

Step 1 – How to download Kingsoft and Pin to Taskbar

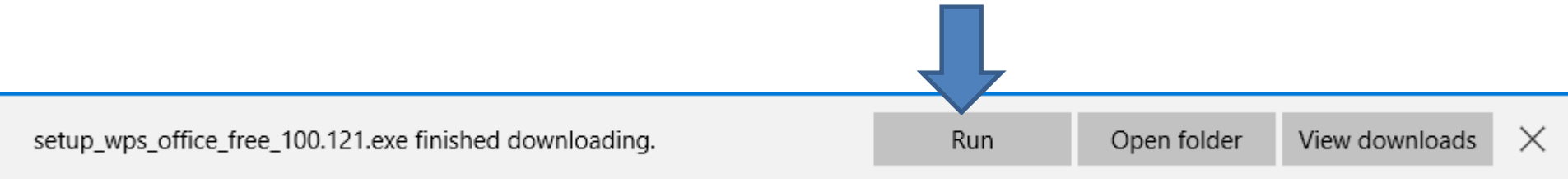
- **Next is how to download Kingsoft.**

- **You click on the link below to go to the Kingsoft website. I recommend you right click on the links and then click on Open Link in New Tab.**
- **<http://www.kingsoftstore.com/index>**
- **The other option is open your Browser and type in kingsoftstore.com and click on the Enter Key.**
- **Next is what it looks like.**

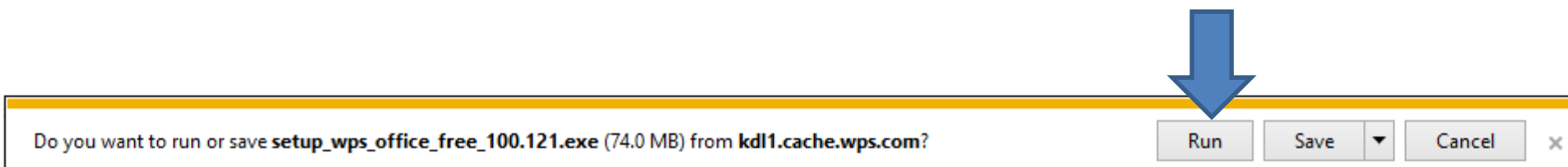
- This is a sample of the website. You then click on Download Now. Next is what happens, depending on which Browser. Next is a sample with Edge & Internet Explorer.

The screenshot shows the homepage of the WPS Office website. At the top, there is a navigation bar with links for Home, Products, Downloads, Partner, Support, and Forum. The main content area features a large blue banner for 'WPS Office' with the text '2016 Latest' and 'Efficient Office Suite that lightens your workload'. Below this, there are two buttons: 'Download Now' and 'Learn more'. A red arrow points from the 'Download Now' button to the 'Download Now' button. The website also includes a search bar, social media icons, and a 'Choose region' dropdown menu. Below the main banner, there are four columns of product information: WPS Writer, Data Recovery, Spreadsheets, and WPS Mobile Office. At the bottom, there are links for 'PDF to Word in WPS Office 2016', 'Kingsoft Data Recovery Master', and 'Why not office on your smart phone?'. A small purple circle with the number '2' is visible in the bottom right corner.

- When you click on Download Now, using Edge, it downloads it to your computer and see at the bottom that you can click on Run, which I recommend.

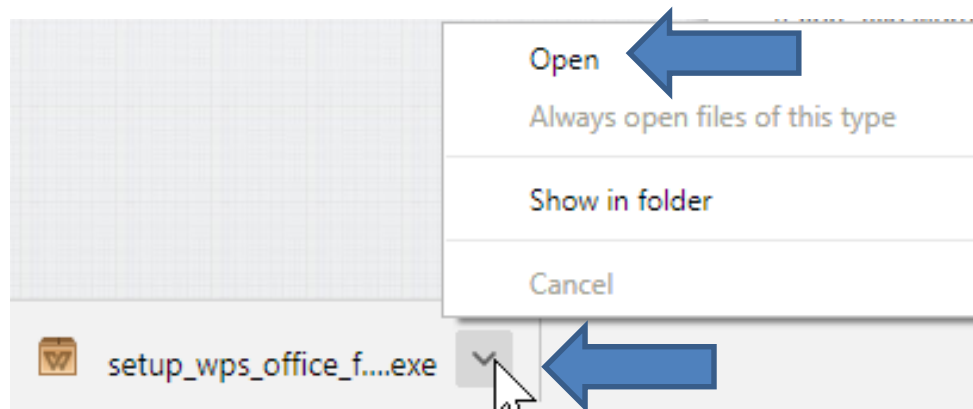


- If you are using Internet Explorer, it does not download until you click on Save, but you can click on Run, which I recommend.



