

# infoRouter Microsoft Office Add-in Installation Guide



# MS Office Add-in Installation Guide

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To be able install this add-in, you must have rights to install applications to your desktop. This is usually controlled by your network administrator.

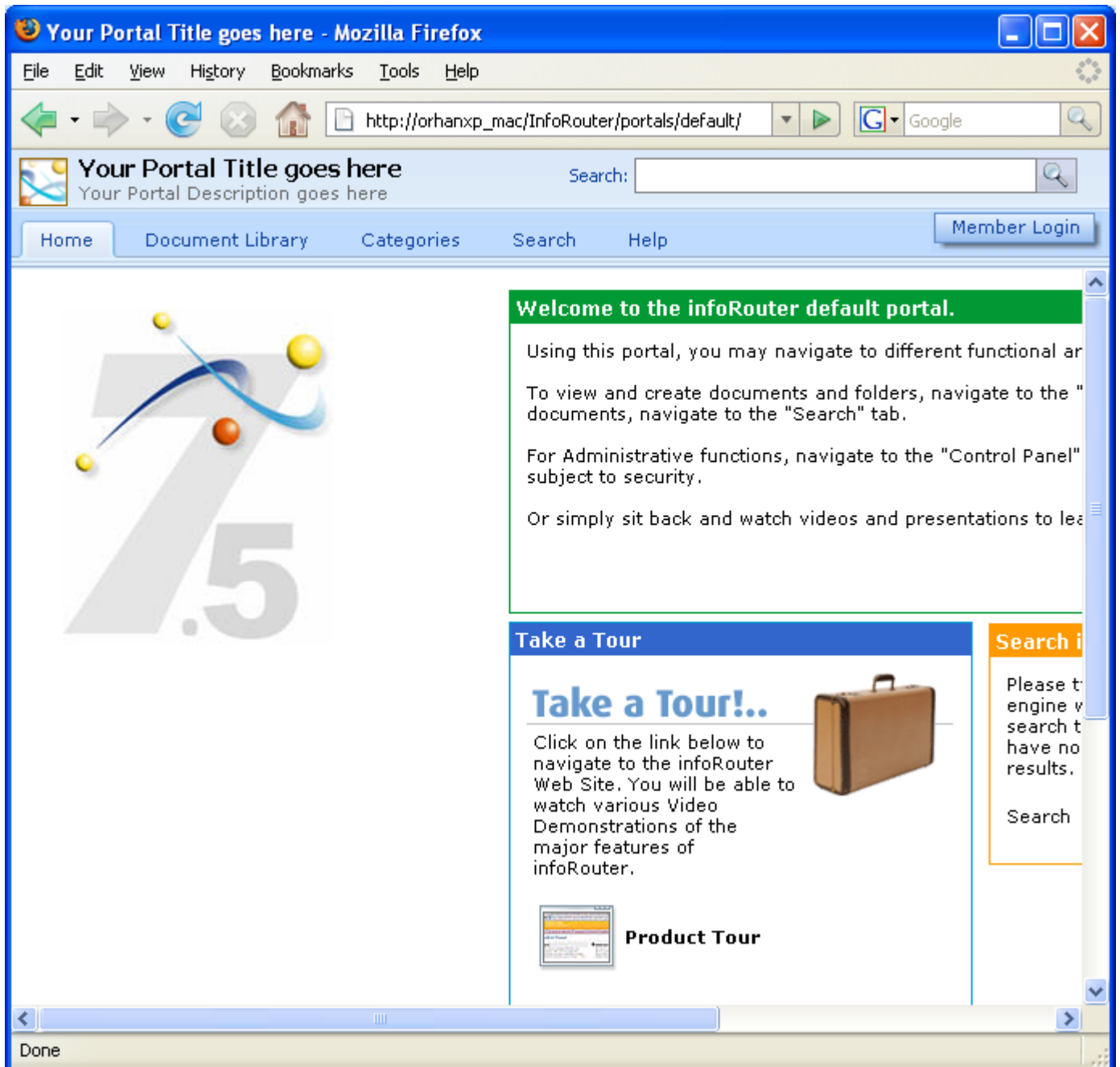
If users are not allowed to install applications on their desktops please ask your network administrator to install this application for you or setup a Group Policy installation.

The Group Policy installation is explained in a separate document.

This document will walk you through installing the infoRouter Add-in for Microsoft Office Add-in.  
Let's get started.

