



## **VisibleThread Word 2007 & Word 2003 Add-in Installation Guide**

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## 1 Introduction

This document outlines the steps required to install the VisibleThread Word Add-in. Two core elements are required as part of the installation;

1. VisibleThread Add-in Prerequisites

This is a distribution of Microsoft technologies that allows 3<sup>rd</sup> parties to provide add-ins to MS Office.

NOTE: For those who are interested it comprises:

- Microsoft .Net Framework 3.5.
- Microsoft Office Primary Interop Assemblies, also known as PIA
- Windows Installer 3.1
- Visual Studio Tools for Office system runtime, also known as VSTO.

2. VisibleThread Add-in

This is the specific technology provided by VisibleThread.

Note: The prerequisites install requires **administrator** privileges, whilst the actual VisibleThread Add-in does **not**. See later sections for the specific add-in for more details about this.

## 2 Installing the Word 2007 Add-in

The installation steps for installing the Word 2007 add-in are:

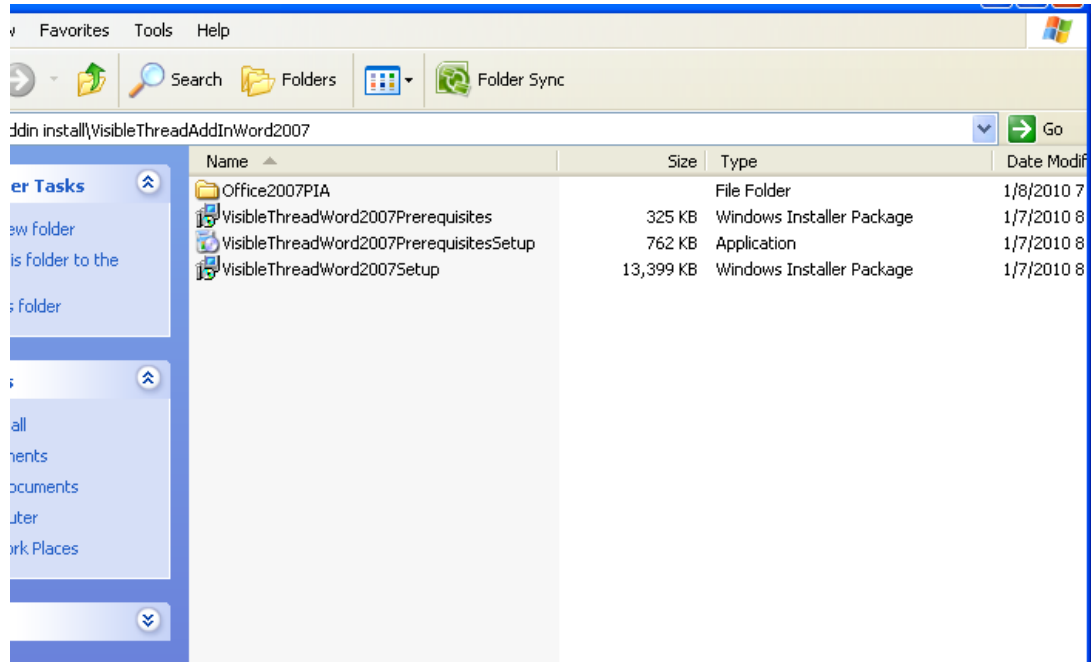
1. Download the VisibleThread Word 2007 add-in distribution
2. Ensure Microsoft Word is not running.
3. Remove any previous version of the add-in
4. Install VisibleThread Word 2007 add-in Prerequisites
5. Install VisibleThread Word 2007 add-in

### 2.1 Download the VisibleThread Word 2007 Add-in distribution

The VisibleThread Word 2007 Add-in is distributed as a zip file called 'VisibleThreadAddInWord2007.zip' and can be downloaded from the VisibleThread dashboard:

- On the dashboard at the top right area, there is a link called 'Install Microsoft Word Add-in', click this.
- You are directed to a web page with an install for Word 2003 and Word 2007.
- Select the Word 2007 link. Download the .zip file, and save the contents to a folder on your hard drive.
- Expand the zip file.

