


SETUP CLS II IN WINDOWS 10

Step 1 – Modify Windows 10 to use the “Legacy Console”

- a. Left-click the *Start* button.
- b. Enter `cmd` in the *Search* box. Wait until you see either the `cmd` or `cmd.exe` file displayed (has the icon ) . Left-click this file to open the command prompt.
- c. Right-click on the command prompt window's *title bar*, and select *Properties*.
- d. On the *Options tab*, check the box next to **Use legacy console (requires relaunch)**, and click *OK*.
- e. Close the command prompt window.
- f. The “Legacy Console” will now be used for all applications that use the Windows Console.

Step 2 – Create a new CLS II icon

- a. Move the cursor to a blank spot on the Windows 10 desktop, right-click, then select *New* and *Shortcut* from the menu.
- b. Where it says **Type the location of the item:** enter `C:\CLSII\CLCMenu.exe`. You can browse for the item if you prefer, or if CLS II is installed somewhere else on your computer or network.
- c. Click *Next*, enter a new name for the shortcut - or accept the default - and then click *Finish*. If you enter a new name, don't use just “CLS II”, since this will conflict with the existing icon.

Step 3 – Select the correct properties for the new CLS II icon

- a. Right-click on the new icon, then select *Properties* from the menu.
- b. First select the *Layout* tab and edit the values for the **Screen Buffer Size** and the **Window Size**. In both cases, enter 80 for the **Width** and 45 for the **Height**.
- c. *Apply* will be “grayed-out” so click *OK* to accept your changes.
- d. Re-open the icon properties so we can select the correct font and font size for CLS II.
- e. Select the *Font* tab. In the **Font** box, select `Lucida Console`. Select 20 in the **Size** list.
- f. Again, *Apply* will be “grayed-out” so click *OK* to accept your changes.

Step 4 – Double-click the new CLS II icon and make sure that CLS II works correctly

- a. First, make sure that no scroll bars are displayed. If there are, we'll need to exit CLS, edit the icon properties again and select a smaller font size.
- b. At the *Ledger Selection* screen, enter a *blank* Ledger I.D. and make sure that the “Invalid Ledger I.D.” message is displayed at the bottom left corner of the CLS II screen. If it appears in the middle of the screen, the font size is too large.
- c. Next, select the JCC sample ledger, choose the **ET** program, and enter some test transactions. If the ET screen behaves normally everything else should be OK.

Step 5 – Test the CLS PDF Printer (a PDF reader such as Adobe Reader must be installed)

- a. When upgrading a system to Windows 10, Windows often loses the “association” between PDF files and your PDF reader. This may happen even if this “association” appears to be intact in the control panel.
- b. First, make sure that Adobe Reader (or another program that can open and read PDF files) has been installed.

- c. As a test, try displaying the JCC balance sheet to the CLS PDF Printer. If you normally display CLS reports using a PDF viewer, simply press **D** to display the statement. If you use the “traditional” viewer, press **P** to display the statement as a PDF file.
- d. If the balance sheet is displayed, we’re finished and you can proceed with Step 7.
- e. If the balance sheet isn’t displayed, select the Windows 10 menu (right-click on the Start button) and choose the Control Panel. Change the view to use either Small or Large Icons. From the list, select *Default Programs* and then select *Associate a file type or protocol with a program*.
- f. Scroll down until you find the **.pdf** extension, and then double-click the description to open the program selection window.
- g. If your PDF reader is shown but is not currently the default, select it. If it’s not shown, look for it under *More apps*, then select it.
- h. If your PDF reader was already the default program, “temporarily” select a different program as the default and click **OK**. Then open the program selection screen again and select your reader.
- i. Exit CLS II, restart it, and try displaying the JCC balance sheet. If it works, proceed with Step 7.

Step 6 – Uninstall and reinstall your PDF Reader

- a. If you are not using Adobe Reader, be sure that the current version of your PDF program supports Windows 10 before uninstalling and reinstalling it.
- b. In the *Control Panel*, under *Programs and Features*, find your PDF reader and uninstall it.
- c. If you’re using a different PDF program, reinstall it now, restart CLS II and try to display the JCC balance sheet again. If it works, proceed with Step 7.
- d. The current version of Adobe Reader is *Adobe Acrobat Reader DC*, which offers some cloud-based options, but the display is a harder to read. If you prefer an older version of Adobe Reader, Adobe Reader 11.0 works fine in the Windows 10 environment, but you may need to search for it on the Adobe website.
- e. Download the new version of *Adobe Reader* and install it. Restart CLS II again, display the JCC balance sheet, and make sure it works. If it does, proceed with Step 7.
- f. If you still can’t display a PDF file from within CLS, please call Financial MicroSystems, Inc. support line (770-446-5709) for help.

Step 7 – Test your Windows Default Printer

- a. Some versions of Windows 10 include a new “feature” that changes your Windows Default Printer to the last printer selected. If this feature has been turned on, whenever you start CLS II the Windows Default Printer will be changed to the CLS PDF Printer.
- b. Restart CLS II and try to print (not display) the JCC balance sheet. If the default printer shown is the CLS PDF Printer, or if other programs such as Word or Excel default to the CLS PDF Printer after you run CLS II, the problem can be fixed easily.
- c. To fix this problem, open the Windows 10 menu, select *Settings*, then *Devices*, then *Printers and Scanners*. Scroll down until you see **Let Windows manage my default printer** and select *Off*.

Step 8 – Delete the original CLS II icon

- a. Right-click the original CLS II icon and choose *Delete*.