

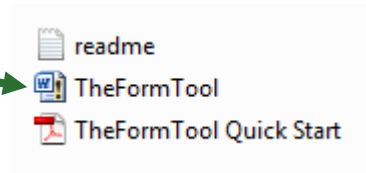
# Installing TheFormTool

## Step 1: Open the Installation File

### TheFormTool (Free Version)

If you have the free version of TheFormTool, open the downloaded file and you'll see it contains a file named **TheFormTool**.

Double-click that file to install TheFormTool.

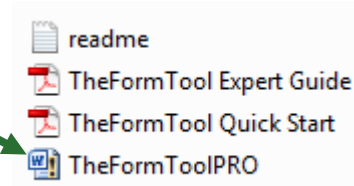


If file extensions are visible on your computer, you will see a **.docm** at the end of the filename: **TheFormTool.docm** or **TheFormToolPRO.docm**.

### TheFormTool PRO

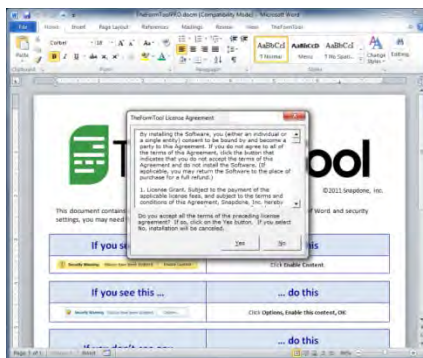
If you have TheFormTool PRO, open the downloaded file and you'll see it contains a file named **TheFormToolPRO.docm**.

Double-click that file to install TheFormTool PRO.



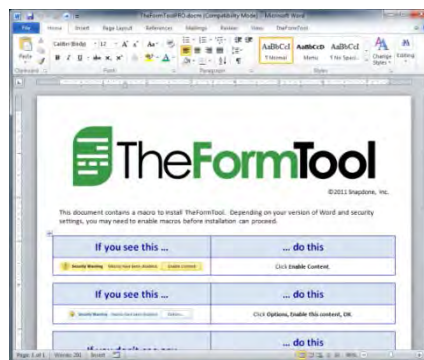
## Step 2: Security Warnings?

If you see this ...



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

If you see this ...

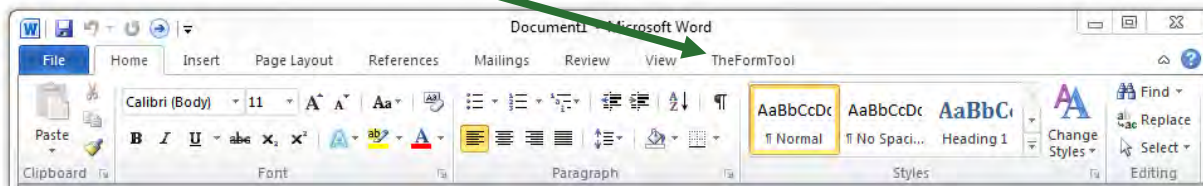


Follow the on-screen instructions to respond to your computer's security warnings.

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

### Step 3: Close and Reopen Word

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




If The**FormTool** tab does not appear, try restarting your computer. If that doesn't work, please contact us so we can help get you up and running ([support@theformtool.com](mailto:support@theformtool.com)).

### Step 4: Enter License Code (only required for TheFormTool PRO)

To activate The**FormTool** PRO, click  **Options**, **License code** and enter the registered name and license code we emailed to you.

If you need to buy a license, visit [www.upgrade.theformtool.com](http://www.upgrade.theformtool.com). If you've lost your license code, please contact us ([support@theformtool.com](mailto:support@theformtool.com)).

### Step 5: Sharing Information on a Network (Requires TheFormTool PRO)

The**FormTool** initially saves program information (saved answers, saved tables, holidays, and Master Lists) on your local computer. But if your firm owns more than one license, you will likely want to share all of that 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 6: Updates

Check [www.updates.theformtool.com](http://www.updates.theformtool.com) periodically for updates to The**FormTool**. To be notified when updates are available, subscribe to our newsletter at [www.theformtool.com/newsletter](http://www.theformtool.com/newsletter).