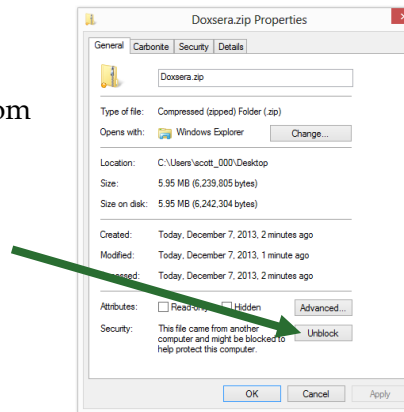


Installing TheFormTool

Step 1: Is the Zip Folder Blocked?

Windows sometimes blocks downloaded *folders* to protect you from viruses.

Right-click the **TheFormTool.zip** file you downloaded and choose **Properties**. If you see an **Unblock** button, click it to unblock the folder, then click **Apply, OK**.



Turn off all computer security systems before opening the installation .docm file!

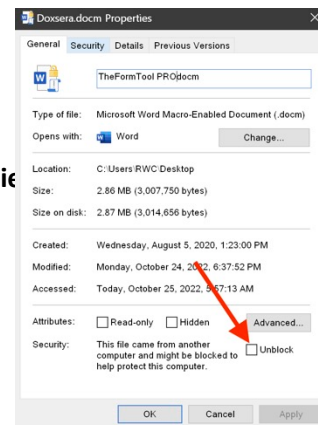
If you're uncertain how to do that, here is an article our Knowledge Base discussing some of the major players.

[https://kb.theformtool.com/
search term: Security](https://kb.theformtool.com/search term: Security)

Step 2: Is the Program Blocked?

Windows often blocks downloaded *files* to protect you from viruses.

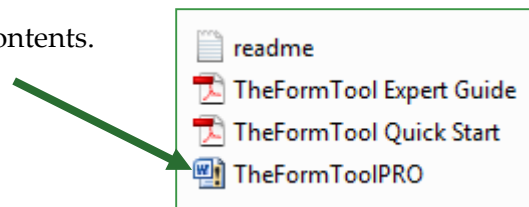
Right-click the **TheFormTool** file you extracted and choose **Properties**. If you see an **Unblock** button, click it to unblock the file, then click **Apply, OK**.



Step 3: Open the Installation File

Double-click the **TheFormTool** file.

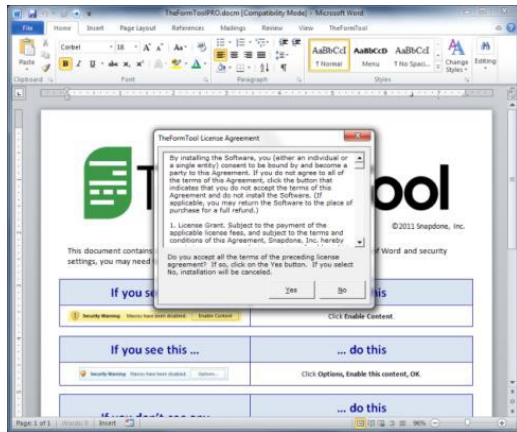
Open the file you downloaded to see its contents.



Depending on whether file extensions are visible on your computer, you may see **.docm** at the end of the filename.

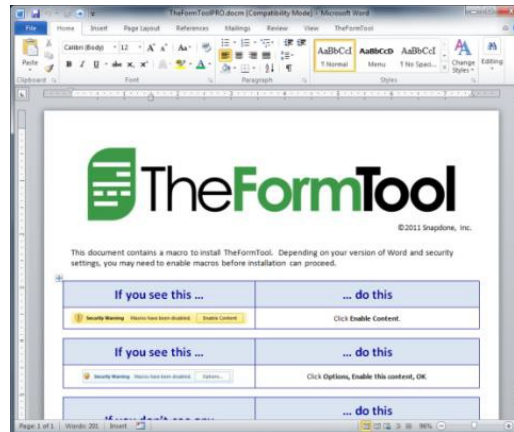
Step 4: Security Warnings?

If you see this ...



You're almost done. Click **Yes** to the license agreement, then **OK** to install.

If you see this ...

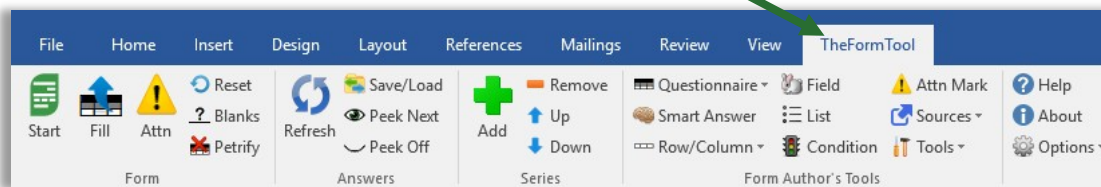


Follow the on-screen instructions to respond to your computer's security warnings.

Depending on Windows and Microsoft Word settings, you may need to respond to one or more security warnings before installation can proceed.

Step 5: Close and Reopen Word

Close Microsoft Word **completely**, including all open documents. When you reopen Microsoft Word, you'll find a new tab on the ribbon menu labeled **TheFormTool**. Click that tab to reveal The**FormTool** commands.



If **TheFormTool** tab does not appear, try restarting your computer. If that doesn't work, please contact us at www.theformtool.com/resources so we can help you get started.

Step 6: Enter License Code

To activate TheFormTool, click  **Options, License code** and enter the **Registration Name** and **License Code** from your account in our online store.

Step 7: Sharing Information on a Network

TheFormTool initially saves program information on your local computer. But if your firm owns more than one license, you will likely want to share program information with other people in your office. To do so, click  **Options, Path** and enter the path to a shared folder on your network.

Step 8: Updates

Check for [updates](#) periodically at TheFormTool website. To be notified when updates are available, subscribe to our newsletter at www.theformtool.com/newsletter.

If you need to buy a license, visit www.theformtool.com. If you've lost your license code, log into your account at www.theformtool.com (click **Log In** in top right corner).