

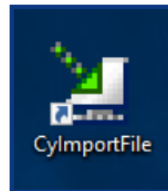
There are 4 steps to complete this task:

1. [Create a CyImportFile Shortcut](#)
2. [Rename the Shortcut \(this step is optional\)](#)
3. [Open the SendTo Folder](#)
4. [Drag the Shortcut to the SendTo Folder](#)

Standard Guide

Step 1. Create a CyImportFile Shortcut

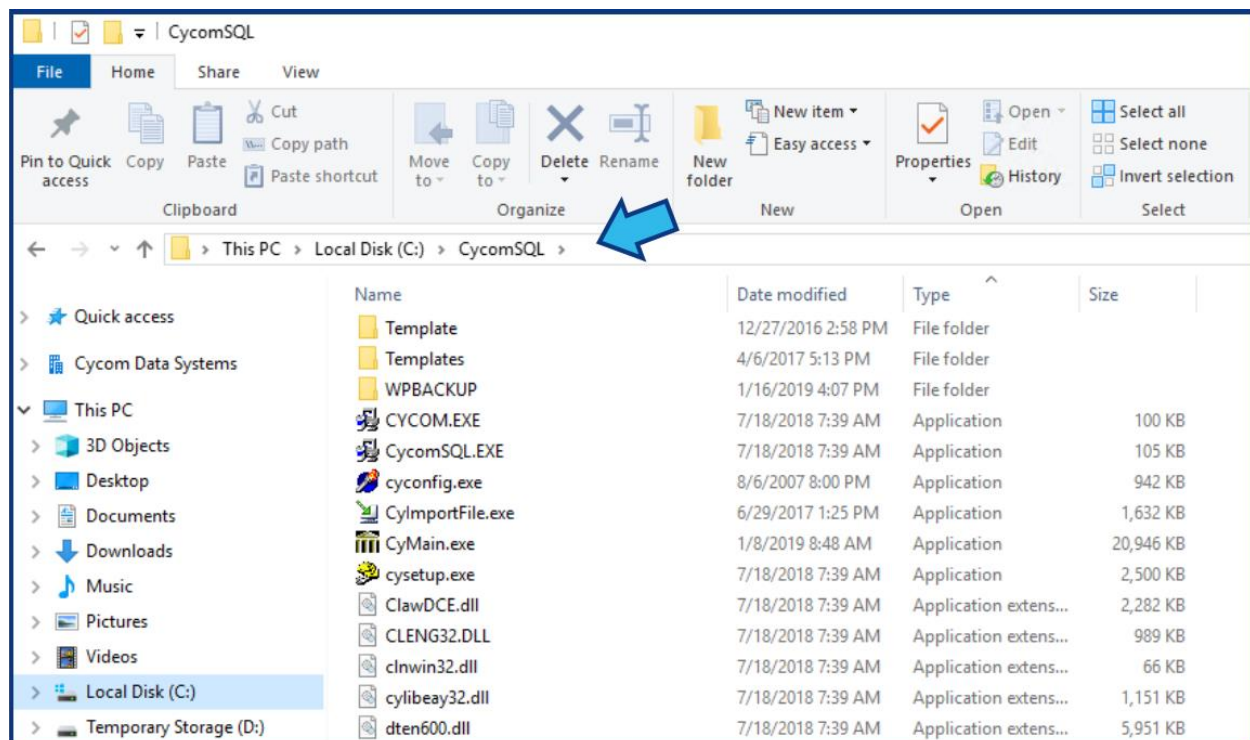
As part of the standard installation process, most users have the **CyImportFile** shortcut added to their desktop. The icon has a distinctive green arrow (see image below).



