

## infoRouter Add-in for MS Word.

Compatible with MS Office versions 2000 – 2010

## infoRouter Add-in for MS Word

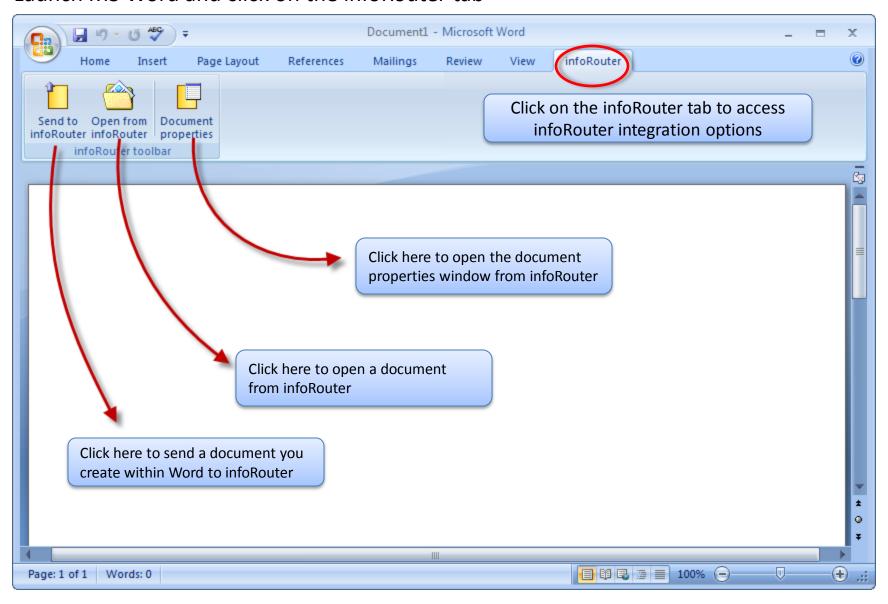
The infoRouter MS Add-in for Word is a fantastic tool that allows you to interact with infoRouter directly from within MS Word.

The add-in is compatible with all MS Word versions 2000 through 2010.

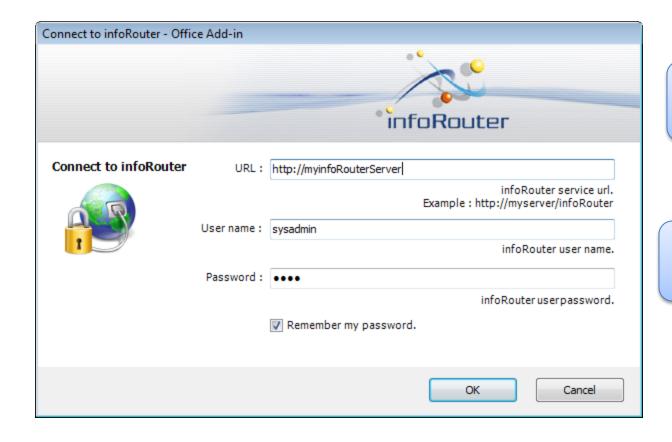
You can create content from within MS Word and upload it into infoRouter without leaving MS Word. You can also open existing infoRouter documents directly from within MS Word.

Documents can be checked out, checked in and even be submitted to workflows from within the easy to use interface.

## Launch MS Word and click on the infoRouter tab

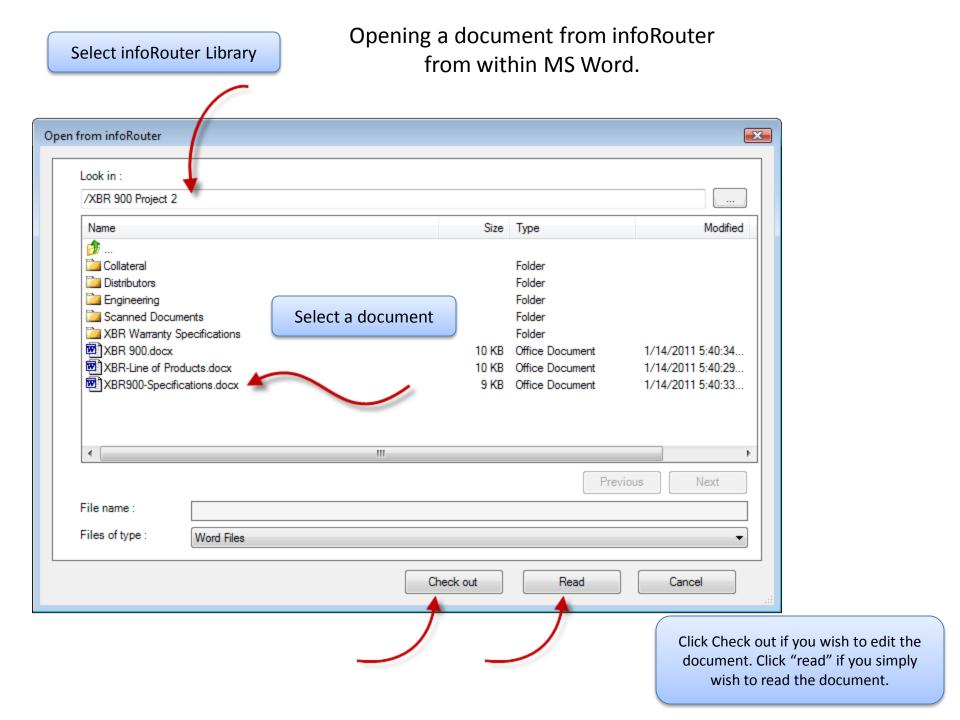


In order to access infoRouter directly from within MS Word, you must first Log into infoRouter.