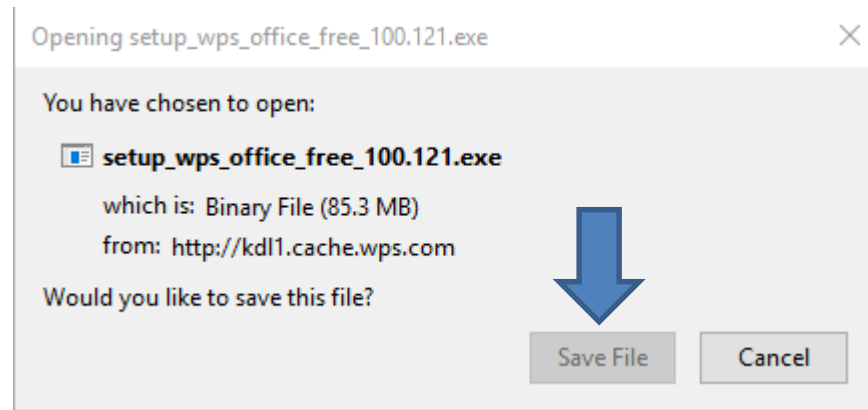
- Next is what happens with Google Chrome.


- When you click on Download Now, using Google Chrome, it downloads it to your computer in your Download folder and a new window opens in the lower left and you can click on it in the right and you see Open when done, because it is in process. Once complete, you will see just Open and click on it and it starts to Run.

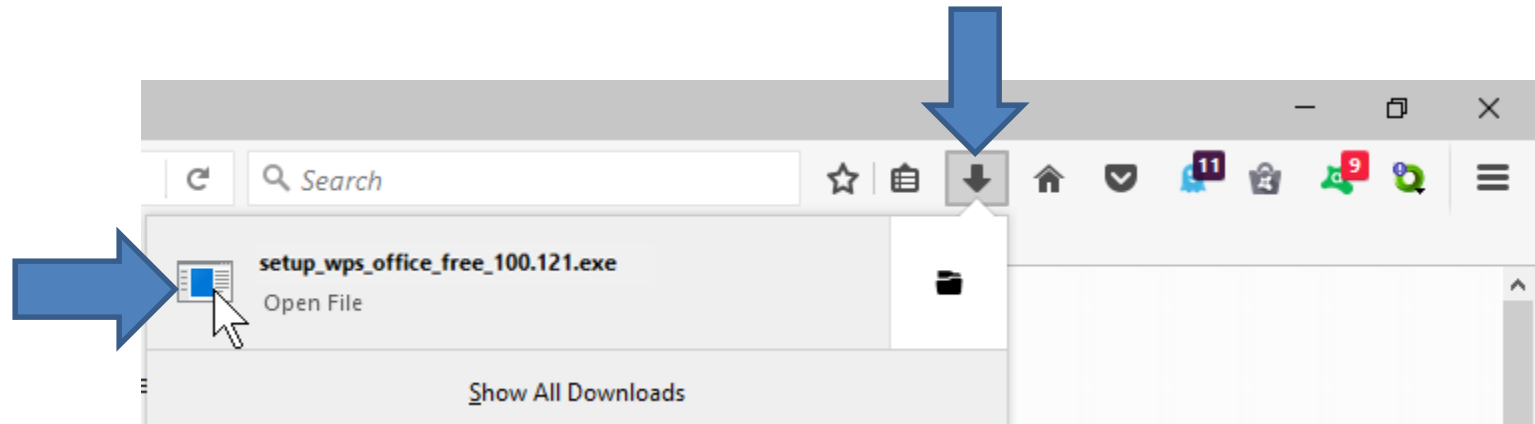


- Next is what happens with Firefox.