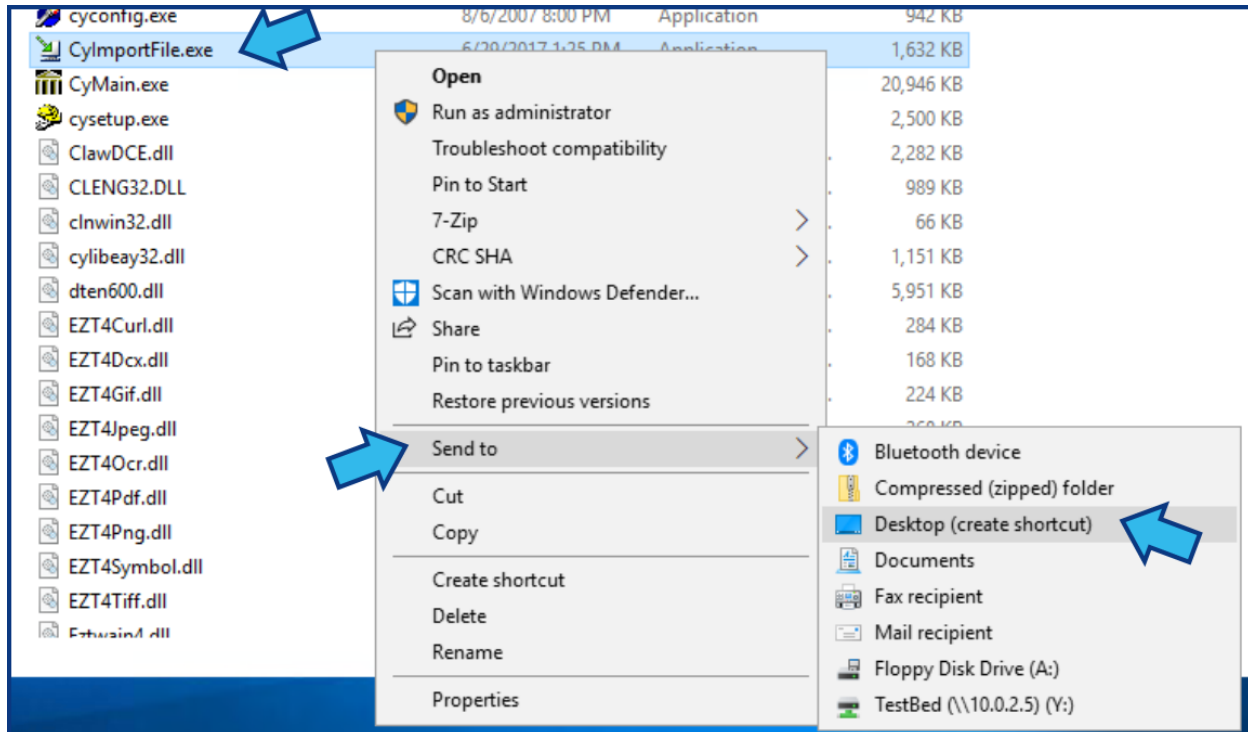
If you already have the CyImportFile icon on your desktop, [go to Step 2.](#)

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).



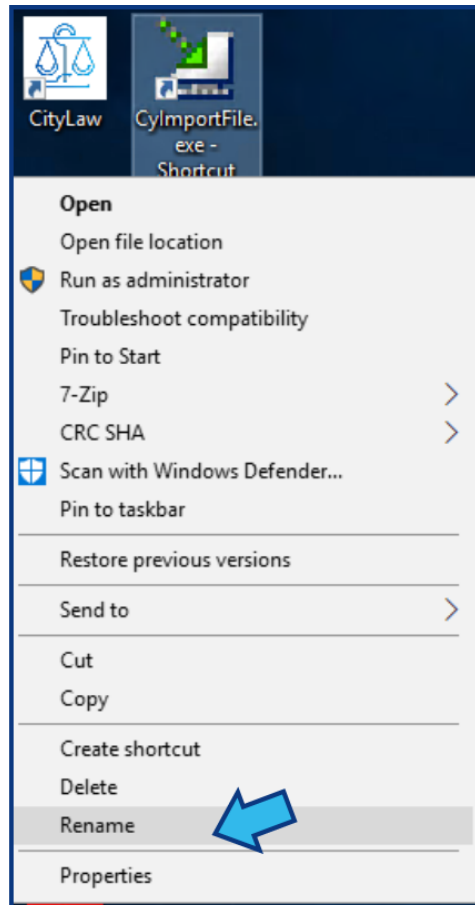
- Right-click on **CyImportFile** and select **Send to** and then **Desktop (create shortcut)**.



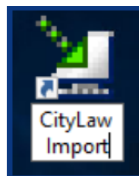
If CyImportFile is not available in the CycomSQL folder, contact [Cycom Support](#) for assistance.

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

If you would like the **Send To** option to be named differently, right-click on the **CyImportFile** desktop shortcut and select **Rename**.

