



## Installation Instructions for ScriptWriters Toolkit.

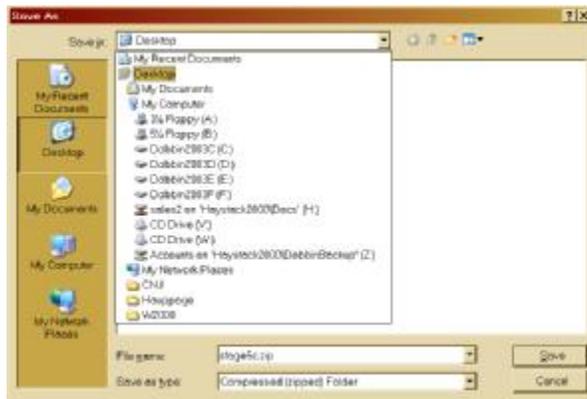
### *In a nutshell, for expert users*

The folder containing the script templates should be copied into the user's own templates folder or into an easily accessible folder, which is then designated as the Workgroup Templates folder in the Microsoft Word options. The Macro security level in Word..Tools..Macro..Security should be set to Medium level.

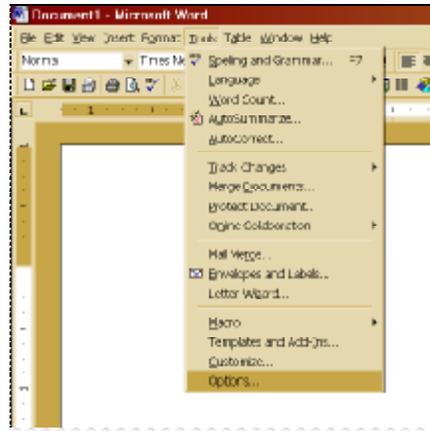
The templates will then be accessible when you perform a File.. New.. in Microsoft Word.

### *Step by step for in-experienced users*

When you download the Toolkit [SWToolkit5\_xxxx.zip] (or the free Sample Toolkit [Stage5c.zip]) save it to your Desktop, by selecting "Desktop" from the drop down list called "Save In" of the "Save As" dialog box

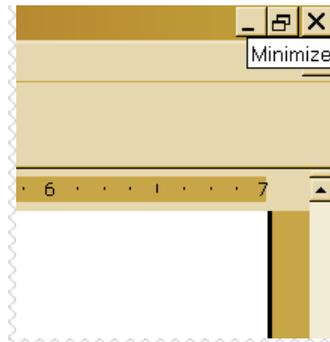


Next open your copy of Microsoft Word.  
Then from the Tool menu, select Options



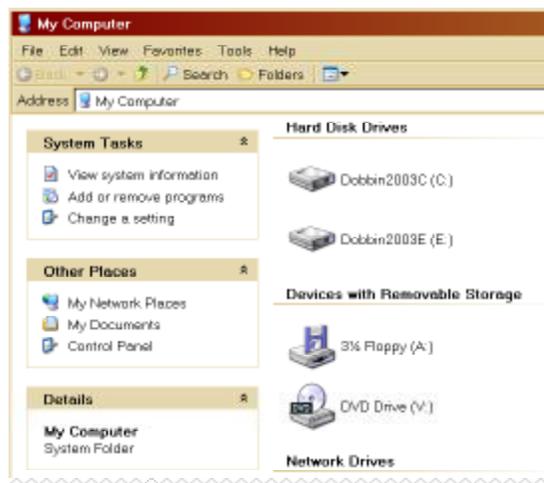
This will show the Options Dialogue box, click the "File Locations" tab near the top:

Look at the entry alongside "Workgroup Templates", if it is not blank as in this example and you were not the person that set it previously, for instance if you are working in an office, then please contact your IT systems administrator and ask him/her to install these Scriptwriting Templates for you.



If the Workgroup Templates entry was set up by you before, note down the entry as you will need to navigate to it later, or if it is blank, minimise Microsoft Word so that you can see your Desktop again.

From your Start button or from an icon on your desktop, open the "My Computer" folder.



Double-click the Hard Disk Drive called C:

This will then show the folders on your Hard Disc C:

If you previously created a folder for Workgroup Templates, now double-click on the folder icons as necessary to open it. In the instructions below, where it refers to folder C:\Templates use your Workgroup Templates folder instead.



If you had not previously created such a folder, drop down the File Menu of C: and select New and then Folder

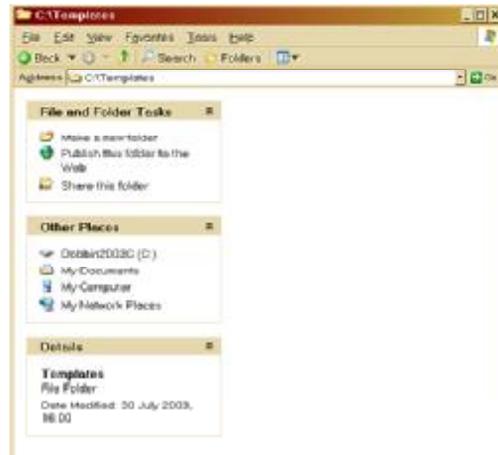


This will create a new folder called New Folder. Type over the name with the word Templates.