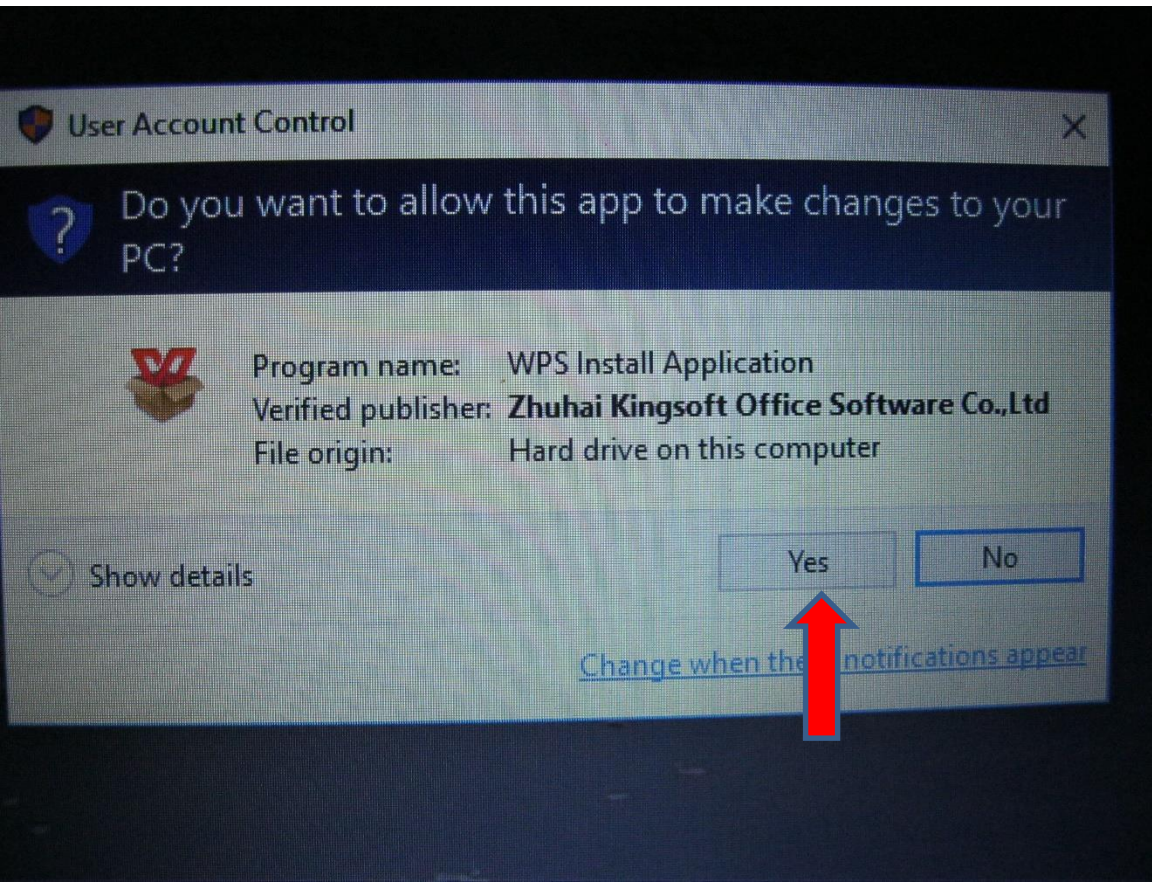
- **When you click on Download Now, using Firefox, a new window opens and you click on Save File and it downloads it to your computer in your Download folder. Next is how to open it.**