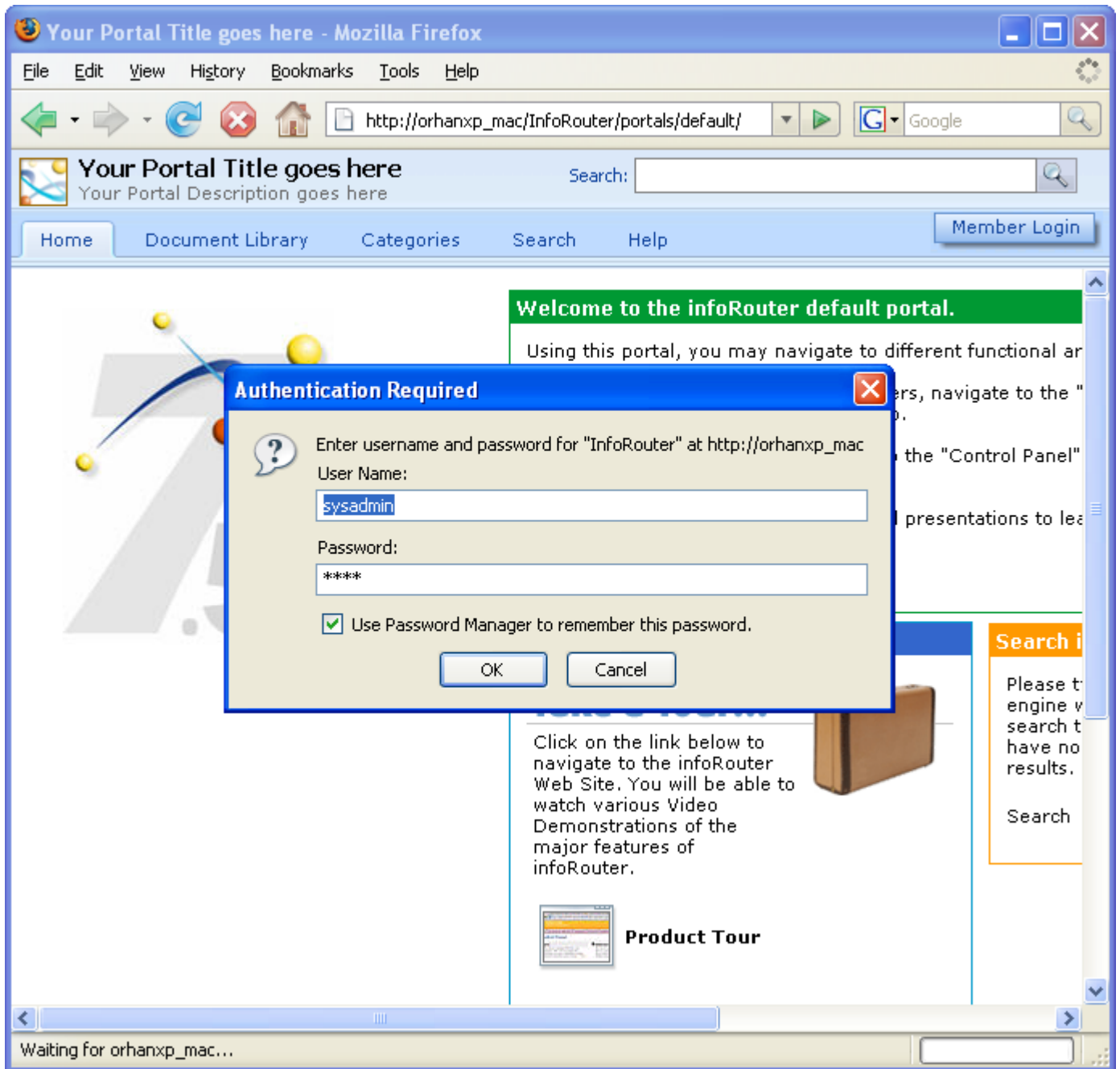
# MS Office Add-in Installation Guide

## Launch infoRouter



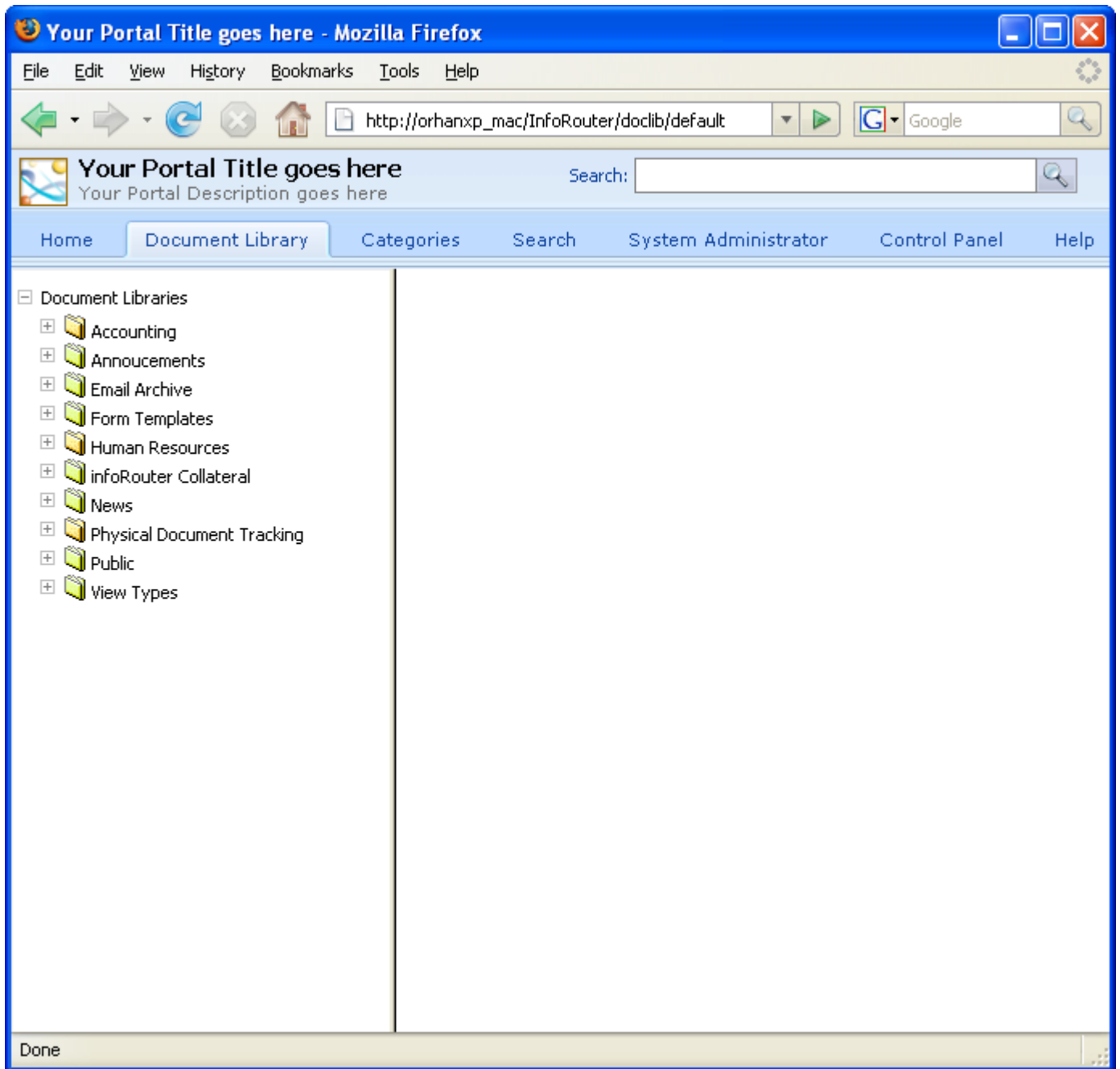
# MS Office Add-in Installation Guide

*Click on the Member Login button and enter your credentials*



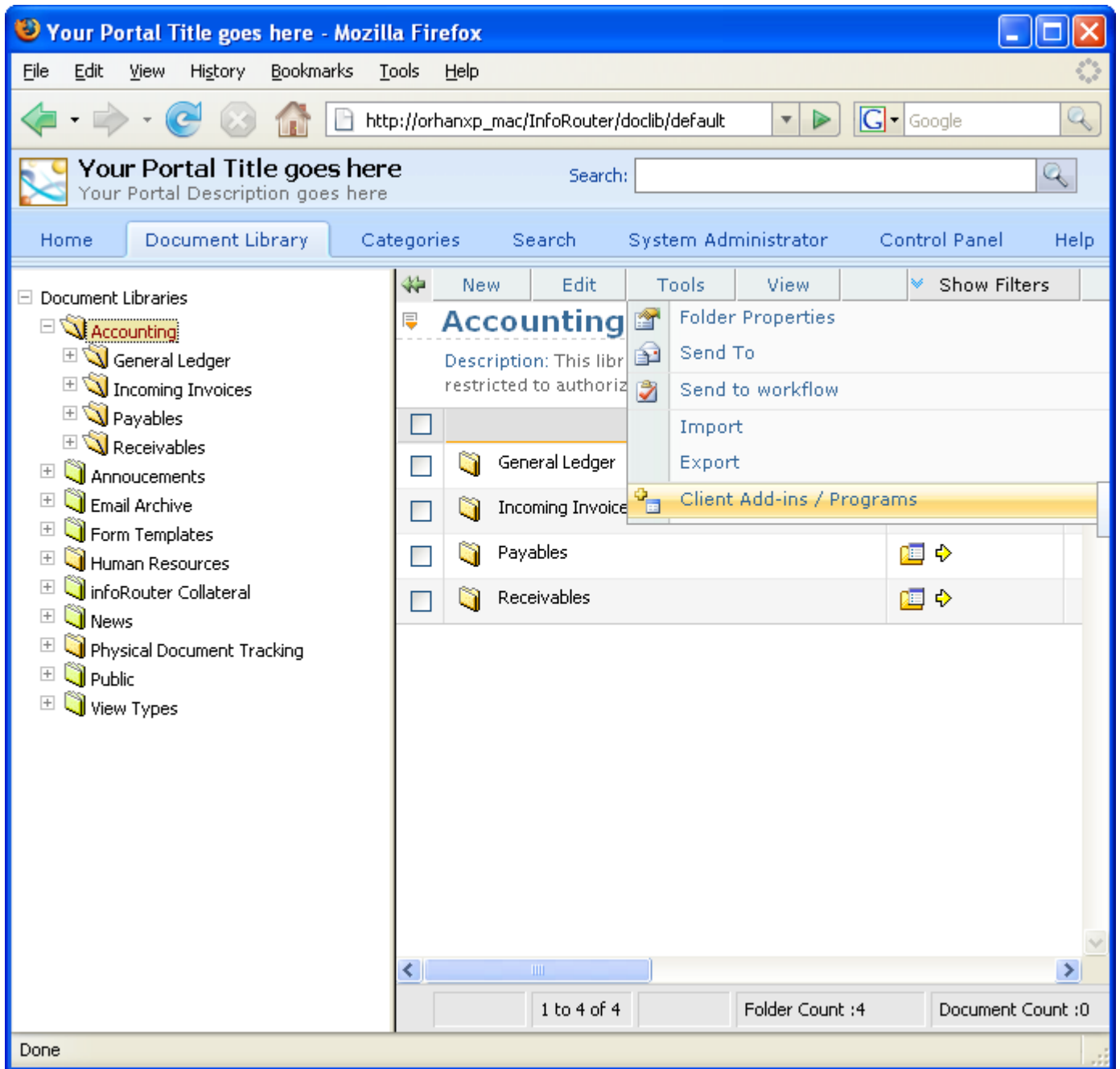
# MS Office Add-in Installation Guide

*Switch to the Document Library. Click on a folder to display the Menu*



