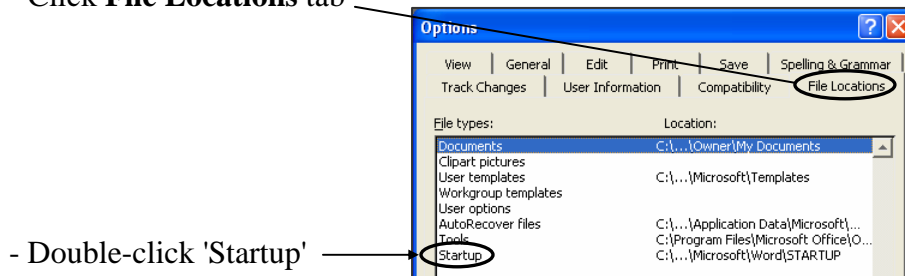


Modify Installation of CleanConvert

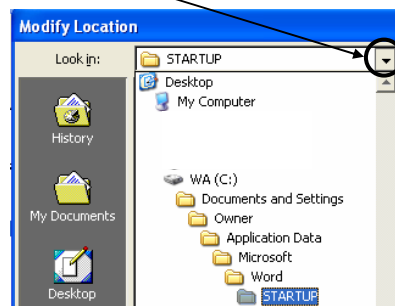
If commands on the *CleanConvert* menu in Microsoft Word don't work, try these steps to modify the installation of the program. It only takes a few minutes to do this on your computer – or you can send email to us to call you: cleanconvert@wordautomation.com

1. In Microsoft Word, determine the location of the "Startup" templates

- Click the **Tools** menu and choose **Options**
- Click **File Locations** tab



Click the drop-down arrow to display location of Startup folder...



... and write down the complete path of the folder's location

For instance, the above example shows this location

C:\Documents and Settings\Owner\Application Data\Microsoft\Word\Startup

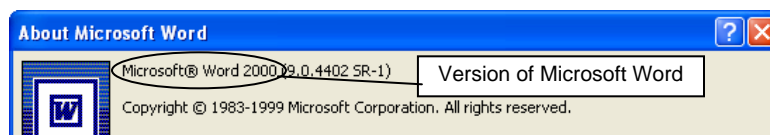
2. Click the **Close** button until you return to the regular document screen

3. Make sure that macro security level is set to High

- Click the **Tools** menu, choose **Macro**, choose **Security**
- Select **High**, then click **OK**

4. Confirm which version of Microsoft Word is installed: Word 2000, 2002 or 2003

If you're not sure which version is installed, click the Help menu and choose 'About Microsoft Word'. Version information is shown at top of window.



5. Exit completely out of Microsoft Word and Outlook.

6. Using My Computer or Windows Explorer, go to one of these folders depending on the installed version of Microsoft Word

c:\program files\microsoft office\office\startup	(Word 2000)
c:\program files\microsoft office\office10\startup	(Word 2002)
c:\program files\microsoft office\office11\startup	(Word 2003)

7. You should see a file named CleanConvert.dot

- Point the mouse arrow at CleanConvert.dot and click the *Right* mouse button
- Choose **Cut**

8. Now go to the Startup templates location you wrote down in Step 1 above.

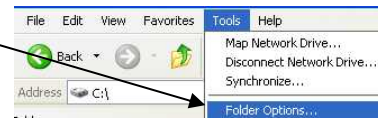
Note: If you cannot see folder you noted in Step 1 above
(for instance, if you cannot see a folder named *Application Data*)
... Go to instructions on Page 3 now

9. Point the mouse arrow at that folder and click the *Right* mouse button
- Choose **Paste**

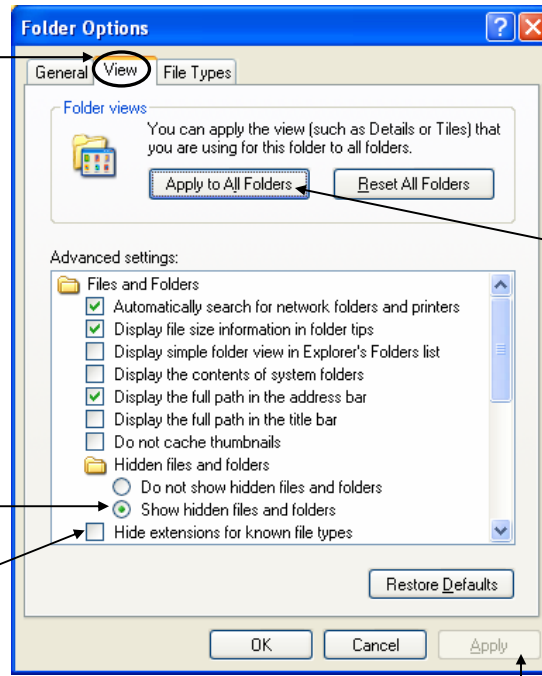
10. Start Microsoft Word. Commands on the *CleanConvert* menu should work properly.

Display Hidden Folders (from Step 8 on page 2)

a. Click the **Tools** menu, choose **Folder Options**



b. Click the **View** tab



c. Click the option **Show hidden files**
To turn it **on**

Click **Hide extensions**
To turn it **off**

d. Click **Apply** button

e. Click **Apply to All Folders**

f. Click **Yes**

when this message appears:



g. Click **OK** to finish.

Return to Step 9 on Page 2

