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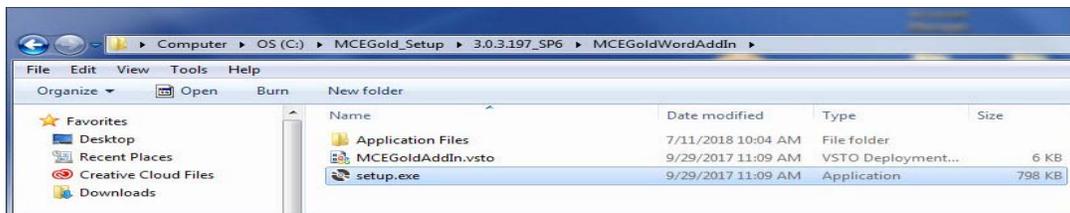
5. You may receive a message informing you that the "Publisher cannot be verified", click **Install**.
6. Click **Close** when you receive the "Microsoft Office customization was successfully installed."
7. To verify the MS-Word AddIn installation, open your Microsoft Word program. The menu bar will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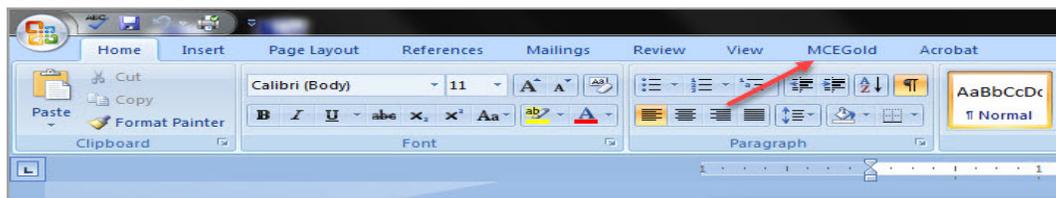
Design Template

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.
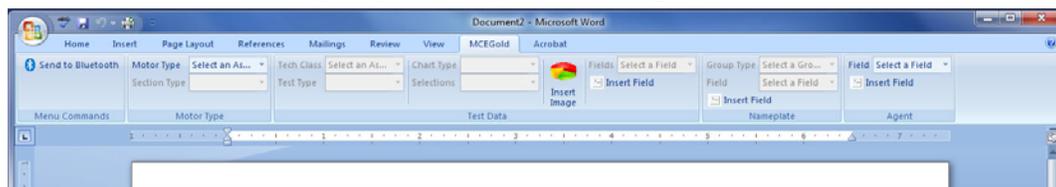
3. There are two active sub-menus, Motor Type on the far left and Field on the far right. Selecting Field first allows the template to be designed with the users name at the top. Otherwise begin with Motor Type.
4. Use the drop down list to select Motor Type. The Section Type field in the Test Data section 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.
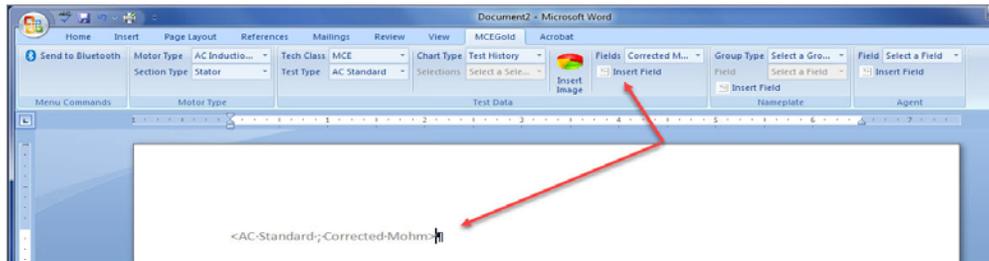
5. Continue to the Nameplate section. Select Group Type and Field, then click Insert Field. A placeholder for the information selected will appear on the page.
6. If you did not add the users name information at the top of the template, you can add it here. You may select more than one item from the drop down list, but you must click Insert Field after each selection in order for it to appear on the report.
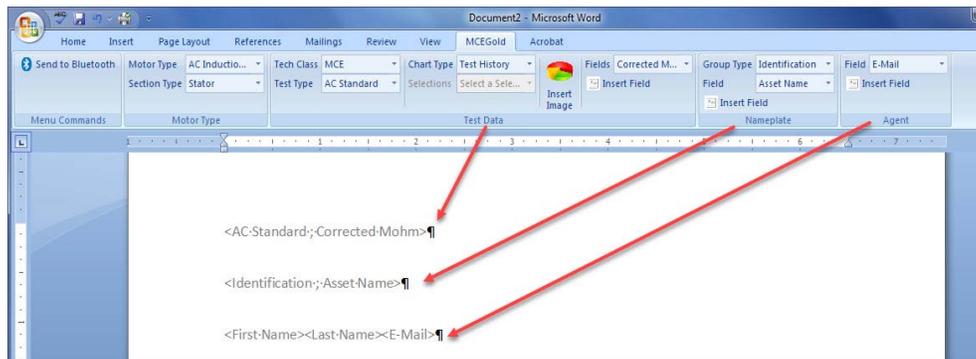
7. Save your template to your hard drive. It is helpful if you create a folder to save your various templates in.
8. To use the template in the Reports function of MCEGold it is necessary to upload it.

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**.