When expanded you should see a set of files as follows:



**Figure 1 VisibleThread Word 2007 Add-In extracted files**

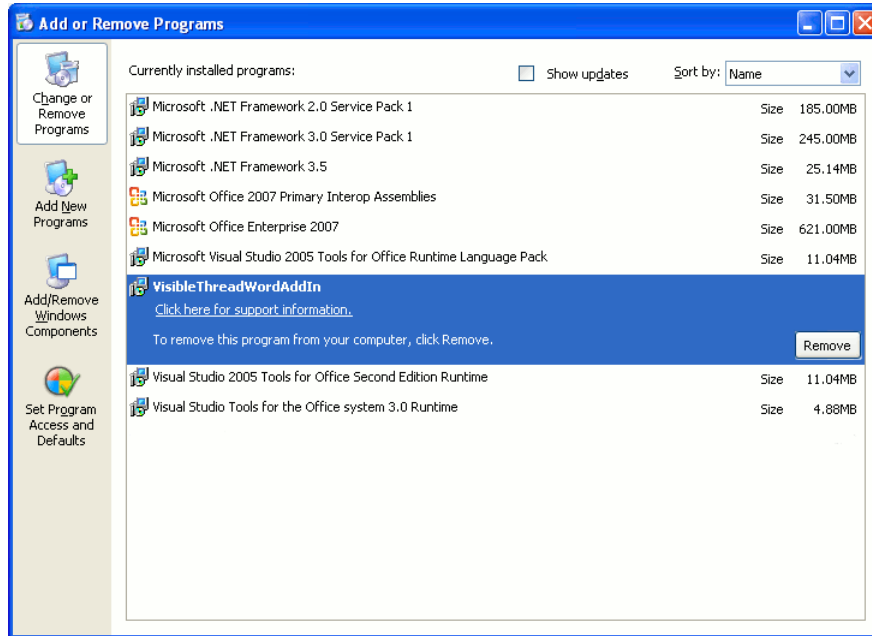
## 2.2 Ensure Microsoft Word is not running

It is important to ensure that Microsoft Word is not running while you are removing or installing the VisibleThread Word Add-in. If Microsoft Word is running, close all open documents and shut down the application.

## 2.3 Remove previous version of the add-in

If you have a previous add-in release installed, follow these steps prior to installing:

- Navigate to the Control Panel in windows, select 'Add/Remove Program' or equivalent option.
- Find the entry 'VisibleThreadAddin' in the list of programs and click 'Remove'



**Figure 2 Uninstalling the VisibleThread Add-in**

**Note: For Early Adopter users only (pre 1.0)**

Early Adopter users (using any beta release ranging from beta 1 to beta 6) should additionally perform these steps:

In your documents area, locate and delete the 'My VisibleThread' folder. A final step is to clear your registry. To do this, run the program 'regedit.exe'. Locate the entry 'HKEY\_CURRENT\_USER\Software\VisibleThread' and delete this. If you cannot find that entry then skip this step

## 2.4 Install VisibleThread Word 2007 Add-in Prerequisites

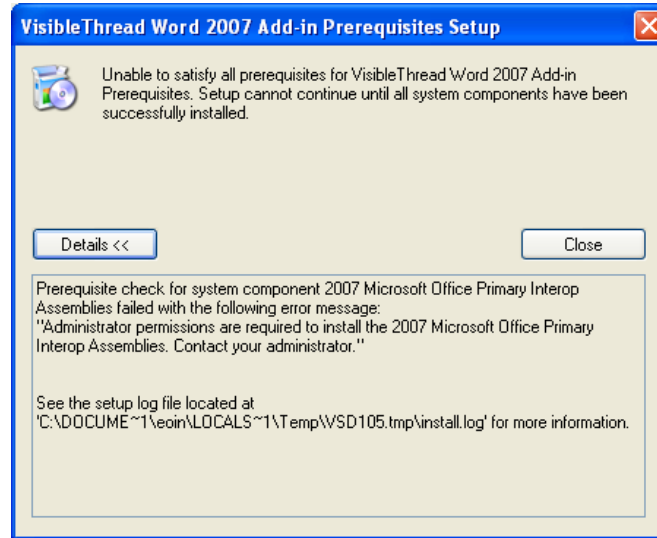
**Note:** If you had a previous version of the VisibleThread Word 2007 Add-in installed on your machine, you do not need to perform this step.