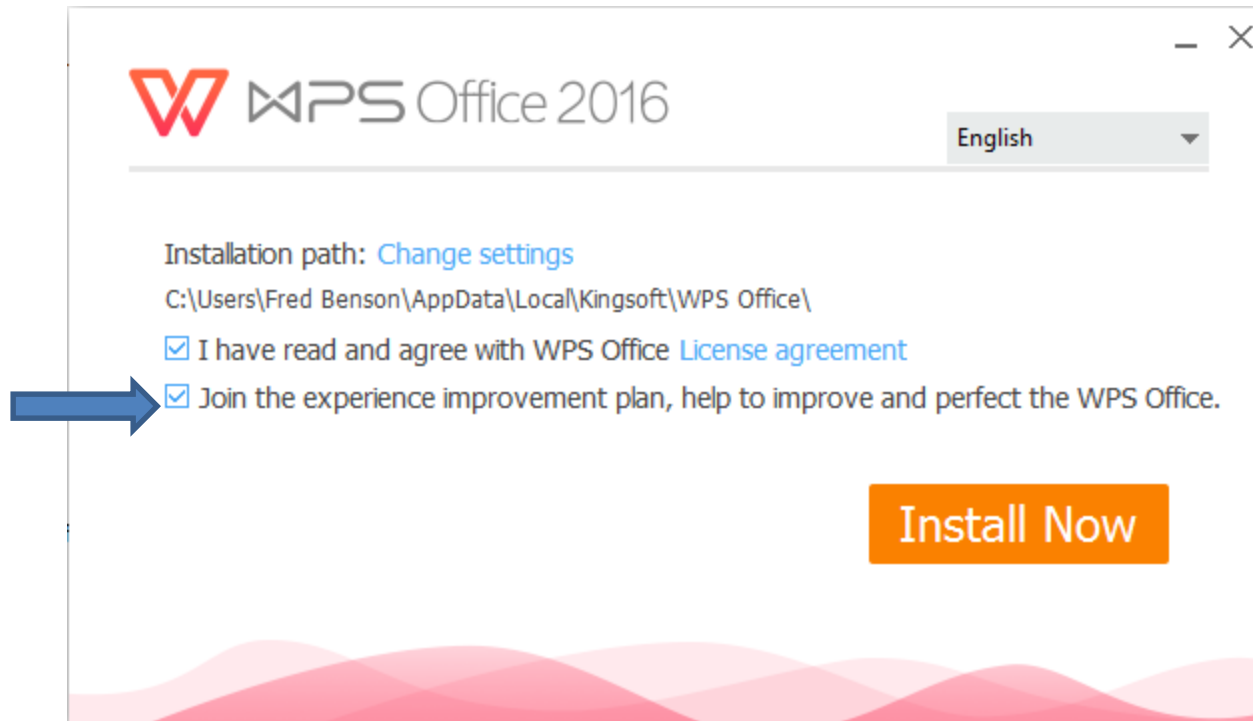
- Once when it downloads you click on  in upper right and you see `setup_wps_office_free_100.121.exe` and hover over it and you see Open File and click on it.
- Next is what happens when you click on Open or click on Run, etc. in other Browsers.



- Once you click on Run, etc. a new window opens and you click on Yes.
- Next is what happens.



- **The window closes and a new window opens. I recommend you click on the box before Join to uncheck it. Next is a sample.**



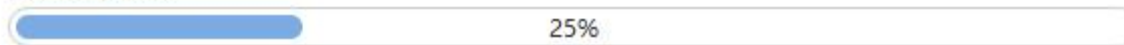
- You see it unchecked. Once it is unchecked, click on Install Now. Next is what happens.



- The window changes and you see it in process.
- Next is what happens when it is complete.



Extracting files



- **Once complete it opens new page in the default Browser to say Thank You for Installing and you can close that page. Next is what else opens.**

← → ↻ 🏠 Secure | <https://www.wps.com/thanks-page-of-install> ☆ 🗑️ 📧 📱 📺

WPS Products Download Store Support Blog

Thank You for Installing [Download](#)

