

# Adding a Briefs Encountered shortcut to your Windows 10 Desktop or Taskbar

Here is a simple procedure to add a shortcut icon for *Briefs Encountered* to your Windows 10 desktop or taskbar.

1. After installing and “unlocking” the *Briefs Encountered* program with your unique key code, locate the “Briefs Encountered” folder icon on the Start Menu program list (see **(1)** in Figure 1) and press the mouse left button (**left click**). Two submenu program items will appear: “Briefs Encountered” and “Unregister Briefs.”
2. Move your mouse cursor over the “Briefs Encountered” program icon until that entry is highlighted, then press the mouse right button (**right click**). A list of three options will appear (see **(2)** in Figure 1). Select “More,” **(3)** in Figure 1, using a **left click**.

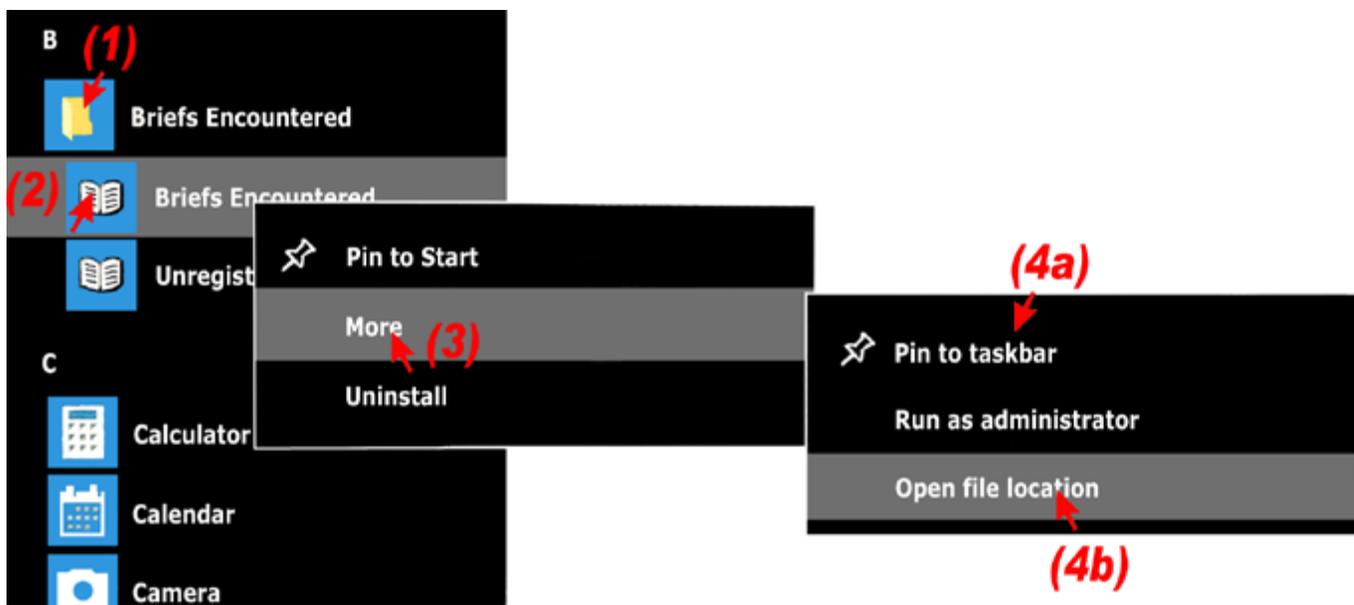
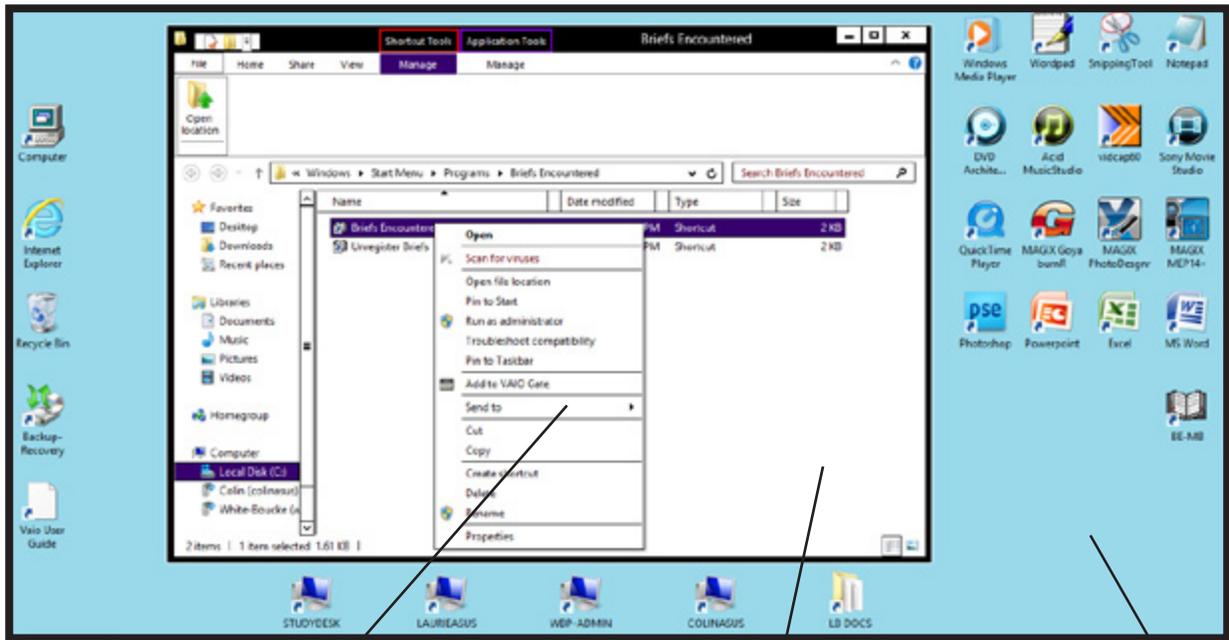


Figure 1

3. A further list of three options will appear. Using the mouse left button, select “Pin to taskbar” or “Open file location” depending on how you use your computer:
  - If you select “Pin to taskbar,” **(4a)** in Figure 1, the “Briefs Encountered” program icon will be added to the taskbar at the bottom of the desktop view. You can then run *Briefs Encountered* at any time by a single **left click** on the taskbar icon.
  - If you select “Open file location,” **(4b)** in Figure 1, the desktop view will appear with an open window listing the program’s shortcut list. **Right click** on the “Briefs Encountered” entry and select “Send to” from the dropdown menu (similar to Figure 2). Then select “Desktop (create shortcut)” to complete the procedure. You can then run *Briefs Encountered* at any time by a double **left click** on the desktop icon.



DROPDOWN  
MENU

SHORTCUT  
LIST

DESKTOP  
VIEW

Figure 2