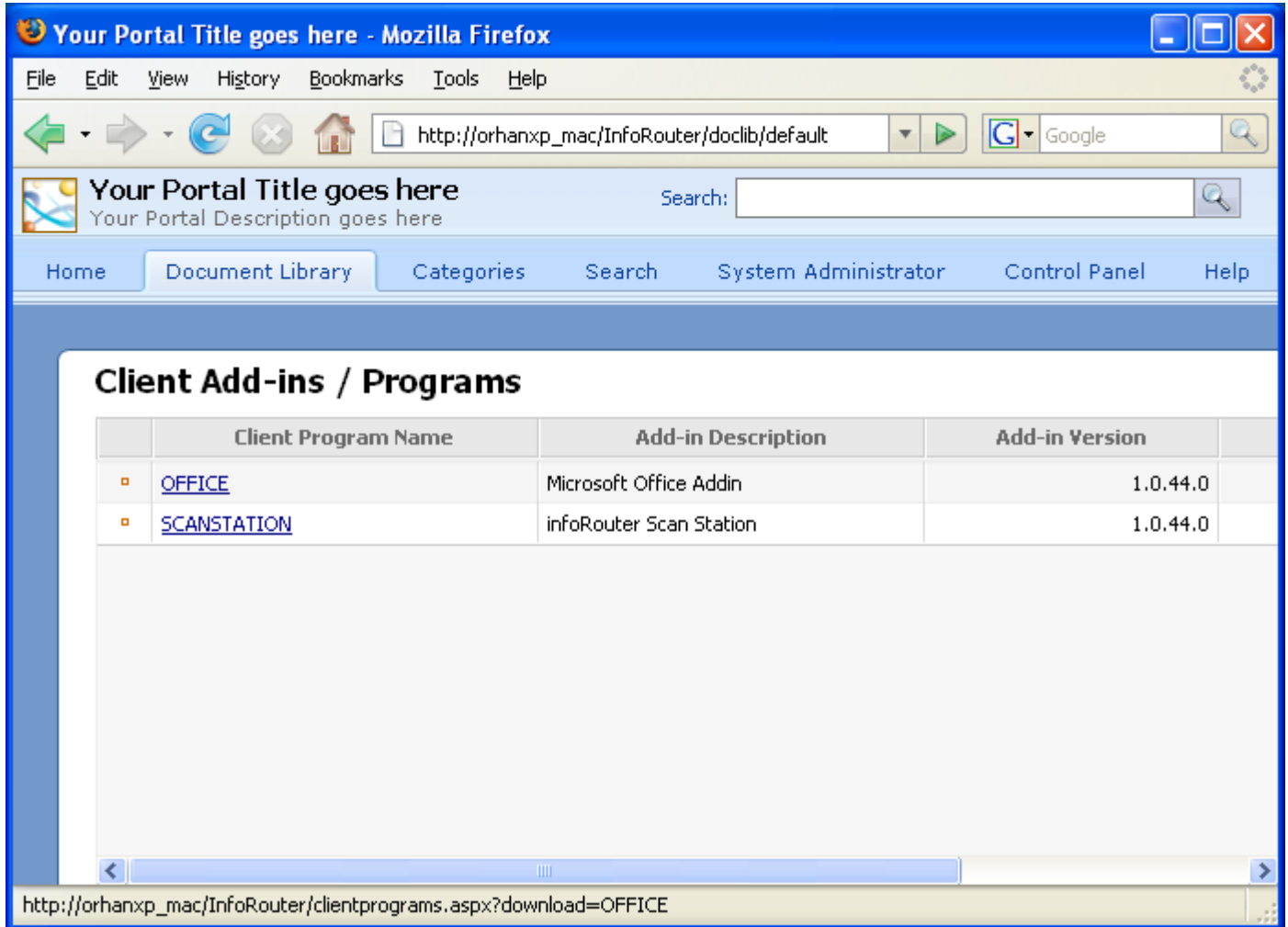
# MS Office Add-in Installation Guide

Choose the “Client Add-ins / Programs” menu item



# MS Office Add-in Installation Guide

Click on the "OFFICE" link to download the setup program



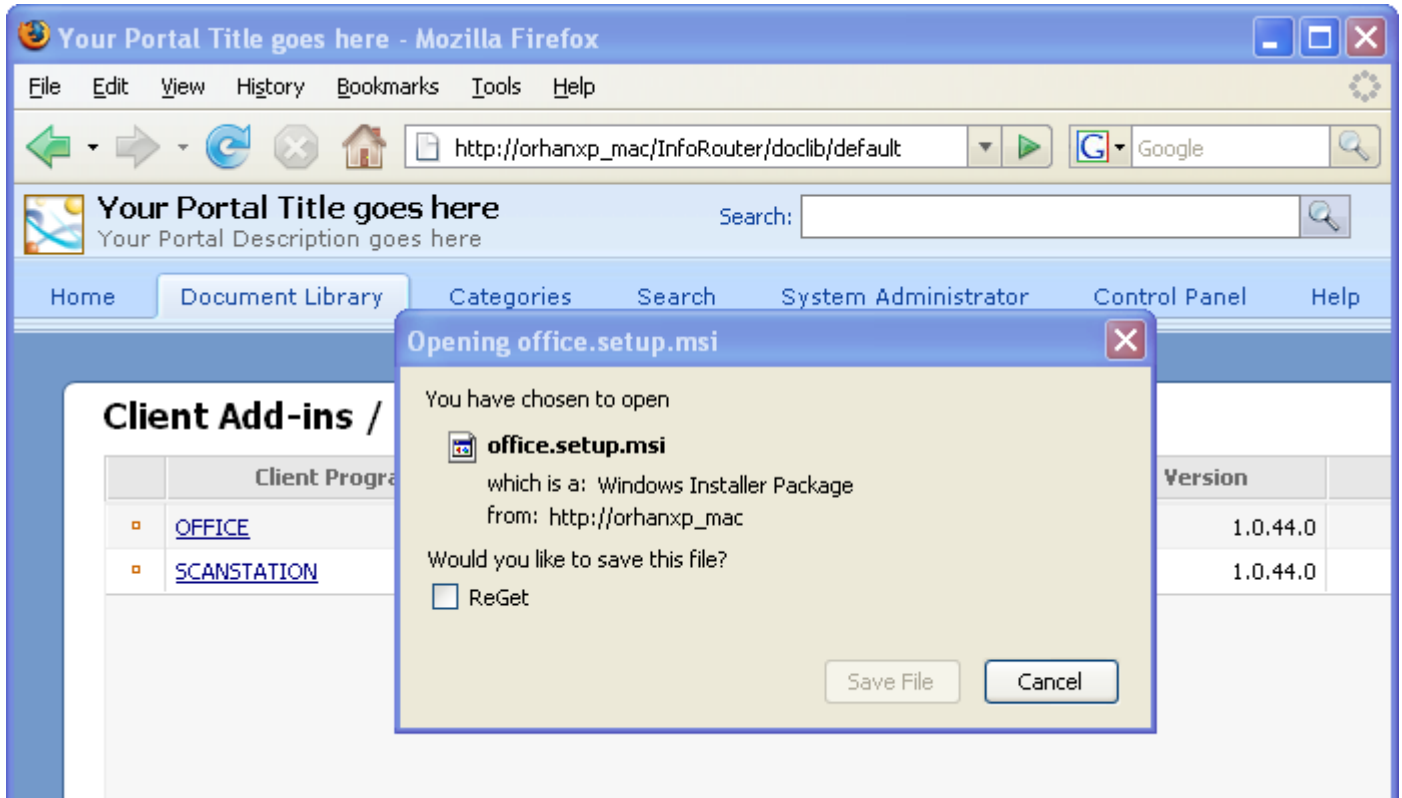
The screenshot shows a Mozilla Firefox browser window displaying a web portal. The browser's address bar shows the URL [http://orhanxp\\_mac/InfoRouter/doclib/default](http://orhanxp_mac/InfoRouter/doclib/default). The page title is "Your Portal Title goes here" and the description is "Your Portal Description goes here". The navigation menu includes links for Home, Document Library, Categories, Search, System Administrator, Control Panel, and Help. The main content area is titled "Client Add-ins / Programs" and contains a table with the following data:

	Client Program Name	Add-in Description	Add-in Version
▣	<a href="#">OFFICE</a>	Microsoft Office Addin	1.0.44.0
▣	<a href="#">SCANSTATION</a>	infoRouter Scan Station	1.0.44.0

The browser's status bar at the bottom shows the URL [http://orhanxp\\_mac/InfoRouter/clientprograms.aspx?download=OFFICE](http://orhanxp_mac/InfoRouter/clientprograms.aspx?download=OFFICE).