The VisibleThread Word 2007 Add-in requires specific Microsoft components in order to interact with Microsoft Word. These are listed below:

- Microsoft .Net Framework 3.5.
- 2007 Microsoft Office Primary Interop Assemblies
- Windows Installer 3.1
- Visual Studio Tools for Office system 3.0 runtime

These components can be only be installed by a user with Administrator privileges on your machine.

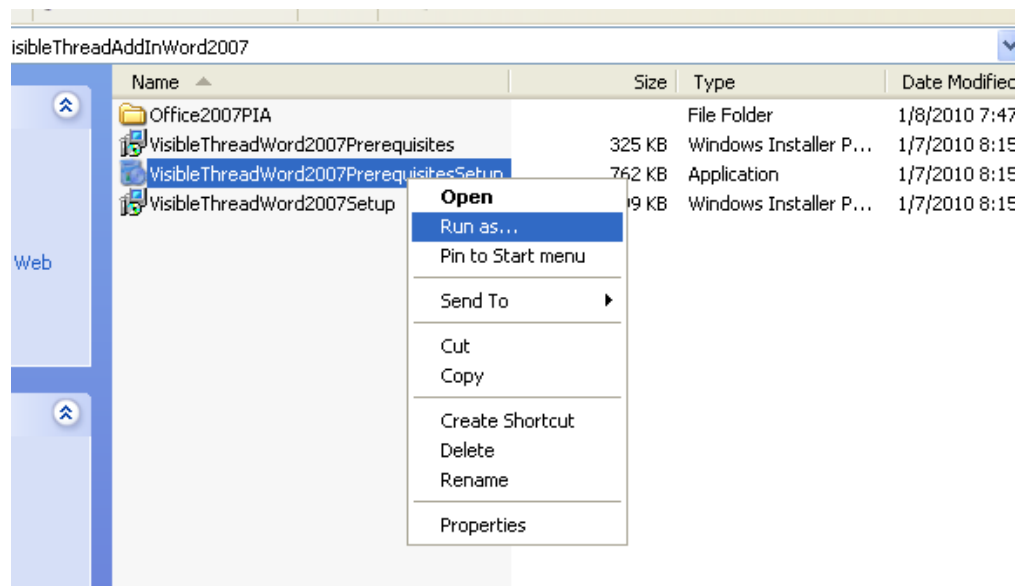
**Note:** If you attempt to run the 'VisibleThreadWord2007PrerequisitesSetup.exe' without Administrator privileges you will see an error similar to one in the screenshot below:



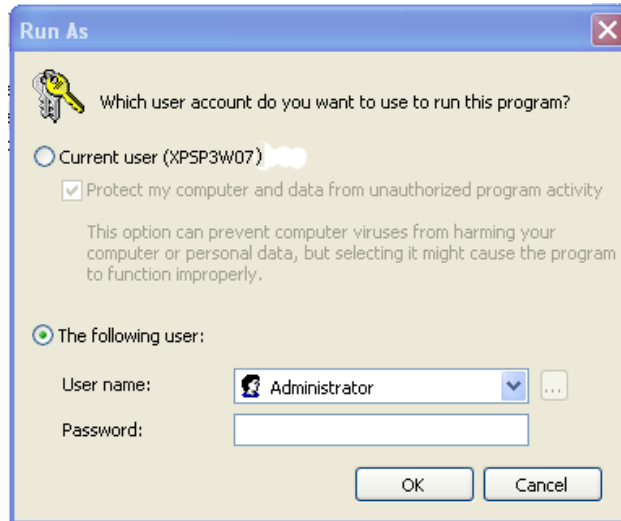
**Figure 3 Error installing VisibleThread prerequisites without Administrator privileges**

If you have Administrator privileges on your machine you can install these components by double clicking on the 'VisibleThreadWord2007PrerequisitesSetup.exe' file and following the on screen instructions.

If you do not have administrator privileges you should ask your system administrator to install the prerequisites for you, they can do this by either right-clicking on the 'VisibleThreadWord2007PrerequisitesSetup.exe' and selecting 'Run as..' (see screenshots below) and entering the administrator credentials (Windows XP); or they can log on to the machine as an administrator and install the prerequisites as above (Windows Vista).

