

Toolbar Help for Microsoft Word for Windows

When you install your vLetter product, the toolbar should automatically be installed in the Startup folder inside the Microsoft Office folder on your hard drive. Follow these steps to check the Toolbar.

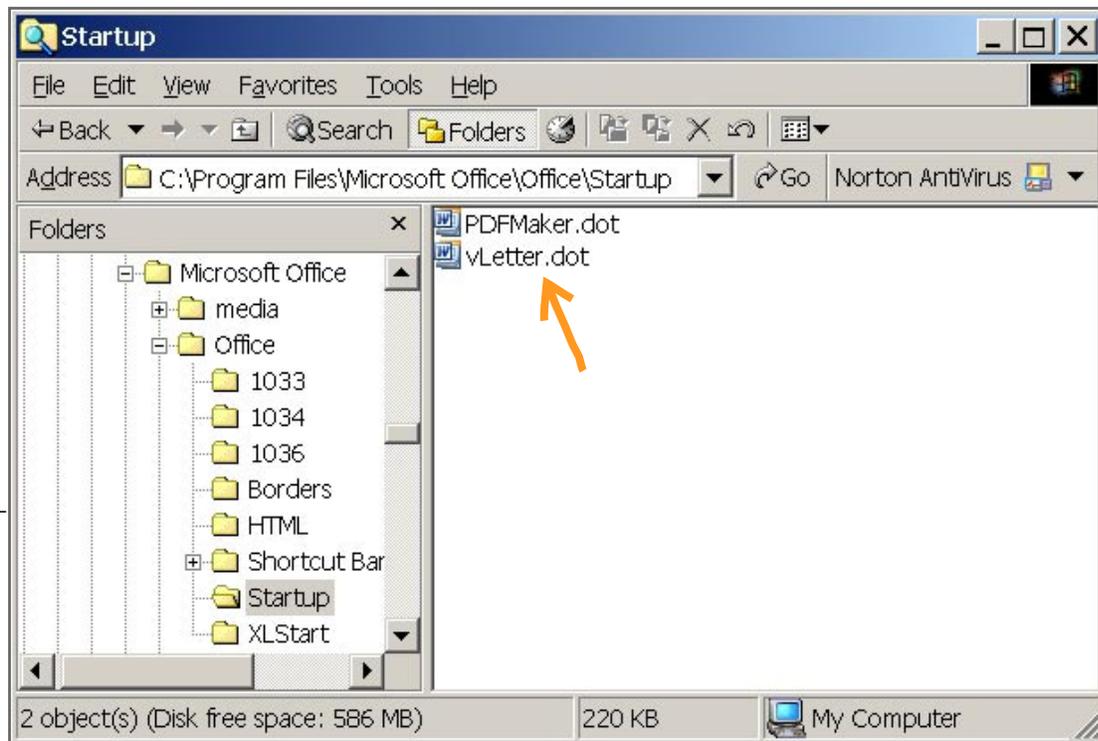
1. You can check for the Toolbar by right-clicking on the My Computer icon on your desktop, then selecting Explore from the drop-down menu.



