

Adding a Briefs Encountered shortcut to your Windows 8 Desktop

Moving your business software to a Windows 8 computer can be a daunting task. Software publishers such as White-Boucke have received a number of complaints that installing an application allows the program to be run from the Start Menu, but the installation does not add a shortcut icon to the more familiar Windows Desktop view. This is a MS Windows change, not caused by the publisher of the application.

Here is a simple procedure to add a Briefs Encountered shortcut icon to your Windows 8 desktop.

1. After installing Briefs Encountered and “unlocking” the program with your unique key code, locate the Briefs Encountered entry on the Start Menu.
2. Move your mouse cursor over the **Briefs Encountered** box until the box outline is bolded (Figure 1).

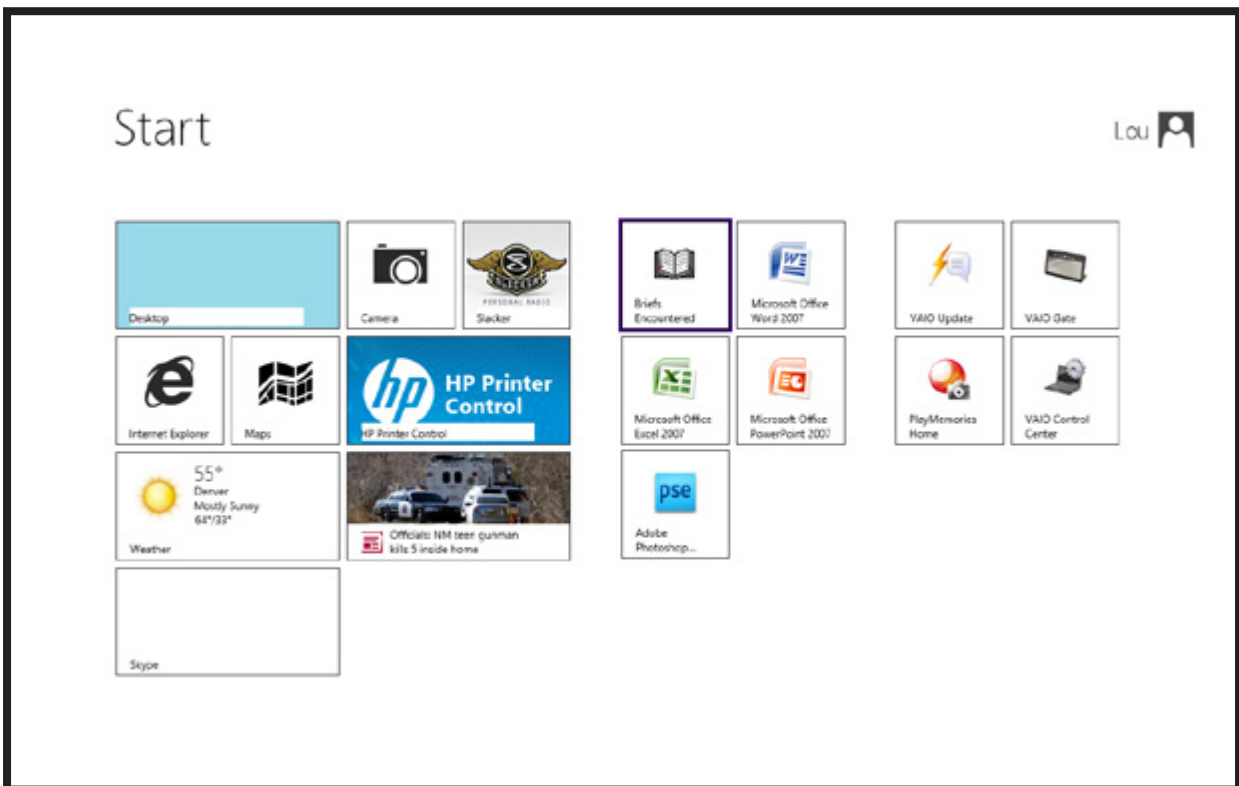


Figure 1

3. Press the mouse right button (“right click”). A row of options will appear at the bottom of your computer screen (Figure 2). Select **Pin to taskbar** or **Open file location**, depending on how you use your computer (**Pin to taskbar** keeps the program in memory for frequent and faster access, whereas **Open file location** will only add a shortcut icon to the desktop view).