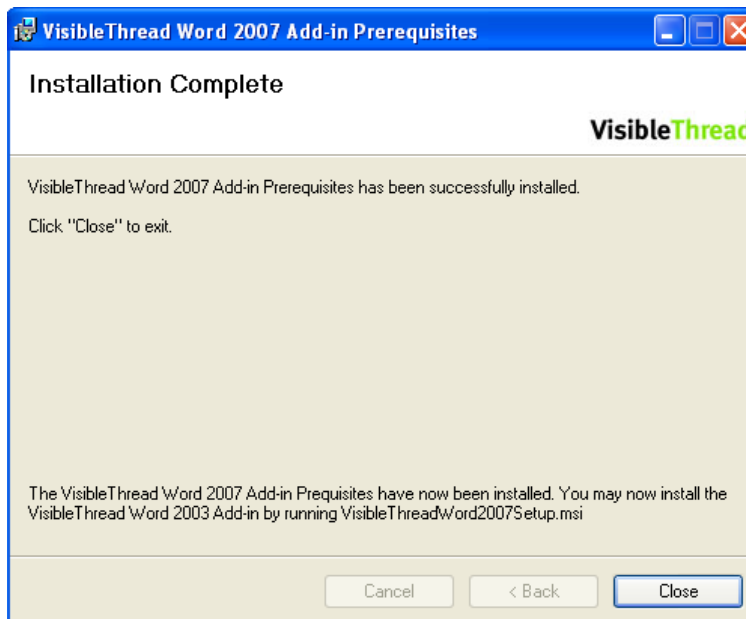


**Figure 4 Using 'Run as' to run with Administrator privileges**



**Figure 5 Using 'Run as' to run with Administrator privileges**

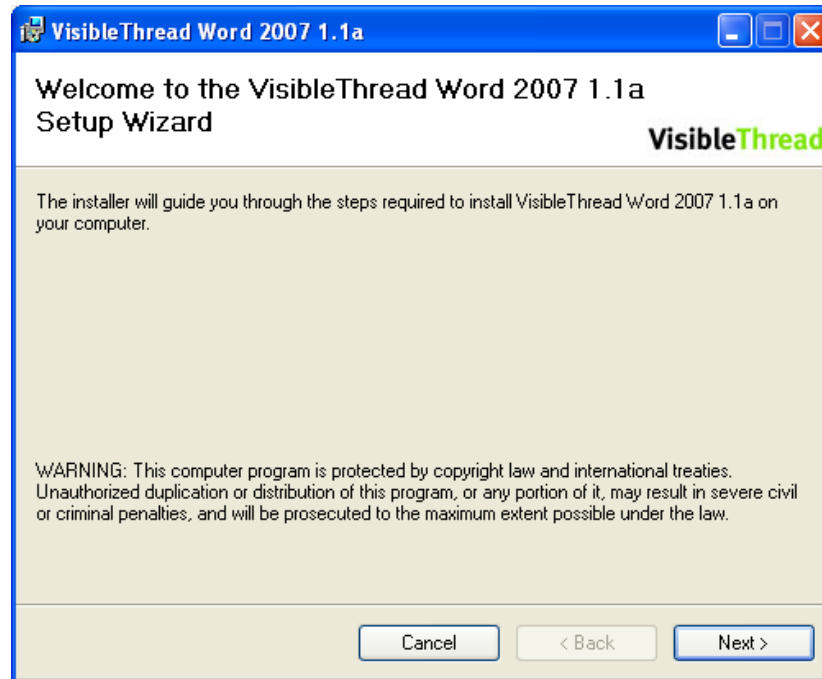
The VisibleThreadWord2007Prerequisite installer will install each required component, please follow the on-screen prompts to complete installation.



**Figure 6 Successful install of the VisibleThread Word Add-in Prerequisites**

## 2.5 Install VisibleThread Word 2007 Add-in

To install the VisibleThread Word 2007 Add-in, double click on the "VisibleThreadWord2007Setup.msi" file and follow the on screen instructions.