# MS Office Add-in Installation Guide

Click on “Save File” or “Save” button to save the setup program



## Important Note:

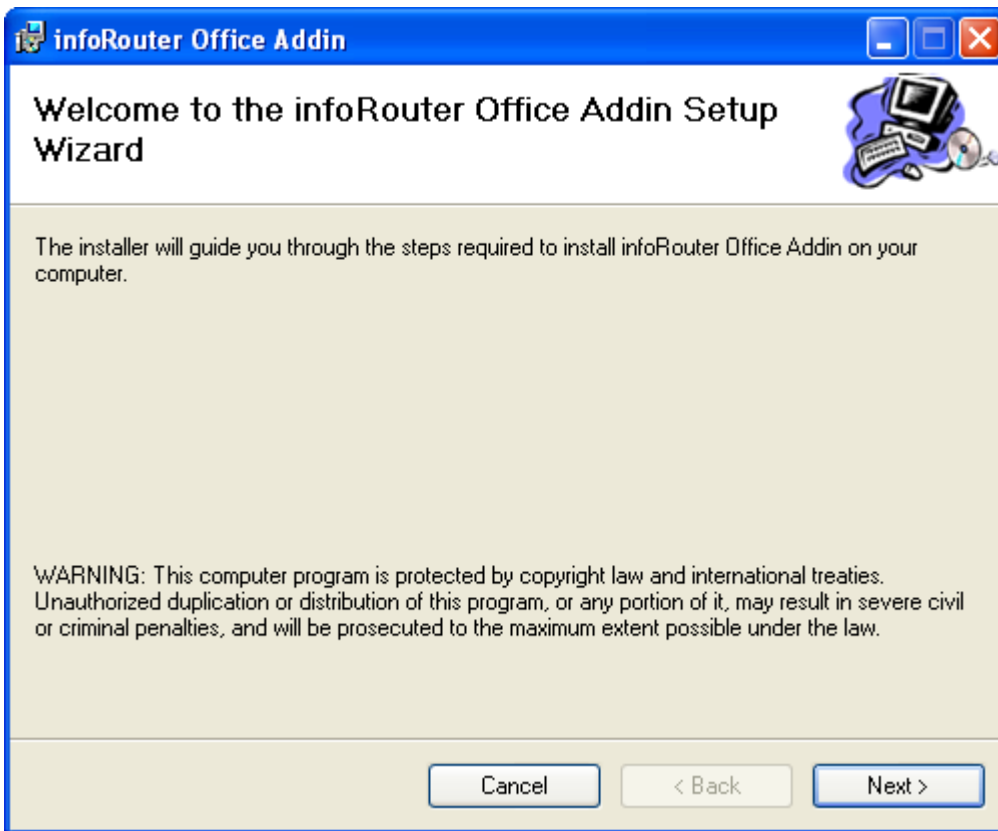
Please make sure that there are no Microsoft Office programs running on your desktop at this time. Once you exit all Microsoft Office programs, double click on the setup file to launch the setup program.



# MS Office Add-in Installation Guide

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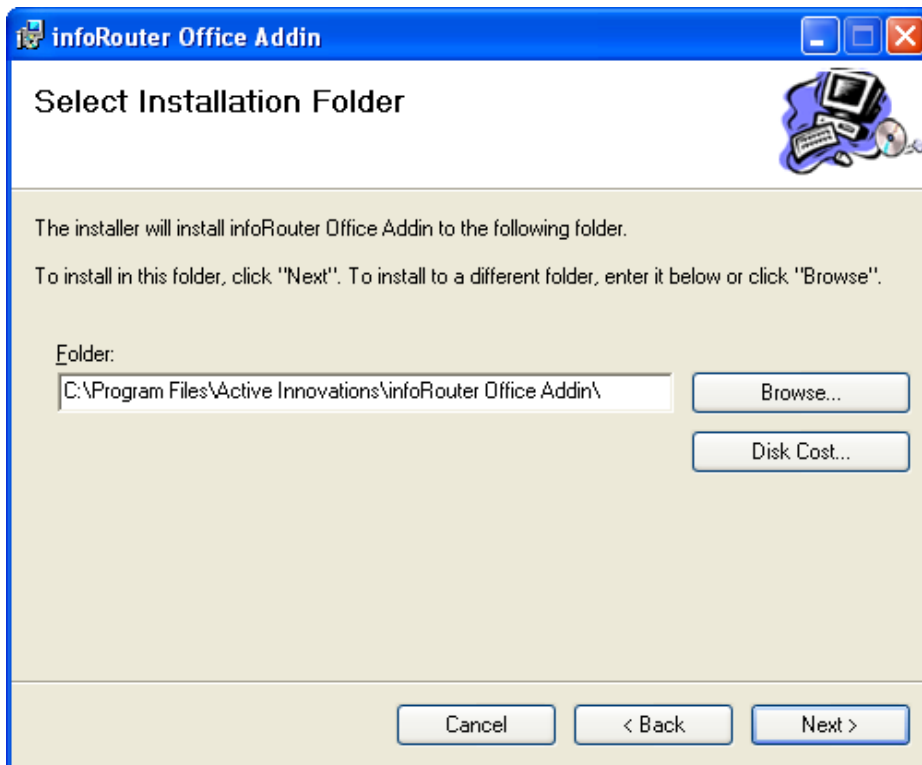
Double click on the setup program to launch the installer.