If at first you don't succeed single click on New Folder then choose "Rename this Folder" from the left column menu to try again or use the pop-up menu which appears when you do a right-button click on the New Folder Icon.

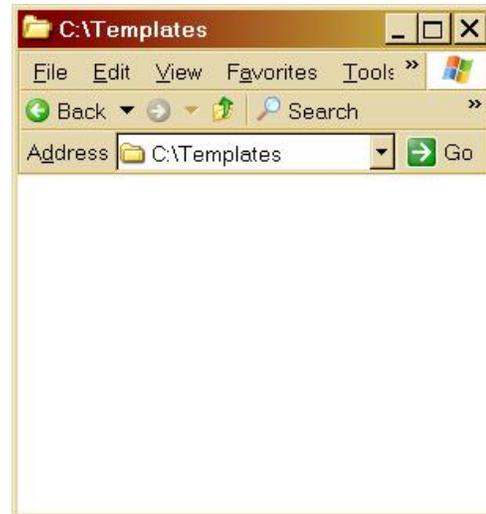
When you have successfully renamed it as Templates, double-click the Templates folder icon to open it.

It should be empty at this stage.



Next you need to reduce the size of this C:\Templates window so that you can open the Toolkit alongside. If the C:\Templates window is presently Full-Screen, click the restore-down button in the top right corner (it looks like two miniature windows)

Next drag the Top Left corner of the C:\Templates window until it is only about a quarter of your screen area. The left column menu will probably go invisible when you do this.



You should now be able to see the Toolkit zip file, which you previously downloaded and saved on the Desktop. Either Stage5c.zip or SWToolkit5\_xxxx.zip.

If any open window is obscuring the file, move the window by dragging its Title Bar.



When you find the downloaded file on your Desktop, double-click it.

If you are running Windows XP (and possibly Windows Me) and have not installed Winzip it will open as shown on the right. If you are running Windows 2000 or Windows NT Windows 98 or earlier, you will need to install Winzip first, before it will open.



Winzip is often available on the CDs attached to printed computer magazines (see PC-PRO in the UK) or can be downloaded (9 Megabytes) from <http://www.winzip.com/ddchomea.htm>

If Winzip is not installed and Windows Explorer has opened the zip file as above continue the instructions here.

If WinZip is installed skip to the WinZip instructions below.



Arrange the windows by dragging their Title bars so that you can see both the C:\Templates folder and the zip file folder at the same time.

Drag the folder called "Scripts5" from the Zip file folder to the C:\Templates folder. It will be copied.

Drag the folder called "Sample Scripts" from the Zip file folder to a blank area in the "My Documents" folder. It will be copied

Then close the C:\templates folder and double-click the "My Documents" icon or open "My Documents" from the Start button.

You can now close the Zip Folder and the "My Documents" folder

Continue the Installation instructions after the WinZip stuff.

If Winzip 8 is installed the folder will open like this (in Classic mode):



In this instance it is easier to use the Winzip Wizard, so click the Wizard button. Then Click Next.



Ensure the dot is in "Unzip or Install from" and click Next again

Then click the "Select Different Folder" button





Type C:\Templates into the Select Folder box and click OK.

Finally click the Unzip Now button.

Then the Close button to shutdown WinZip

If it is not already open, re-open the C:\Templates window.

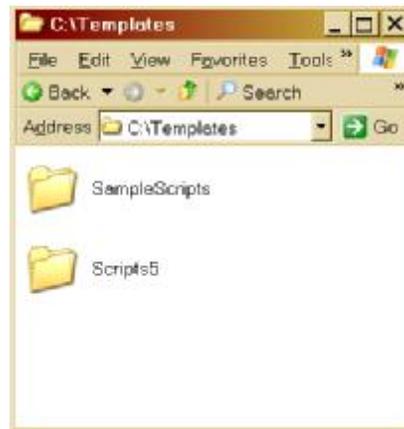
You will see that BOTH folders have now been put into C:\Templates.

Double-click the "My Documents" icon or open "My Documents" from the Start button.

Drag your folders so that you can see both of the windows C:\Templates and "My Documents"

Drag the folder called "Sample Scripts" from the C:\Templates folder to a blank area in the "My Documents" folder. It will be moved.