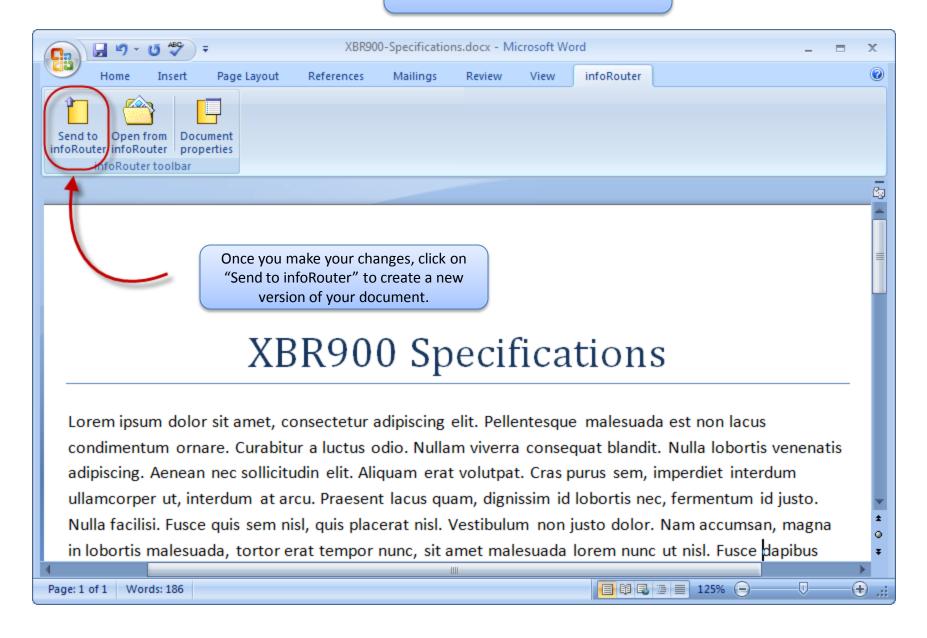


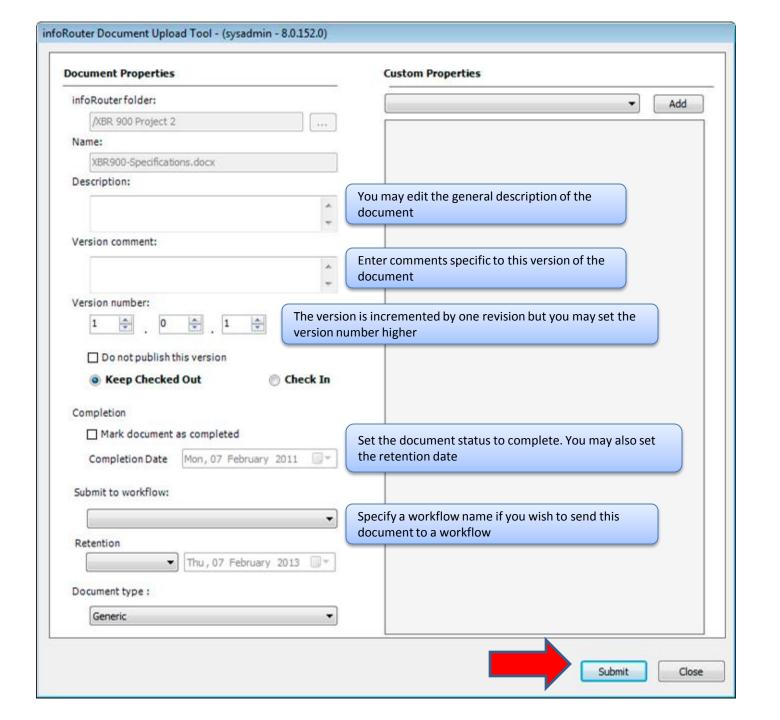
Ask your system administrator for your specific Web Service URL

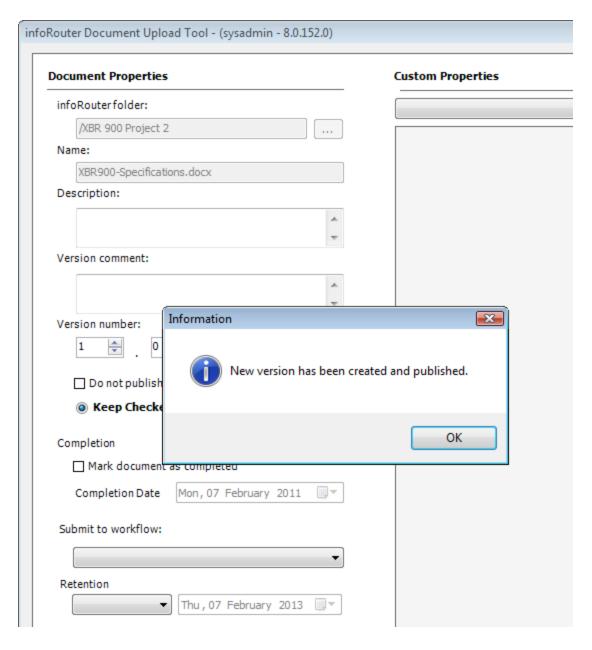
Enter your infoRouter user id and password to log into infoRouter.



You can now make changes to the document. It is checked out to you.







You have now created a new version of this document.

Because you took the default option to keep the document checked out, the document is still available for you to edit and save newer versions.

Note that the document was also published so users who click on this document from the infoRouter web interface will get this latest version.

If you choose the "Do not publish this version" option, users will continue to see the latest "published" version instead of the latest version.



## infoRouter Add-in for MS Word

Did you know about the infoRouter Forum site? 24/7 Access to information about infoRouter

http://forum.inforouter.com