

## 1. Install the TermWorks Excel Add-In Files

**Note Administrator privileges are required to complete this installation.**

Verify you have received your **TermWorks Client Installation Zip** package; otherwise please contact the Infoway Terminology Team.

Locate the AddIns folder on the client computer and extract the contents of the **TermWorks Client Installation Zip** file to the AddIns folder (as shown in figure 1):

`%APPDATA%\Microsoft\AddIns` -this typically resolves to one of the following folders:

- in Windows XP:`C:\Documents and Settings\[username]\Application Data\Microsoft\AddIns`
- OR in Windows 7:`C:\Users\[username]\AppData\Roaming\Microsoft\AddIns`

NOTE: The Appdata folder maybe hidden. To show hidden folders you can use the following instructions for Windows 7:

1. In any folder click on the **Organize** drop down, and then select **Folder and Search Options**
2. Click the **View** tab. At **Advance Settings** under **Hidden Files and folders** select **Show hidden files, folders and drives** and click **OK**.

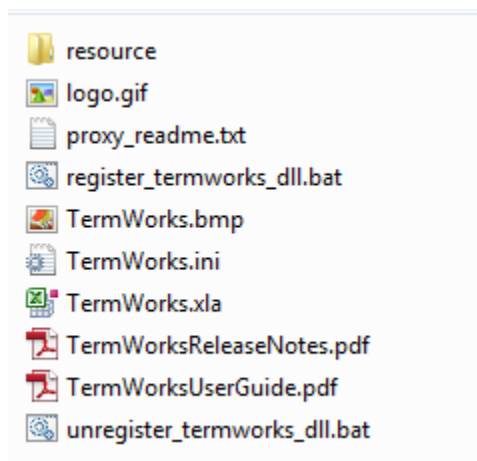


Figure 1

The following files are included in the zip file:

- \* TermWorks.xla -The TermWorks Excel Add-In
- \* TermWorks.ini -The configuration file for the Add-In
- \* TermWorks.bmp & logo.gif -Graphics files used by the Add-In
- \* TermWorksUserGuide.pdf & TermWorksReleaseNotes.pdf -Documentation
- \* register\_termworks\_dll.bat -A batch file used during installation to register library files required to communicate with a TermWorks Server.
- \* unregister\_termworks\_dll.bat -A batch file used unregister TermWorks library files. This batch file should only be used when removing the TermWorks Excel Add-In from the system.

## 2. Register the Required Resource Files

In the directory where the client zip file was extracted, run the register\_termworks\_dll.bat file (right mouse click on the file and select "Run as Administrator" if the file won't run by using double click).

When the resources are properly registered, you should see the message in figure 2.

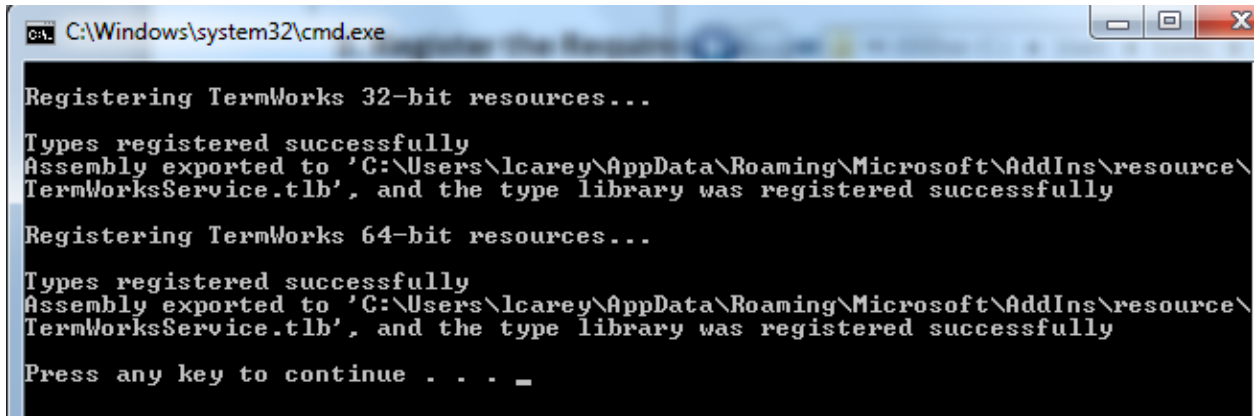


Figure 2

## 3. Install the Add-In in Microsoft Excel

The procedure for managing add-ins varies greatly depending on your version of Excel.

### Excel 2007, Excel 2010

Click the Office button (2007) or File (2010) at the top left of the Excel window and click the Excel Options button (figure 3).

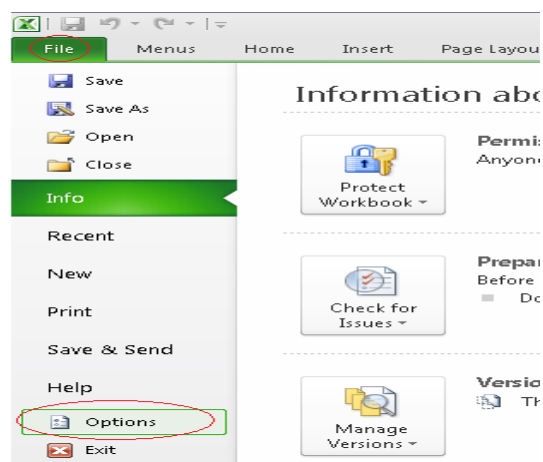


Figure 3

On the left-hand menu, select Add-Ins. At the bottom of the window, select Excel Add-Ins in the Manage dropdown, then click Go (figure 4).