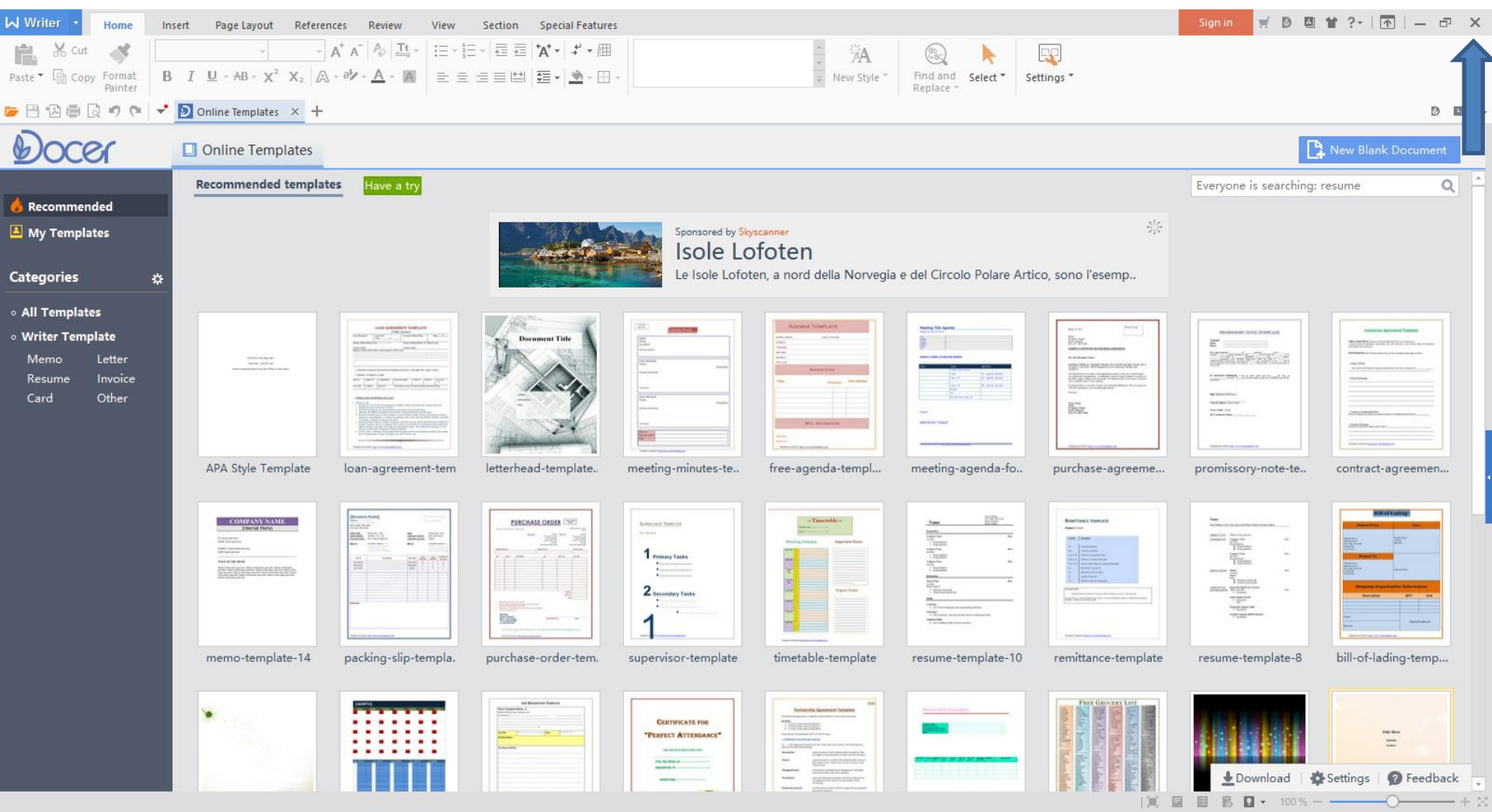
I WPS Office, Easy, Collaborative and Joyful

WPS Office Newest Highlight

- Sync your Office files on PC and iOS(Android support is coming soon)
- 1GB Free Space Easy file sharing right here, right now
- Export PDF files to Word doc, .docx formats
- Customizing the Quick Access Toolbar, allowing for more convenient access to commonly used tools
- Support for switching between open documents by pressing Ctrl+Tab.
- Support for both full-screen and standard previews.
- Exporting Presentation document to word, Video, and images

Products WPS Office 2016 Free WPS Office for Personal&Home WPS Data Recovery Master WPS Office for Linux WPS Office for Android WPS Office for iOS Compare WPS Office	Company About US Press Center Contact us License Agreement Privacy Policy	Partners Affiliate Program Links OEM Partners Strategic Enterprise Sales	Connect Language English
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• It also opens the Kingsoft Writer. You can click on X in the upper right. Next is how to get to the other programs.