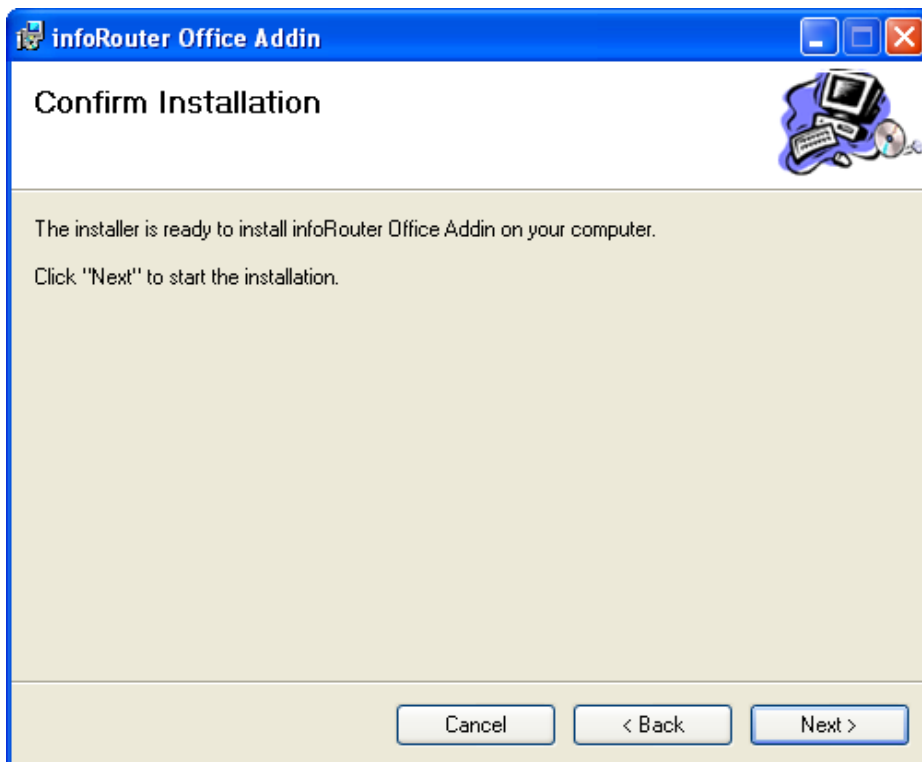
Click on the "Next" button to continue.