**Figure 7 The VisibleThread Word Add-in installer**

### 3 Installing the Word 2003 Add-in

The installation steps for installing the Word 2003 add-in are:

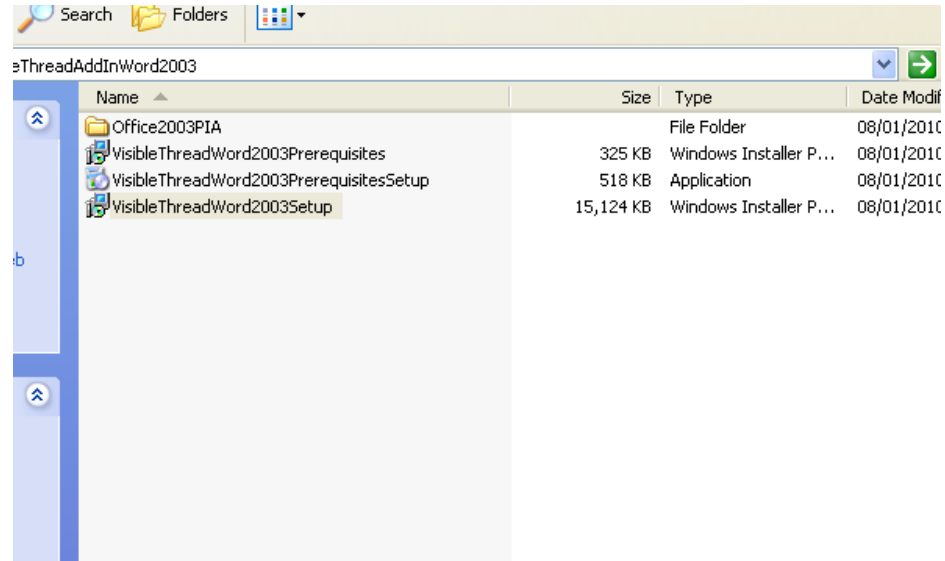
6. Download the VisibleThread Word 2003 add-in distribution
7. Ensure Microsoft Word is not running.
8. Remove any previous version of the add-in
9. Install VisibleThread Word 2003 add-in Prerequisites
10. Install VisibleThread Word 2003 add-in

#### 3.1 Download the VisibleThread Word 2003 Add-in distribution

The VisibleThread Word 2003 Add-in is distributed as a zip file called 'VisibleThreadAddInWord2003.zip' and can be downloaded from the VisibleThread dashboard:

- On the dashboard at the top right area, there is a link called 'Install Microsoft Word Add-in', click this.
- You are directed to a web page with an install for Word 2003 and Word 2007.
- Select the Word 2003 link. Download the .zip file, and save the contents to a folder on your hard drive.
- Expand the zip file.

When expanded you should see a set of files as follows:



**Figure 8 VisibleThread Word 2003 Add-In extracted files**

### 3.2 Ensure Microsoft Word is not running

It is important to ensure that Microsoft Word is not running while you are removing or installing the VisibleThread Word Add-in. If Microsoft Word is running, close all open documents and shut down the application.

**Note:** If you use Outlook 2003, you should also close it and close all open emails before continuing.

### 3.3 Remove previous version of the add-in

If you have a previous add-in release installed, follow these steps prior to installing:

- Navigate to the Control Panel in windows, select 'Add/Remove Program' or equivalent option.
- Find the entry 'VisibleThread Word 2003 Add in' in the list of programs and click 'Remove'



**Figure 9 Uninstalling the VisibleThread Add-in**

**Note: For Early Adopter users only (pre 1.0)**

Early Adopter users (using any beta release ranging from beta 1 to beta 6) should additionally perform these steps:

In your documents area, locate and delete the 'My VisibleThread' folder. A final step is to clear your registry. To do this, run the program 'regedit.exe'. Locate the entry 'HKEY\_CURRENT\_USER\Software\VisibleThread' and delete this. If you cannot find that entry then skip this step

### 3.4 Install VisibleThread Word 2003 Add-in Prerequisites

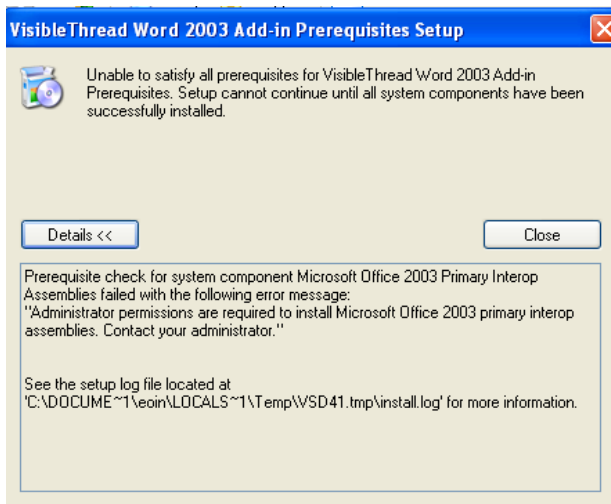
**Note:** If you had a previous version of the VisibleThread Word 2003 Add-in installed on your machine, you do not need to perform this step.

