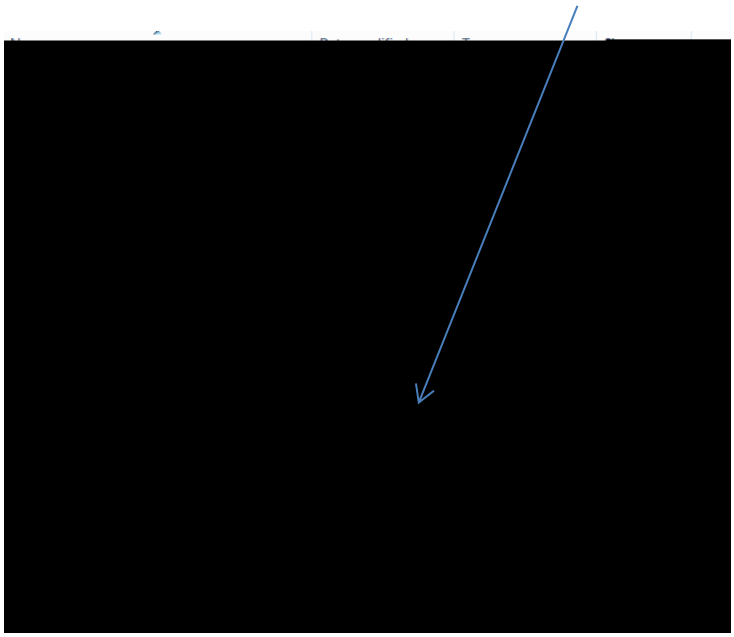
4. Open up the file within the folder; d

8. Right click on ‘HANDi – shortcut’ and ‘Copy’ the file



9. Return to you main desktop, right click and select ‘Paste’; the HANDi app icon will then appear on your desktop and is ready to use