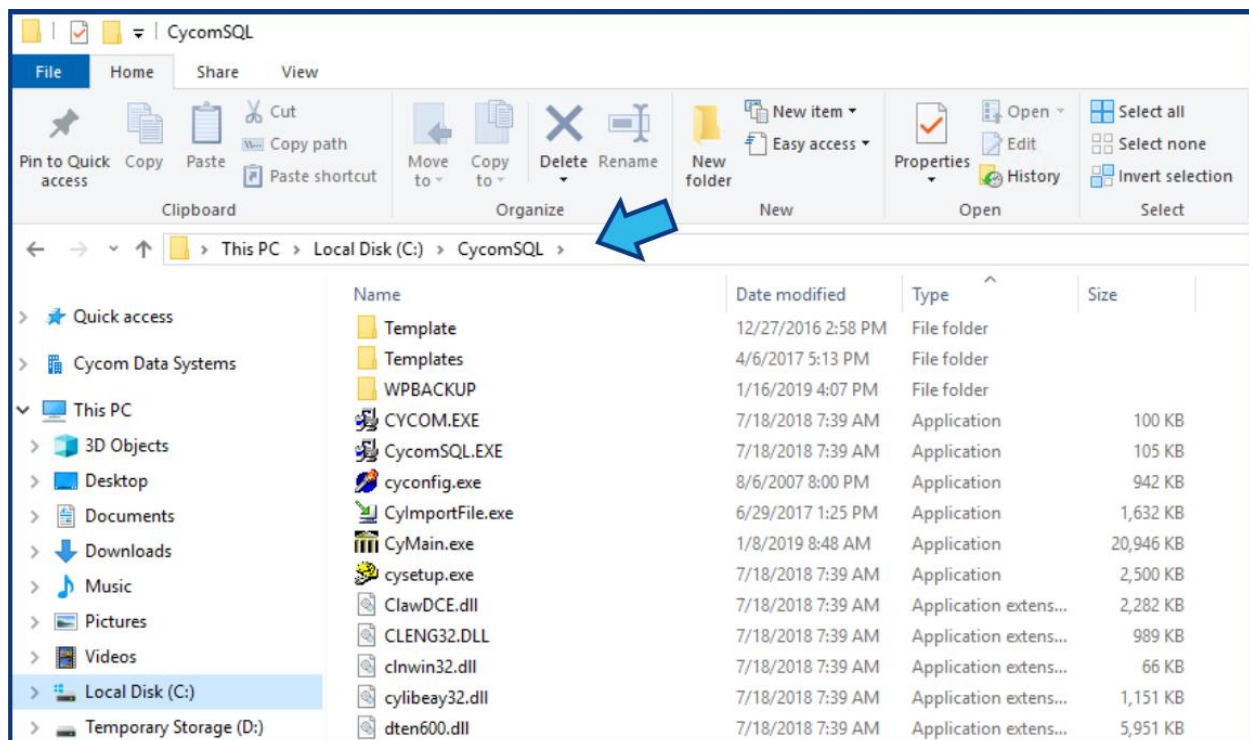
### Step 1. Create a CyImportFile Shortcut

As part of the standard installation process, most users have the **CyImportFile** shortcut added to their desktop. This application allows you to be able to drag any file on your desktop onto the **CyImportFile** icon to import the file into **CLW**. The icon has a distinctive green arrow (see image below).