The VisibleThread Word 2003 Add-in requires specific Microsoft components in order to interact with Microsoft Word. These are listed below:

- Microsoft .Net Framework 3.5.
- 2003 Microsoft Office Primary Interop Assemblies
- Windows Installer 3.1
- Visual Studio Tools for Office system 2005 Second Edition Runtime

These components can be only be installed by a user with Administrator privileges on your machine.

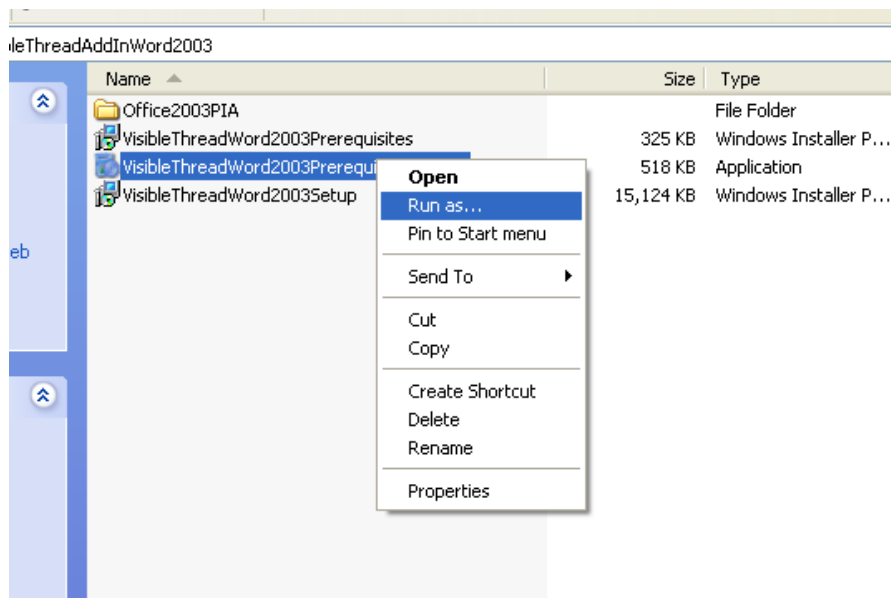
**Note:** If you attempt to run the 'VisibleThreadWord2003PrerequisitesSetup.exe' without Administrator privileges you will see an error similar to one in the screenshot below:



**Figure 10** Error installing VisibleThread prerequisites without Administrator privileges

If you have Administrator privileges on your machine you can install these components by double clicking on the 'VisibleThreadWord2003PrerequisitesSetup.exe' file and following the on screen instructions.

If you do not have administrator privileges you should ask your system administrator to install the prerequisites for you, they can do this by either right-clicking on the 'VisibleThreadWord2003PrerequisitesSetup.exe' and selecting 'Run as..' (see screenshots below) and entering the administrator credentials (Windows XP); or they can log on to the machine as an administrator and install the prerequisites as above (Windows Vista).



**Figure 11** Using 'Run as' to run with Administrator privileges

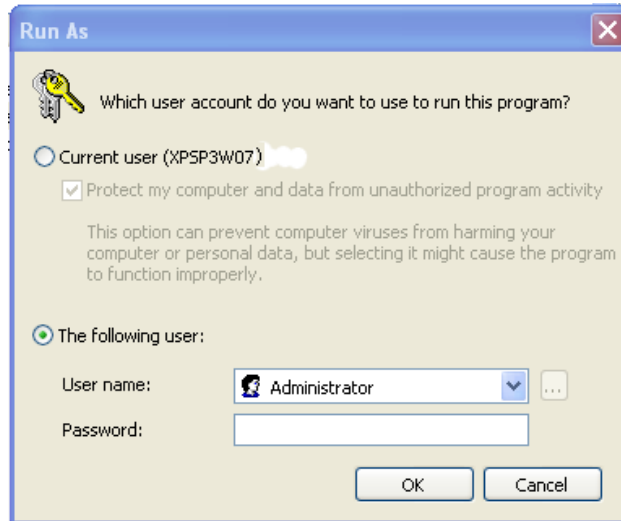


Figure 12 Using 'Run as' to run with Administrator privileges

The VisibleThreadWord2003Prerequisite installer will install each required component, please follow the on-screen prompts to complete installation.

