Installing TheFormTool

Step 1: Is the File Blocked?

Windows sometimes blocks downloaded files to protect you from viruses.

Right-click the file you downloaded (either **TheFormTool.zip** or **TheFormToolPRO.zip**) and choose **Properties**. If you see an **Unblock** button, click it to unblock the file, then click **Apply**.

Click **OK** to close the Properties screen.

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

Step 2: 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.

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.

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

Step 3: 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 4: 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 TheFormTool commands.

If TheFormTool tab does not appear, try restarting your computer. If that doesn't work, please contact us so we can help you get started (support@theformtool.com).

Step 5: Enter License Code (only required for TheFormTool PRO)

To activate TheFormTool 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.theformtool.com/theformtoolpro. If you've lost your license code, please contact us (support@theformtool.com).

Step 6: Sharing Information on a Network (Requires TheFormTool PRO)

The**Form**Tool initially saves program information (saved answers, saved Questionnaires, 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 7: Updates

Check www.theformtool.com/updates periodically for updates to The**Form**Tool. To be notified when updates are available, subscribe to our newsletter at www.theformtool.com/newsletter.