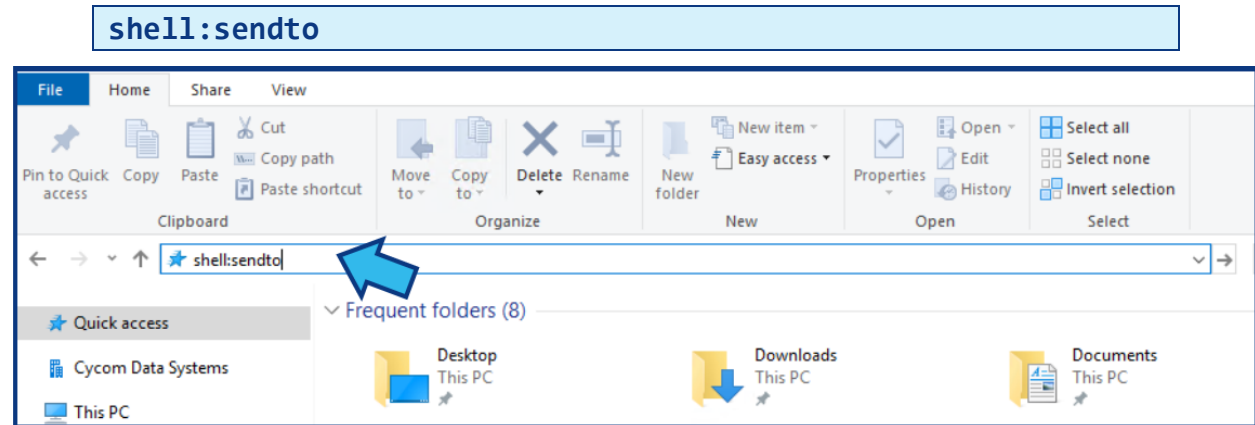


Do not name the **CyImportFile** shortcut the same as your application shortcut. In this example, we have chosen to rename it **CityLaw Import**.



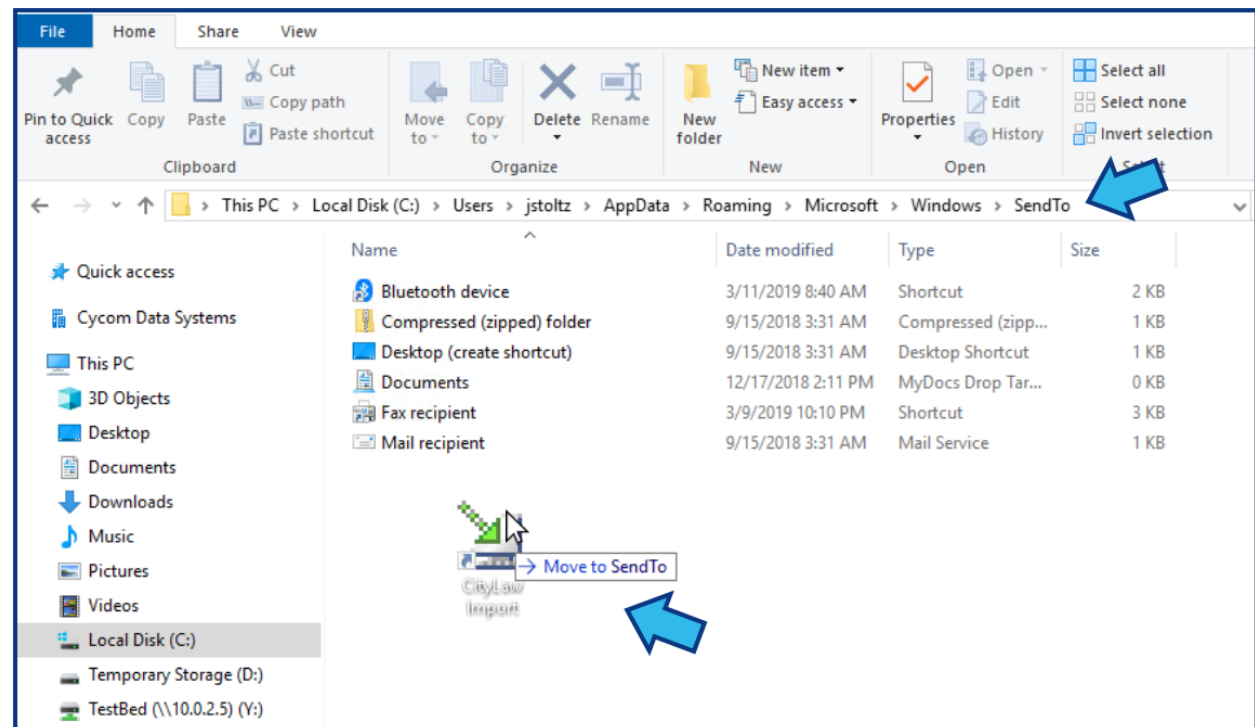
Step 3. Open the SendTo Folder

To open the **SendTo** folder, type **shell:sendto** into the **File Explorer** address bar and hit the **Enter** key.



Step 4. Drag the Shortcut to the SendTo Folder

Drag the **CyImportFile** (or the name you chose in **Step 2**) shortcut from your desktop into the **SendTo** folder.



Now when you right-click on any file and select **Send to**, you will see **CyImportFile** (or the name you chose in **Step 2**) in the list of options.