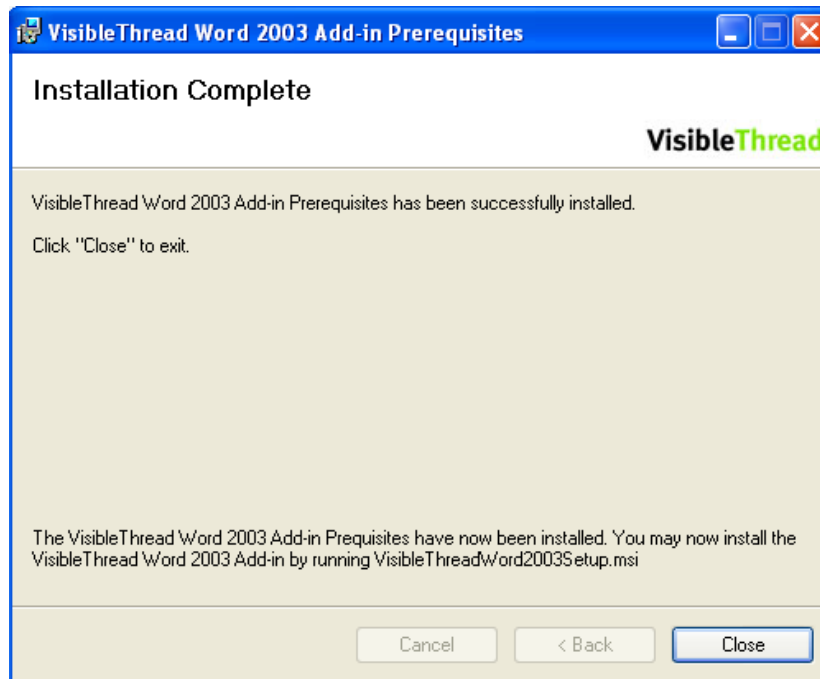
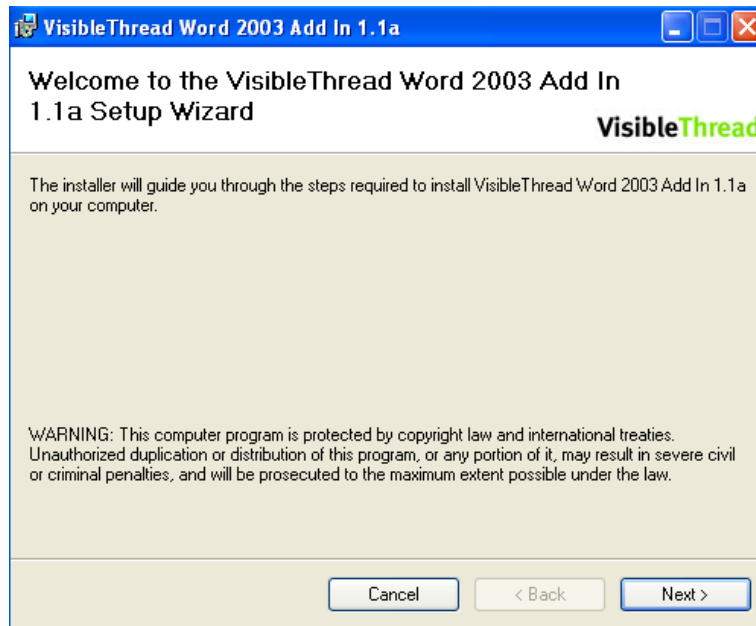


Figure 13 Successful install of the VisibleThread Word 2003 Add-in Prerequisites

### 3.5 Install VisibleThread Word 2003 Add-in

To install the VisibleThread Word 2003 Add-in, double click on the “VisibleThreadWord2003Setup.msi” file and follow the on screen instructions.



**Figure 14 The VisibleThread Word Add-in installer**

## 4 Troubleshooting

If you have any issues or need help, please check our FAQ at: <http://www.visiblethread.com/support/faq>

If you don't find the answer you need, please don't hesitate to let us know directly by sending a mail to: [support@visiblethread.com](mailto:support@visiblethread.com)