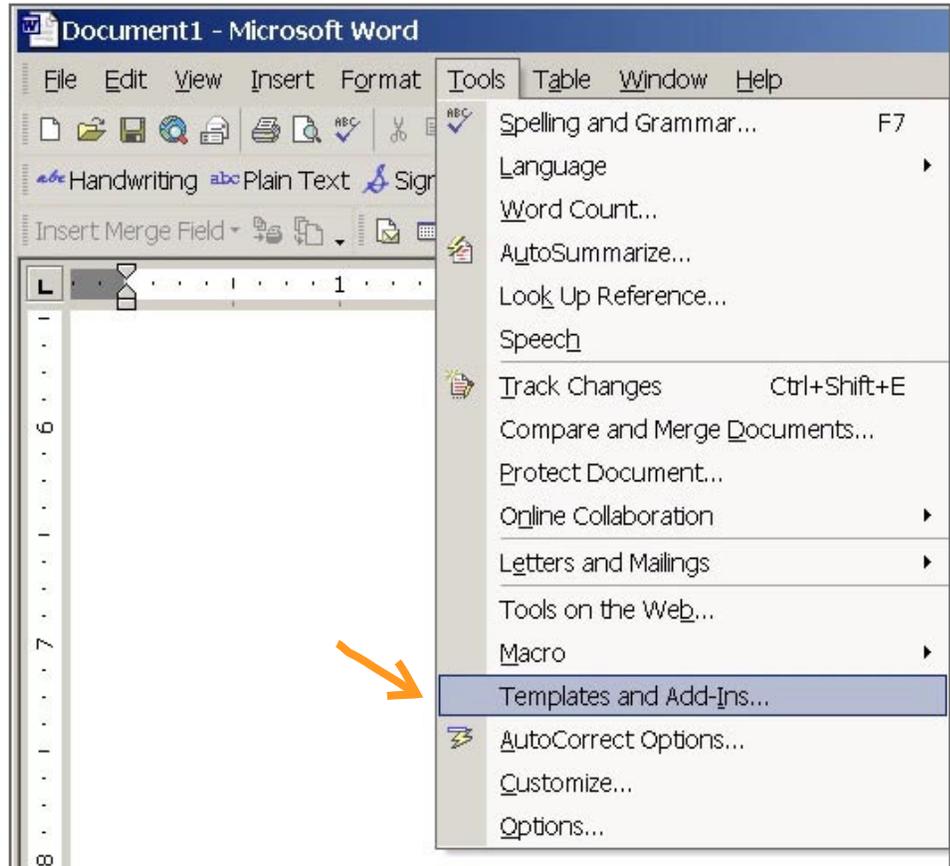
2. Go to the C: drive, then to Program Files, then to Microsoft Office, then Office (or Office10 or Office11, depending on what version you have), then Startup. Inside that Startup folder you should see the vLetter.dot file. That is the toolbar. If you have an older vLetter product, the file is named Handwri7.dot (for Word 7), or Handwri8.dot (for Word 97 and 2000).

If you use more than one version of Word, you will need to copy this .dot file into the Startup folder of each version of Office.

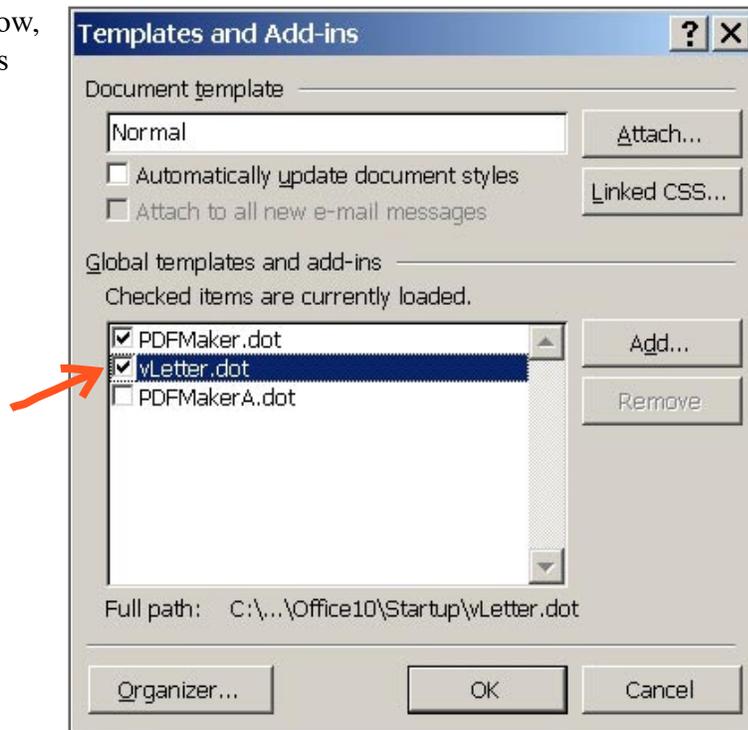
If Microsoft Office was not installed inside the Program Files folder, you must move the toolbar file into the Startup folder yourself.



