TheFormTool

Zero to 60 in 120 Seconds
Instructions for using TheFormTool for SHRM Members

Here are steps we recommend to get the most from intelligent documents™ created with TheFormTool for use by SHRM Members. Spend 10 minutes now to save yourself time!

Installation

1. This package includes TheFormTool program, instructions and the forms prepared especially for your use.
2. Read the "Read Me" file.
3. Open the file named theformtool.docm. Follow the 4-6 steps necessary to install TheFormTool. ***Note that TheFormTool requires Word 2007 or later running on a Windows platform.***
4. Open a blank Word document. Verify that TheFormTool has been added as a Word menu item. Click on it. Click on Table. TheFormTool will request your license information. Type in the Registration Name and License Code you received in an email from us. With that, TheFormTool is fully activated on your machine.
5. If you haven't yet requested your license code, do so now. You can do so with the email form at theformtool/shrm (not available on a smart phone) or by email to shrm@theformtool.com.
6. Splurge. Take a few minutes to read your choice of *The Cheat Sheet*, the *Quick Study Guide*, or even the *Expert User Manual*. For a change of pace, watch one or two of the demo videos on TheFormTool's website. They're quite impressive.

Play Around

7. This package includes a Simple Samples folder. Inside are six great examples of TFT at work, each subject-specific. Ten minutes with them and you'll have a real understanding of how TFT works and how to make it work for you.
8. Work with the HR forms we've shared with you. As long as you work with documents and leave the templates alone, there's not real harm possible. If you break one, toss it away and peel off another duplicate from the template. If terms like document and template aren't your forté, now would be a great time to read one of the Word Warrior™ booklets we made available to SHRM members on our website.

The End

9. With that all done, you really are good to go, to leap into making your own documents intelligent.

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