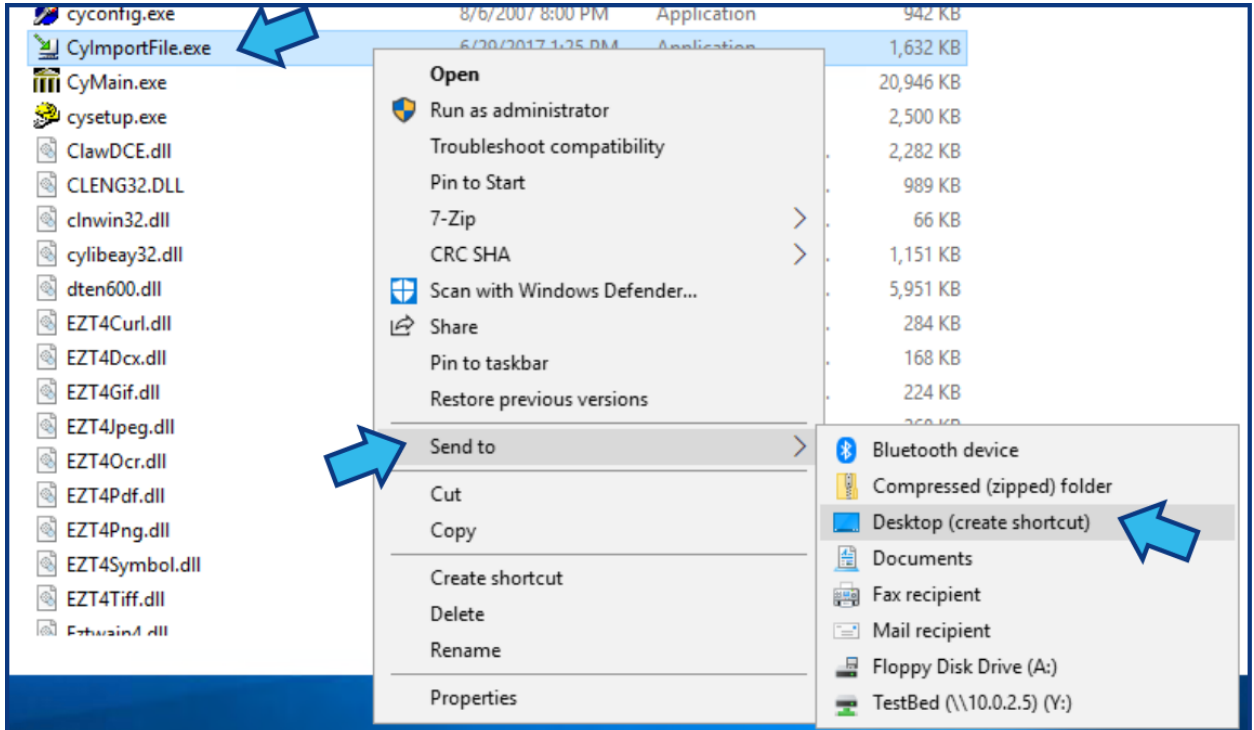


Do the following to create the **CyImportFile** desktop shortcut:

- Open **File Explorer** and navigate to **C:\CycomSQL** (The contents of your **CycomSQL** folder may be different than those shown below).



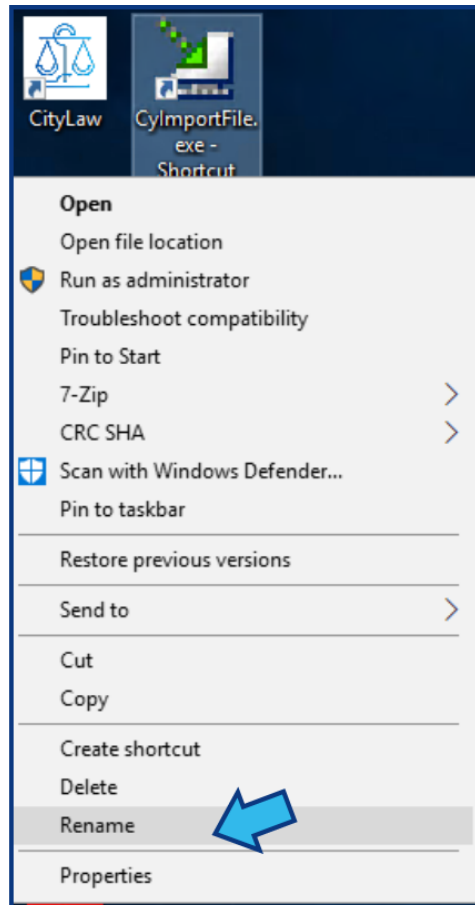
- Right-click on **CyImportFile** and select **Send to** and then **Desktop (create shortcut)**



If **CyImportFile** is not available in the **CycomSQL** folder, contact [Cycom Support](#) for assistance.

## Step 2. Rename the Shortcut (this step is optional)

For aesthetic reasons you may wish to rename the icon. Right-click on the **CyImportFile** desktop shortcut and select **Rename**.



Do not name the **CyImportFile** shortcut the same as your **CLW** application shortcut. In this example, we have chosen to rename it **CityLaw Import**.

