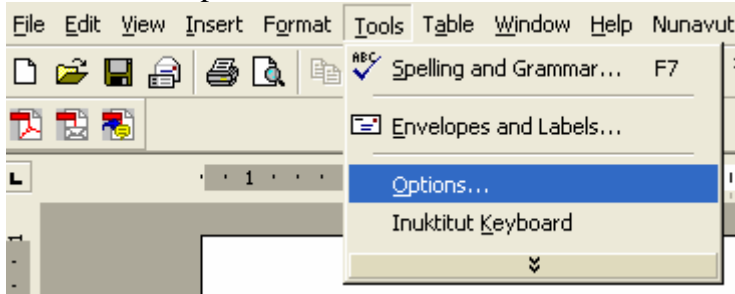


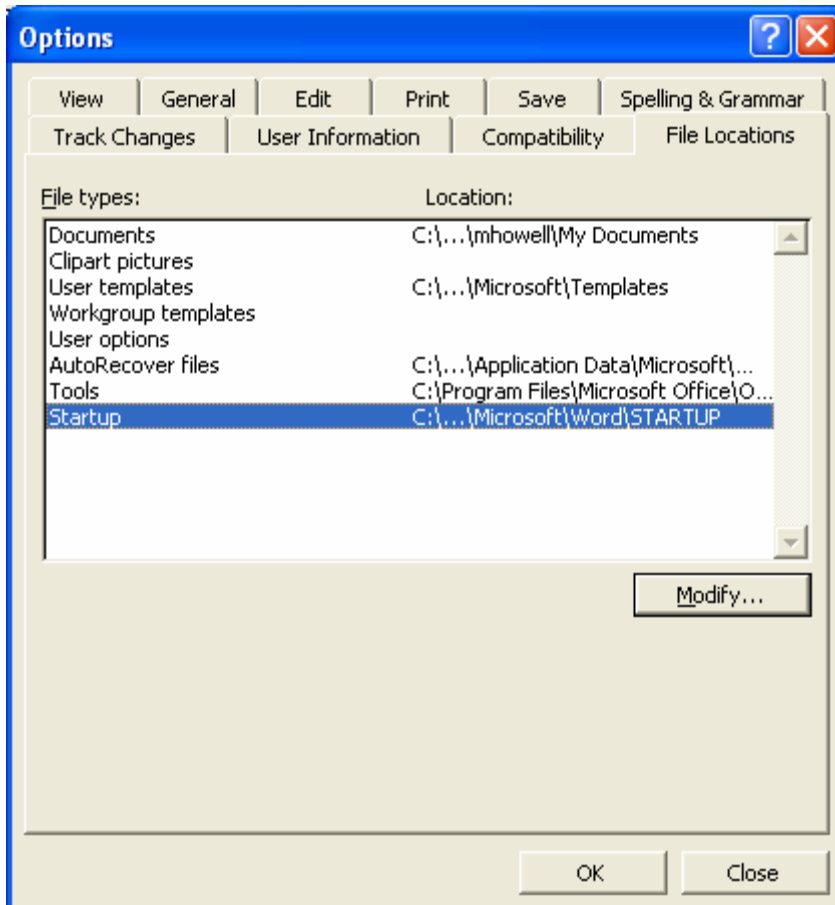
Step by Step Instructions for Installing the Nunavut Utilities for Microsoft Word

So that Nunavut Utilities will appear each time you open MS Word, the file “NunavutUtilities.dot” needs to be present in the “MS Word Startup” folder on your computer.

