MS-Word AddIn Installation Procedure

Note 1801

Description

MS-Word AddIn is used in conjunction with the Word Reports Templates in the MCEGold Reports function. In the past MS-Word AddIn has been installed automatically during the MGEGold upgrade/installation. However, starting with MCEGold 3.0.3 SP6 MS-Word AddIn installation has been removed to support elevated IT security protocols. It must be installed manually for those who wish to use this function. This Application Note describes how to manually install MS-Word AddIn.

Procedure

Installation

- 1. Install/upgrade to MCEGold 3.0.3 SP6.
- 2. Go to C:\MCEGold_Setup\3.0.3.197_SP6.
- 3. Locate and open the MCEGoldWordAddIn folder.
- 4. Double click the **setup.exe file**.



- 5. You may receive a message informing you that the "Publisher cannot be verified", click **Install**.
- 6. Click **Close** when you receive the "Microsoft Office customization was successfully installed."
- 7. To verify the MS-Word AddIn installation, open your Microsoft Word program. The menu bar will have a tab labeled MCEGold.

	Home	Inser	t Page	Layout	Refere	ences	Mail	ings	Review	View	MCEGold	Acr	obat	
	Cut	у	Calibri (Body)	+	11 -	A /	- 3	(:= -):			¶	AaBb	CcDc
- Pas	For	mat Painte	B I	<u>U</u> al	H6 X2 2	× Aa	-	<u>A</u> -					1 Nor	rmal 1
	Clipboar	d	2		Font			6		Paragr	aph	5		
L										1 * * *	· · · · § ·		1.2.2	· 1 ·

Design Template

- 1. To design a template to be used in the Reports function of MCEGold, click the MCEGold tab.
- 2. The sub-menu used for designing the template will display.

	•	1 🖤 🖬 🔊 - 🛊	4) ÷					Documenta	l - Mi	crosoft \	Word				
I	9	Home Ins	ert Page	Layout Referen	ices Ma	ilings Review	View	MCEGold	Acr	obat					۲
	() Se	nd to Bluetooth	Motor Type	Select an As *	Tech Class	Select an As 👻	Chart Type			-	Fields Select a Field *	Group Type	Select a Gro	Field Select a Field *	
н			Section Type		Test Type		Selections			Incest	🕒 Insert Field	Field	Select a Field	🖂 Insert Field	
н										Image		🔄 Insert Fi	ield		
	Mer	nu Commands	Mo	otor Type				Test Data				N	ameplate	Agent	
	-		1 + 1 + 1	3	1			1 * * * 3		5 J. S.	* * * * * * * * * *	5		· △ · · · 7 · · ·	

- 3. There are two active sub-menus, Motor Type on the far left and Field on the far right. Selecting Field first allows the template to be designed with the users name at the top. Otherwise begin with Motor Type.
- 4. Use the drop down list to select Motor Type. The Section Type field in the Test Data section becomes active. Select the Section type from the drop down list. Continue selecting data types in the Test Data in the order they become active. When you reach the final drop down list in the Test Data section, click Insert Field and a placeholder for the data selected will be inserted on the page.

G) 🦈 🖬 🤷 🕴	() -					Document2	- Microsoft	Word				
Home Inse	ert Page L	ayout Refer	nces Mai	lings Rev	iew View	MCEGold	Acrobat					
Send to Bluetooth	Motor Type	AC Inductio	Tech Class	MCE	- Chart Type	Test History	-	Fields Corrected M +	Group Type	Select a Gro *	Field Select a Field	- 1
	Section Type	Stator	Test Type	AC Standard	* Selections	Select a Sele	Incad	🔄 Insert Field	Field	Select a Field -	🖂 Insert Field	
							Image		🔚 Insert F	ield		
Menu Commands	Mo	tor Type				Test Data			N	ameplate	Agent	
		<ac·s< th=""><th>tandard-;<</th><th>Corrected-I</th><th>Mohm>1</th><th>_</th><th>/</th><th></th><th></th><th></th><th></th><th></th></ac·s<>	tandard-;<	Corrected-I	Mohm> 1	_	/					

- 5. Continue to the Nameplate section. Select Group Type and Field, then click Insert Field. A placeholder for the information selected will appear on the page.
- 6. If you did not add the users name information at the top of the template, you can add it here. You may select more than one item from the drop down list, but you must click Insert Field after each selection in order for it to appear on the report.

Document2 - Microsoft Word									
Home In	sert Page Layout Referer	nces Mailings Review View	MCEGold Acrobat						
Send to Bluetooth	Motor Type AC Inductio * Section Type Stator *	Tech Class MCE	e Test History v Select a Sele v Insert Jage Fields Corrected M v Insert Field	Group Type Identification * Field Asset Name * Sinsert Field					
Menu Commands	Motor Type		Test Data	Nameplate Agent					
AC-Standard; Corrected-Mohm>¶ <identification; assetname="">¶ <first-name><last-name><e-mail>¶</e-mail></last-name></first-name></identification;>									

- 7. Save your template to your hard drive. It is helpful if you create a folder to save your various templates in.
- 8. To use the template in the Reports function of MCEGold it is necessary to upload it.

Upload Template

- 1. Start MCEGold and highlight an asset.
- 2. Open the Reports function.
- 3. Select Word Report Templates in the Report Name section.
- 4. Click Upload Template.
- 5. Locate the saved template on your hard drive and highlight it in the Open window.
- 6. Click **Open**.
- 7. A message appears informing you the template has been loaded.
- 8. Click OK.
- 9. The template name appears in the File Name section.
- 10. To use the template, highlight the template name and click Create Report.