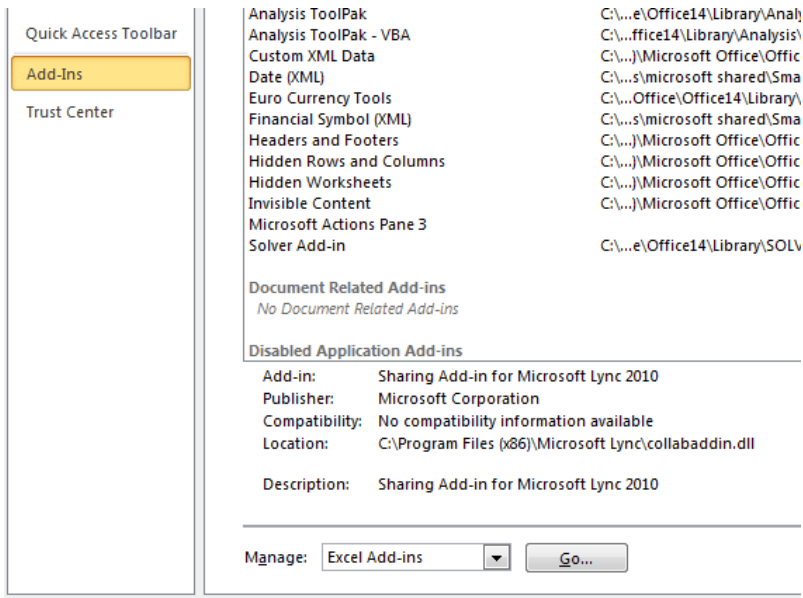


Figure 4

Click on Browse to locate the TermWorks.xla file in the AddIns folder and click 'Open' to recognize it. Ensure that the TermWorks checkbox is checked, and click OK (figure 5).

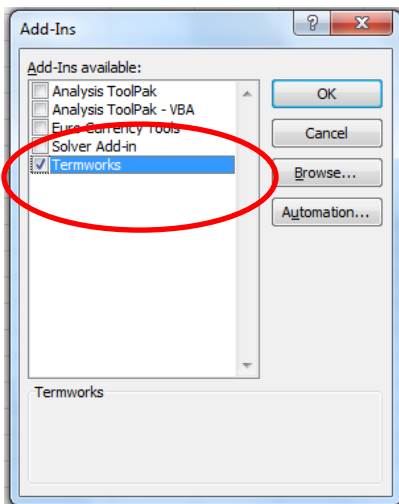


Figure 5

## 4. Running TermWorks

A TermWorks toolbar is added to the Excel toolbar. This toolbar allows you to turn TermWorks functionality in Excel on or off, as needed.

In Excel 2010, this toolbar command is added under the Add-Ins tab (figure 6).

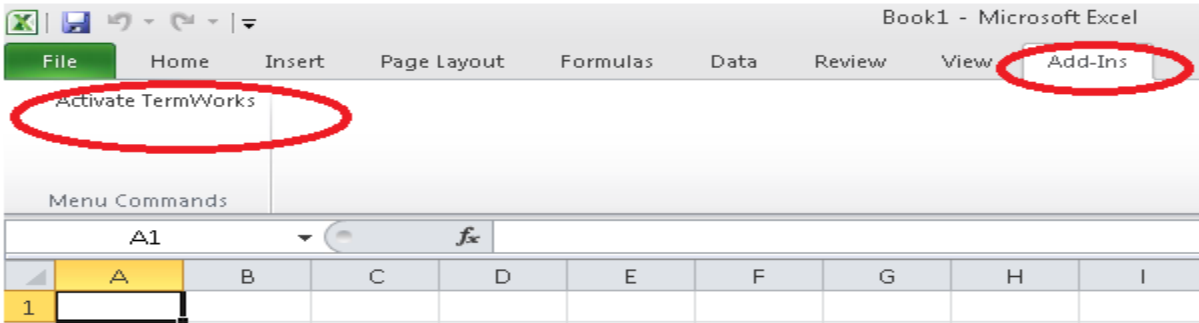


Figure 6

Click 'Activate TermWorks' to connect TermWorks to the TermWorks server over the internet.

The Content License Agreement(s) window appears.

Before accepting the agreement, you must first scroll to the bottom to review all of the available licenses. Click **Yes** to accept the agreement (figure 7).

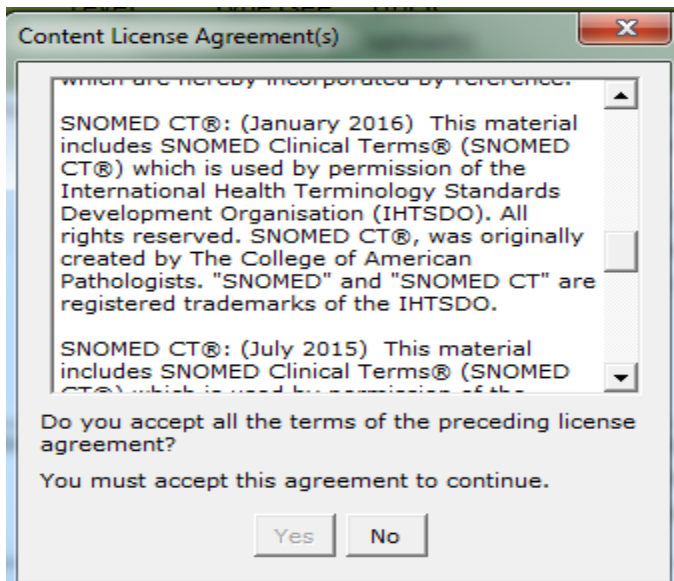


Figure 7

You are now connected to the TermWorks server.

To disconnect the connection from TermWorks, you can either click 'Deactivate TermWorks' on the TermWorks toolbar or close Excel.