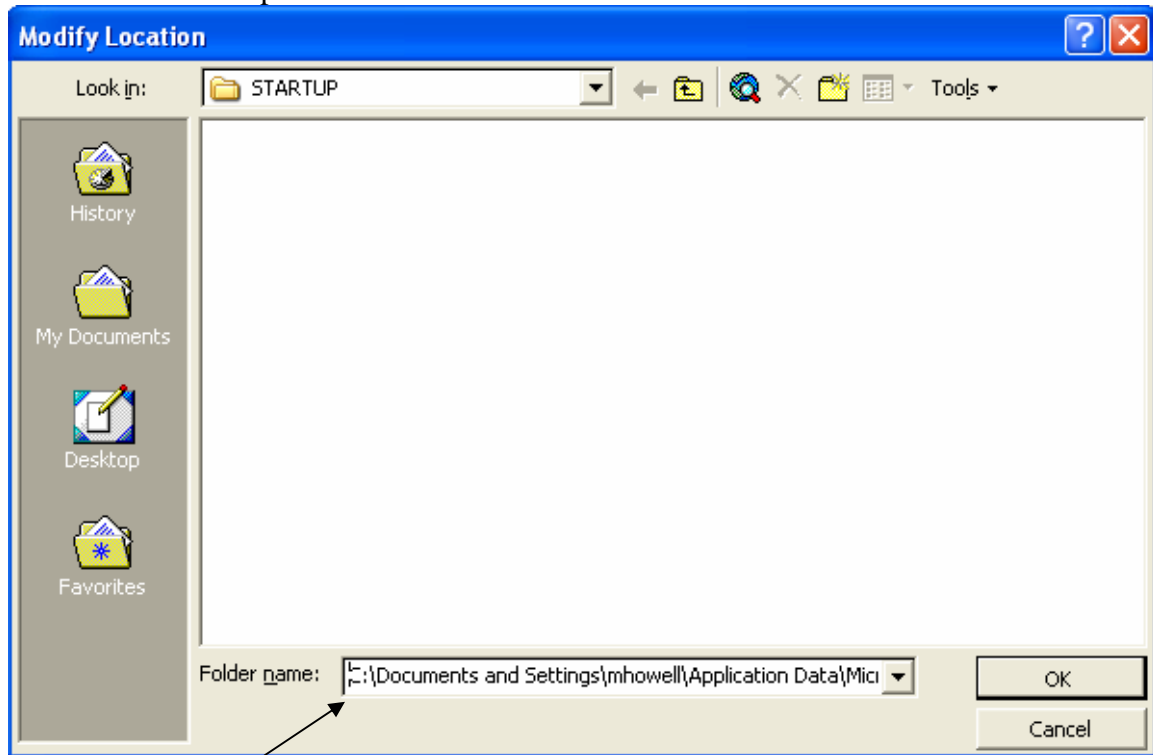
To see where this startup file is located open a MS Word Document:
Go to: Tools/Options/



Select File Locations:



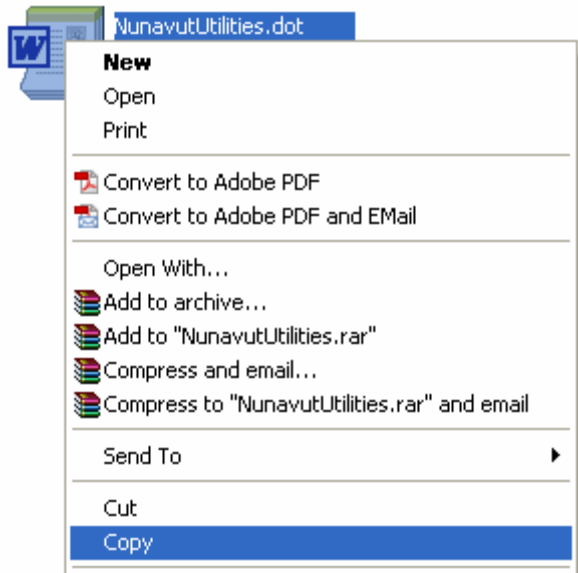
Double-click Startup:



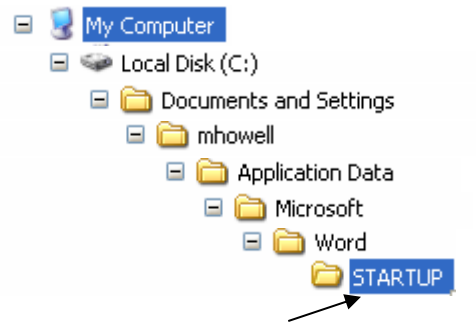
Folder name is where the Startup file is located. It is the location that the NunavutUtilities.dot file must be copied into. A typical location under most Windows Operating Systems is c:/Documents and Settings/User Name or Administrator/Application Data/Microsoft/Word/STARTUP

If you have trouble locating the STARTUP folder in the location described above, (Folder name is empty, for example) try looking under Program Files. For example, C:\Program Files\Microsoft Office\OFFICE11\STARTUP

After you have unzipped it, right click the NunavutUtilities.dot file and select copy:



Navigate to the location of the Word STARTUP file, for example:



Right click STARTUP and select paste.

When this is done successfully, “Nunavut Utilities” will appear as a menu item at the top of each MS Word document.

