

How to set up CLS II correctly in Windows 10 or 11

CLS II runs very well in Windows 10 or 11, but the following additional installation steps must be taken to ensure that CLS runs correctly; it's important that these steps be performed in order. This set of one-time changes should take about 10 minutes per workstation. If you have any questions or need help, just call us; there is no charge.

First, install CLS II on each workstation

This is necessary even if you plan to run CLS from a copy installed on your server. The installation process creates the *CLS PDF Printer* on a workstation and also installs a set of fonts used by CLS.

Next, install Adobe Reader DC or another application that can read PDF files

Windows 10 and 11 default to using the *Edge* browser to read PDF files; while sufficient for some purposes, CLS cannot use it to display payroll tax forms. *Adobe Reader DC* may be downloaded from <http://get.adobe.com/reader>. Make sure it (or another application able to read PDF files) has been installed before continuing.

Modify Windows 10 and 11 Default Settings

Right-click the Windows Start Button and choose *Settings*. Select *Devices (Bluetooth, Printers, Mouse)*, then choose *Printers & Scanners*. Scroll down until you see **Let Windows Manage My Default Printer** and uncheck the box next to it. Next, select the *CLS PDF Printer*, choose *Manage*, and *Print a test page*. This will ensure that both the CLS PDF Printer and the PDF reader are working correctly. Close the Settings window.

Again right-click the Start Button and choose *Settings*. This time choose *Apps* and select *Default Apps*. Scroll down on the right-hand side of the screen and select *Choose default apps by file type*. Scroll down until you see *.pdf*, and make sure that the correct PDF application has been selected (normally this will be *Adobe Reader DC*) – do not choose *Edge*. When finished, close the Settings window.

Modify Windows 10 ONLY to use the "Legacy Console"

CLS II is a "Windows" program, but it runs in the Windows Console and it needs to use what Windows 10 calls the "Legacy Console". *This change is ONLY necessary if there are issues displaying CLS II.*

Left-click the Windows Start Button and enter `cmd` in the search box. When you see either *cmd* or *cmd.exe*, left-click the file name to open the "command prompt". Right-click on the command prompt "title bar" and select *Properties*. Check the box next to **Use Legacy Console (requires relaunch)** and click *OK*; then close the command prompt window.

Create a new CLS II icon

In previous versions of Windows, CLS II was started using a program called *CLCLaunch.exe*, which determined the correct screen size to use before actually running CLS II. Unfortunately, this routine doesn't work correctly in Windows 10 or 11, so we need to bypass it. The new installation program is now detecting the OS you are installing CLS II on and chooses the appropriate program.

Move the cursor to a blank spot on the Windows desktop, right-click, and then select *New* and *Shortcut* from the menu. When you see **Type the location of the item:**, enter `C:\CLSII\CLCMenu.exe`. You can modify this if CLS is installed in different path or on a server. Click *Next*, then enter a name for the shortcut – we suggest `CLS II Menu`; don't use `CLS II` – this will conflict with the existing icon. Click *Finish*.

Select the correct properties for the new icon

Right-click the new icon, then select *Properties* from the menu. 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**. *Apply* may be "grayed-out"; if so click *OK* to accept your changes. Re-open the icon properties so that we can

select the correct font and font size for CLS II. Select the *Font* tab. In the **Font** box, select *Lucida Console*. Select 20 from the **Size** list. Again, *Apply* may be “grayed-out”; if so click *OK* to accept your changes.

Select a new icon image for CLS II Menu

Again right-click the new icon, select *Properties* from the menu and click *Change Icon*. You will see an error message. Click *OK* and a set of Windows icons will be displayed. Scroll to the right and select the colorful tumbling-blocks icon, and then click *OK*. Click *Apply* and *OK* to close the window.

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

First, make sure that no scroll bars are displayed. If you see any, we’ll need to exit CLS, edit the icon properties again and select a smaller font size. 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. 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.

Test the CLS PDF Printer

Try displaying the JCC balance sheet to the CLS PDF Printer. If you normally display CLS reports as PDF files, simply press **D** to display the statement. If you use the “traditional” viewer, press **P** to display the statement as a PDF file. If the balance sheet is displayed, we’re finished. If you still can’t display a PDF file from within CLS, please call Financial MicroSystems, Inc. support line (770-446-5709) for help.

Delete the original CLS II icon

Right-click the *original* CLS II icon and choose *Delete*. Remember to always use the new icon to start CLS. If the original icon reappears after installing a CLS update, simply delete it. The new installation program allows you to deselect the checkbox to create a desktop shortcut if you have set up your own version.