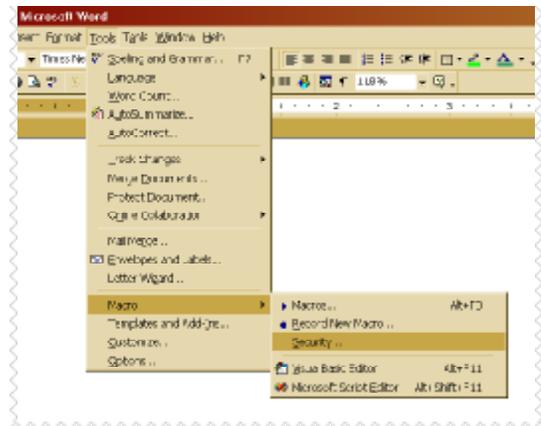
Close both of the windows.



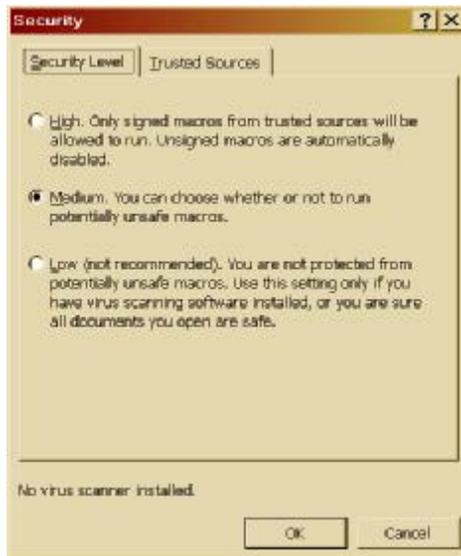
*Continue here after both WinZip & Windows Explorer methods.*

Microsoft Word should still be open, but currently minimised. Bring it back on screen by clicking its entry on the Start bar or by re-opening it.

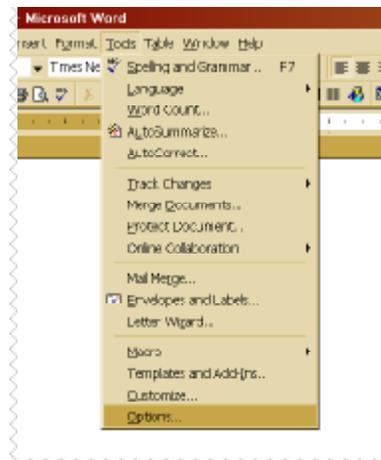
It is necessary to ensure that Word will be able to run the Macros in the Templates, so bring down the Tools menu and select Macro then select Security

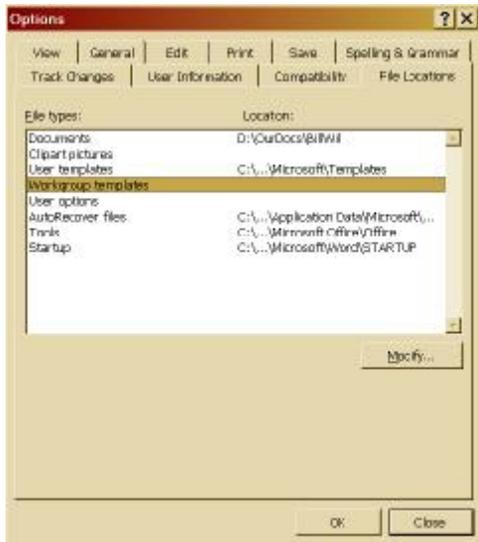


Set the security level to Medium and click OK



Next bring down menu Tools again and select Options.





Select the File Locations tab again and then highlight "Workgroup Templates"

Click the Modify button

Type C:\Templates into Folder Name at the bottom or navigate to it on the C: drive.

Click OK

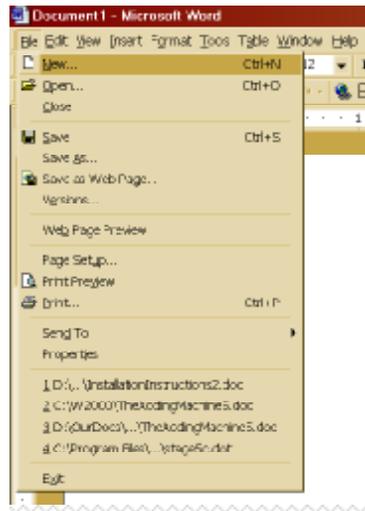
and Click OK to close the Word Option Dialog box.



The Scriptwriting Toolkit or sample template is now installed.

You can close and re-open Microsoft word at any time.

To use the templates, open Microsoft Word, then drop down the Files menu and select New.



The New dialog box will open showing all your templates for Word, click the tab called Scripts5 and then double-click on the icon of the desired template.

In case of any difficulty refer to the Scriptwriters Toolkit Support forum at

<http://www.datahighways.net/support>

if the answer is not there register and post a query message or send an email to [toolkit@datahighways.co.uk](mailto:toolkit@datahighways.co.uk)

Bill Williams , 20 August 2003