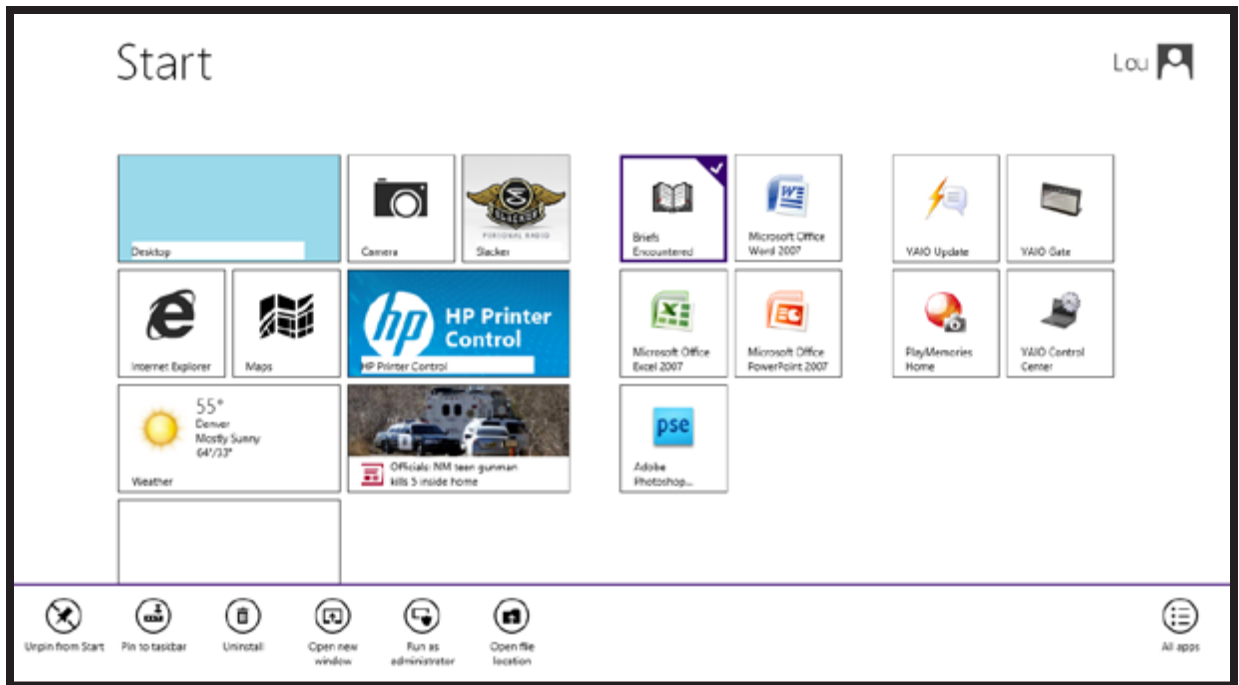


Figure 1

4. If you selected **Pin to taskbar**, the Briefs Encountered icon will now be present on the taskbar at the bottom of the desktop view.
5. If you selected **Open file location**, the desktop will appear with an open options menu. Right click on the **Briefs Encountered** entry and select **Send to** from the drop down menu (Figure 3). Choose **Desktop (create shortcut)** to complete the procedure.

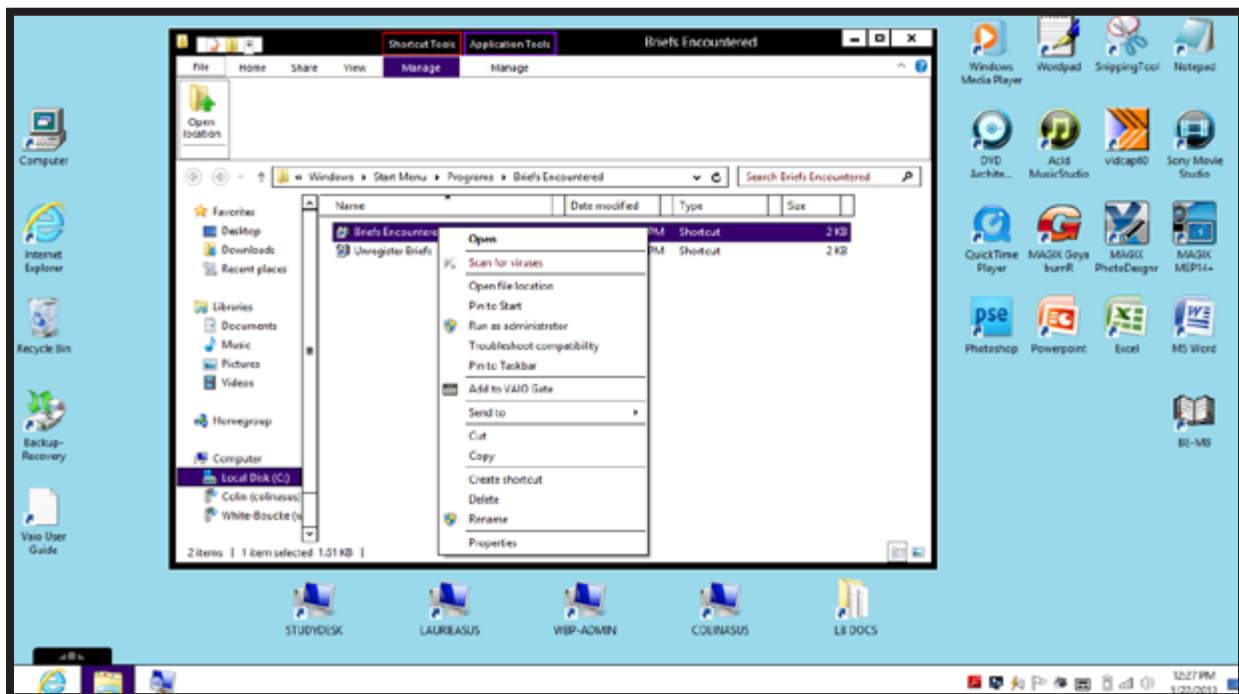


Figure 3