- **You have to go to the Desktop. You click on the very right in the Taskbar to open the Desktop. Below is sample of Windows 10.**
- **Next is what happens when you click on it.**

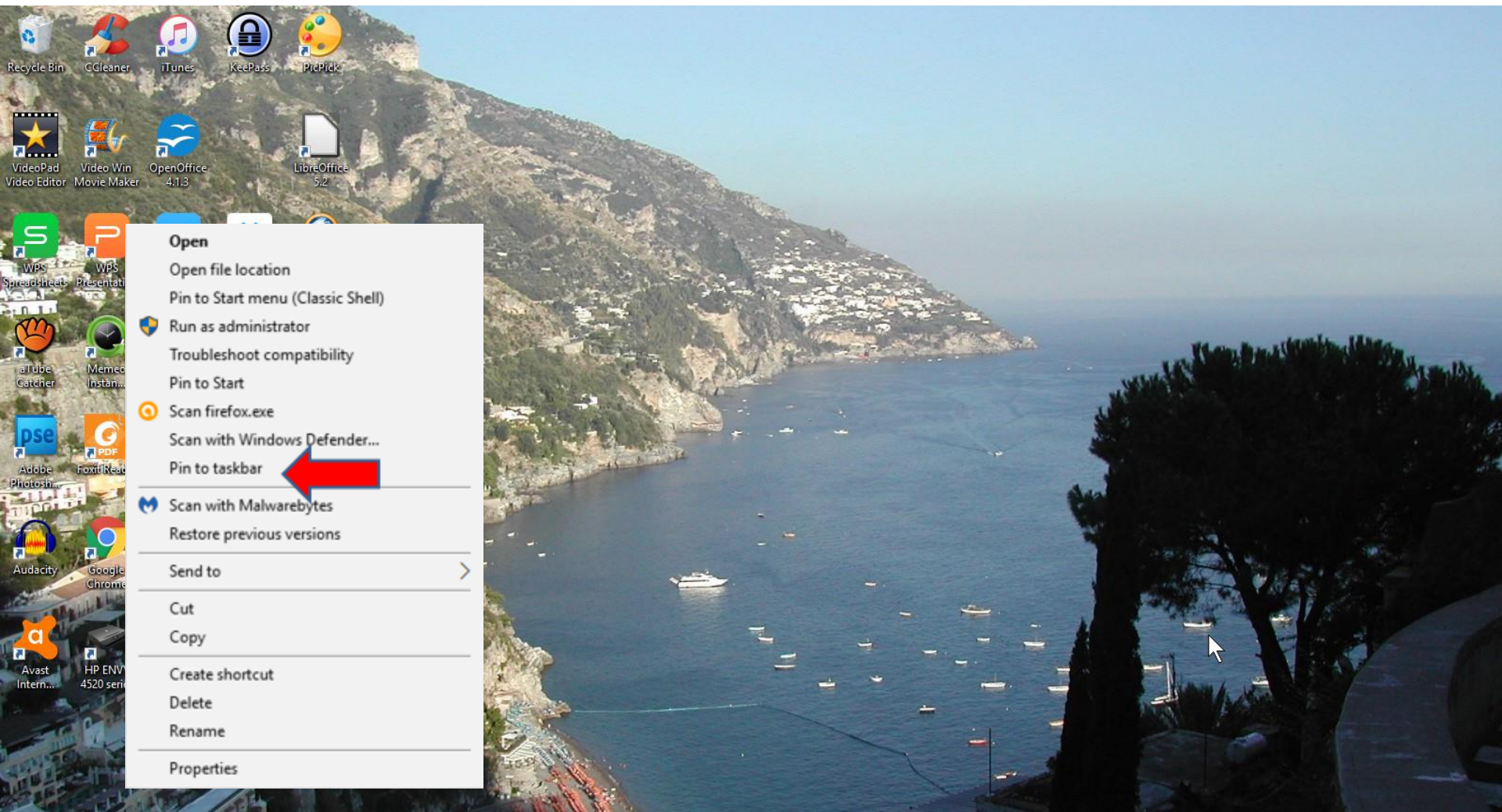


• You see the Desktop and you see 3 Icons from Kingsoft, like WPS Spreadsheets, WPS Presentation and WPS Writer. The location depends on your Desktop. Next explains more.



- **WPS Presentation is the same as Microsoft PowerPoint. WPS Writer is the same as Microsoft Word. WPS Spreadsheets is the same as Microsoft Excel.**
- **You can Pin anyone of them to the Taskbar.**
- **To open anyone one of them in the Desktop, you double click on it.**
- **Next is Pin to Taskbar.**

• You right click on one, like WPS Presentation and then click on Pin to taskbar. Next is what happens.



- **You see it on the Taskbar at the end of the Icons. Below is a sample with Windows 10. If want another program or all 3 of them, you follow the same process. To open a program on the Taskbar, you click on it. To open a program on the Desktop, you have to double click on it. This is the end of Step 1.**

