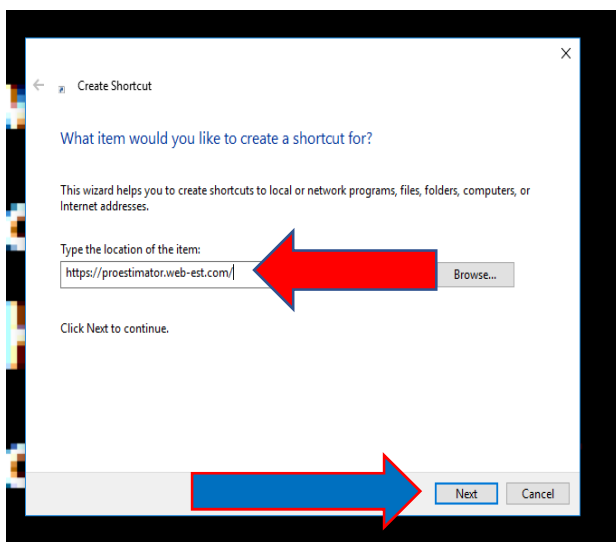
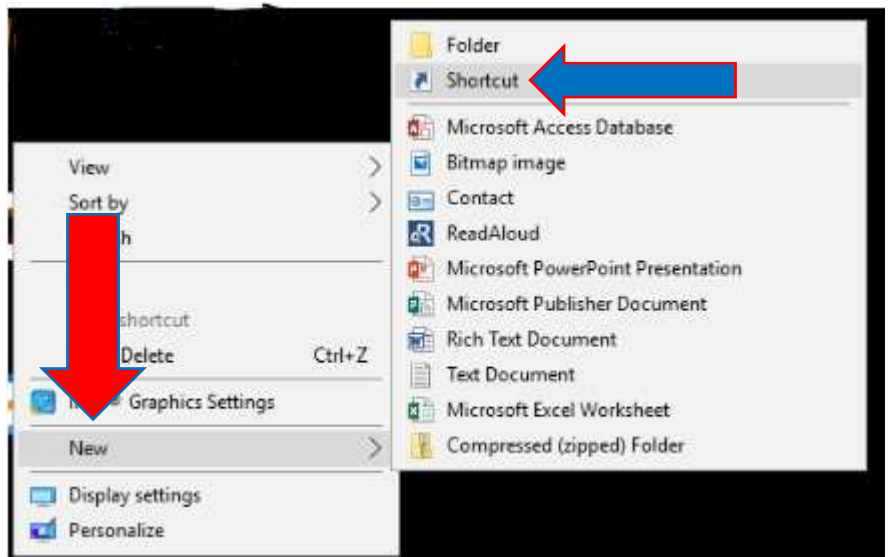


Creating a Desktop Shortcut

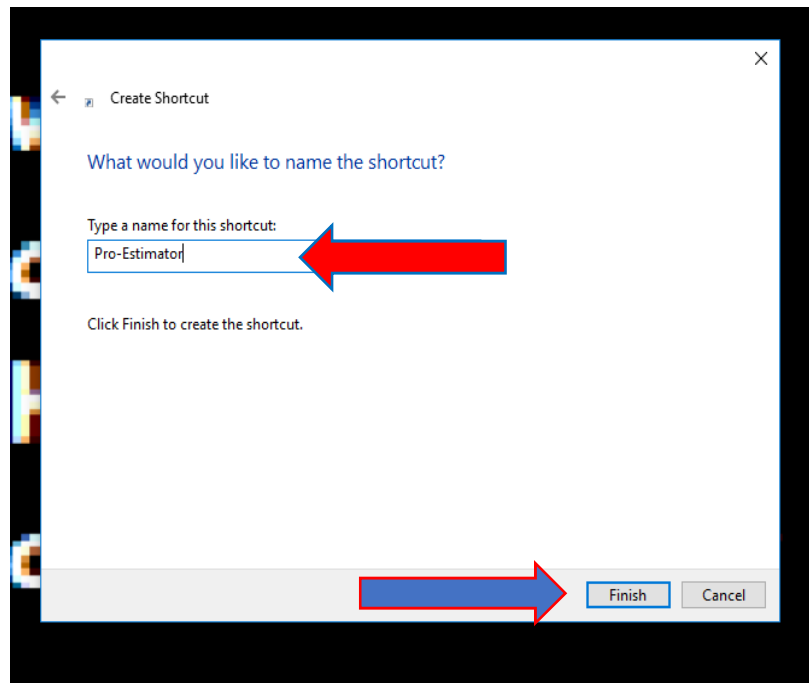


When the customer is on the login screen have them highlight and right mouse click to “COPY” the correct web address.

Go back to the desktop, by closing or minimizing the internet browser. Right mouse click on the desktop and a menu will appear. Scroll over “NEW” another menu will appear select “SHORTCUT”.



The Create Shortcut box will appear. Right click in the location box and select “paste” to put the previously copied web address **https://proestimator.web-est.com/** in the location box. Then click “NEXT” to move on.



The next prompt box will let you name the icon (*the words that appear under the icon*). This step is optional and they can customize it to what they want. When it is all set they just click **“FINISH”**.