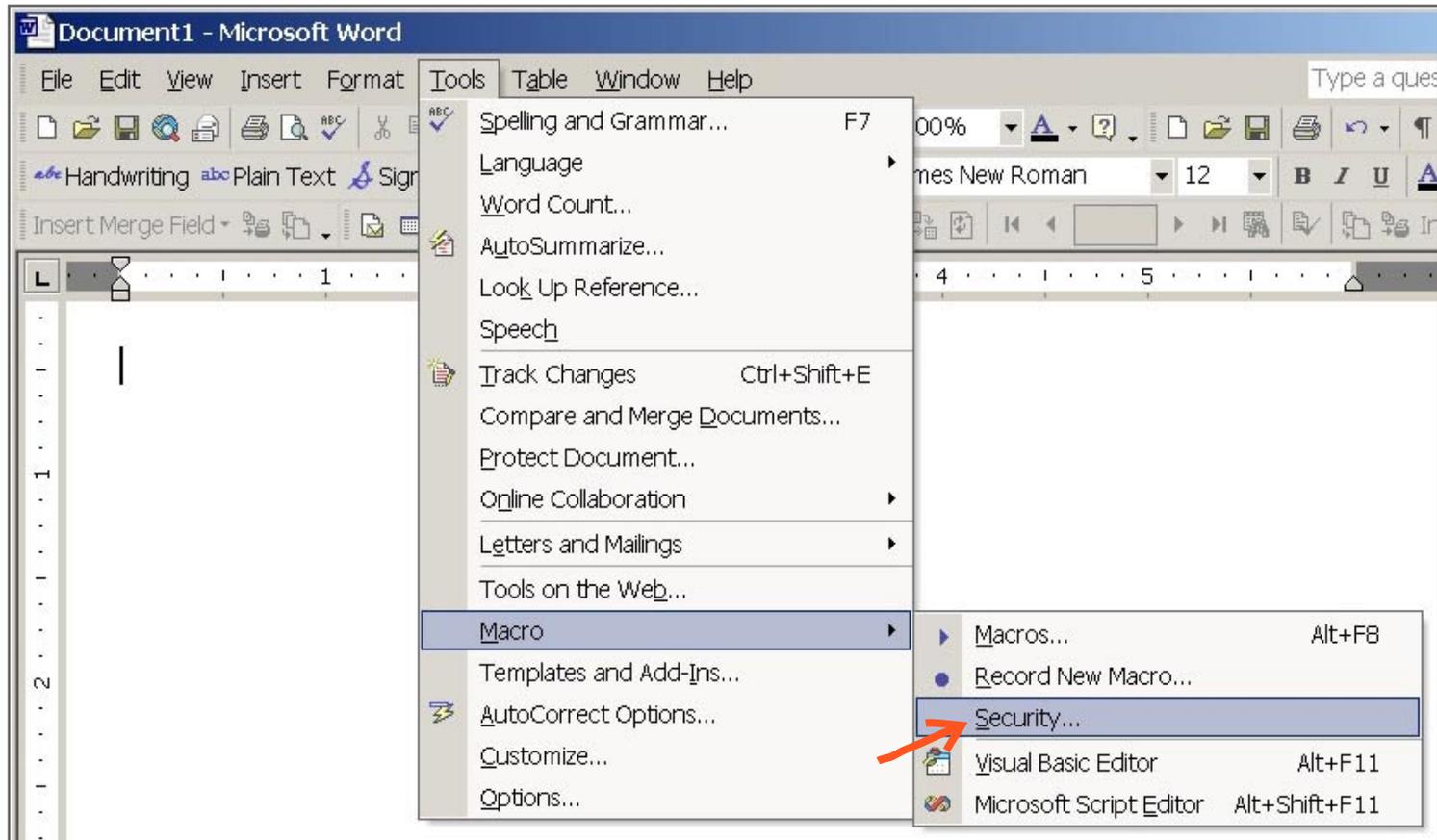
3. Start Microsoft Word. If prompted to Enable or Disable Macros, choose Enable. In Word, go to the Tools menu, then select Templates and Add-Ins...



4. In the Templates and Add-ins window, check the box for vLetter.dot, which is the vLetter toolbar. Then click OK.



5. Next, go to the Tools menu, then go to Macro, then select Security...



6. In the Security window, select the Trusted Sources tab. vLetter, Inc. should be listed. Also, make sure the box in front of “Trust all installed add-ins and templates” is checked toward the bottom of the window. Click OK when done. This should ensure that the toolbar is always present, and that Word recognizes it as a valid macro.