# MS Office Add-in Installation Guide

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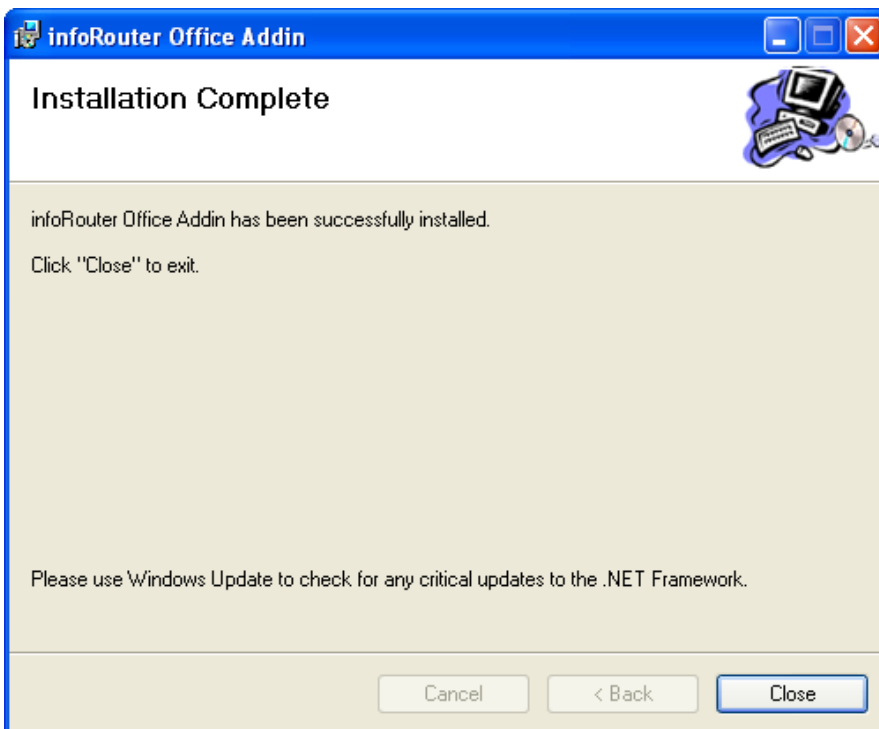
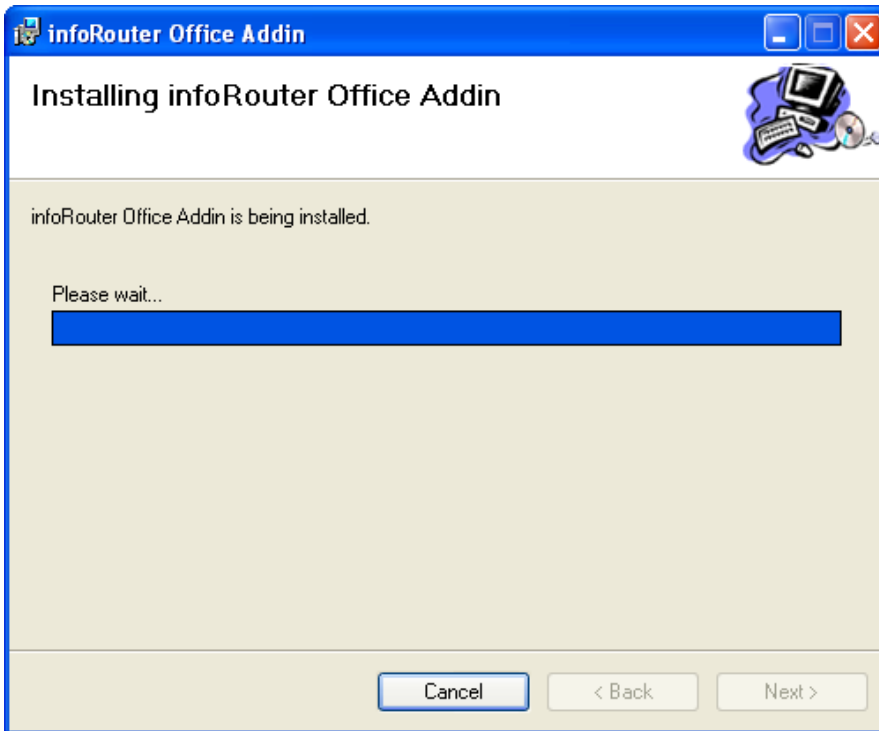
Choose a destination folder



# MS Office Add-in Installation Guide

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Confirm the installation by clicking on the "Next" button

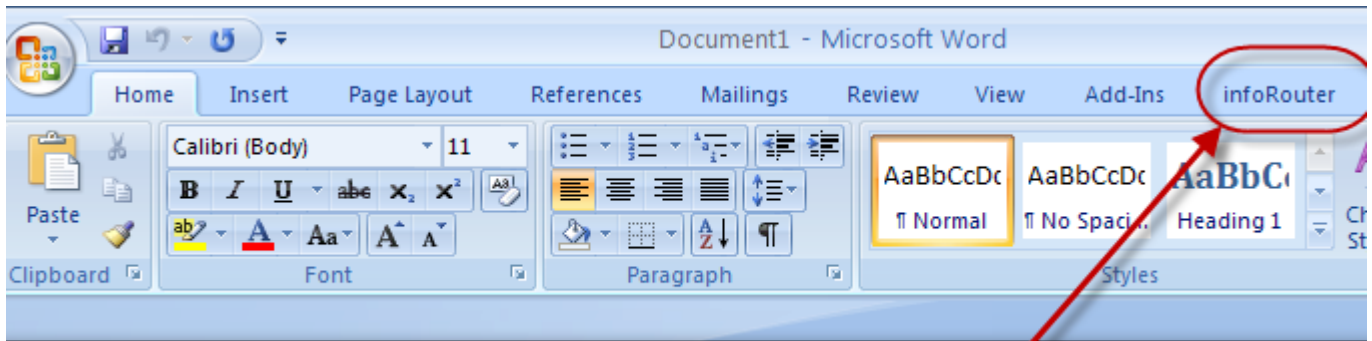


The Microsoft Office Add-in is now installed on your desktop.

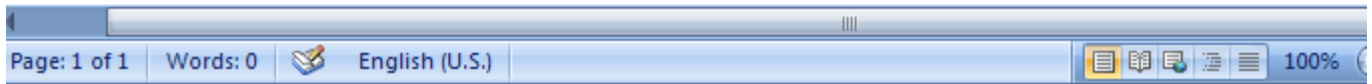
# MS Office Add-in Installation Guide

## A tour of Microsoft Word Integration

The following screen shots are from Microsoft Word with the infoRouter Add-in installed.



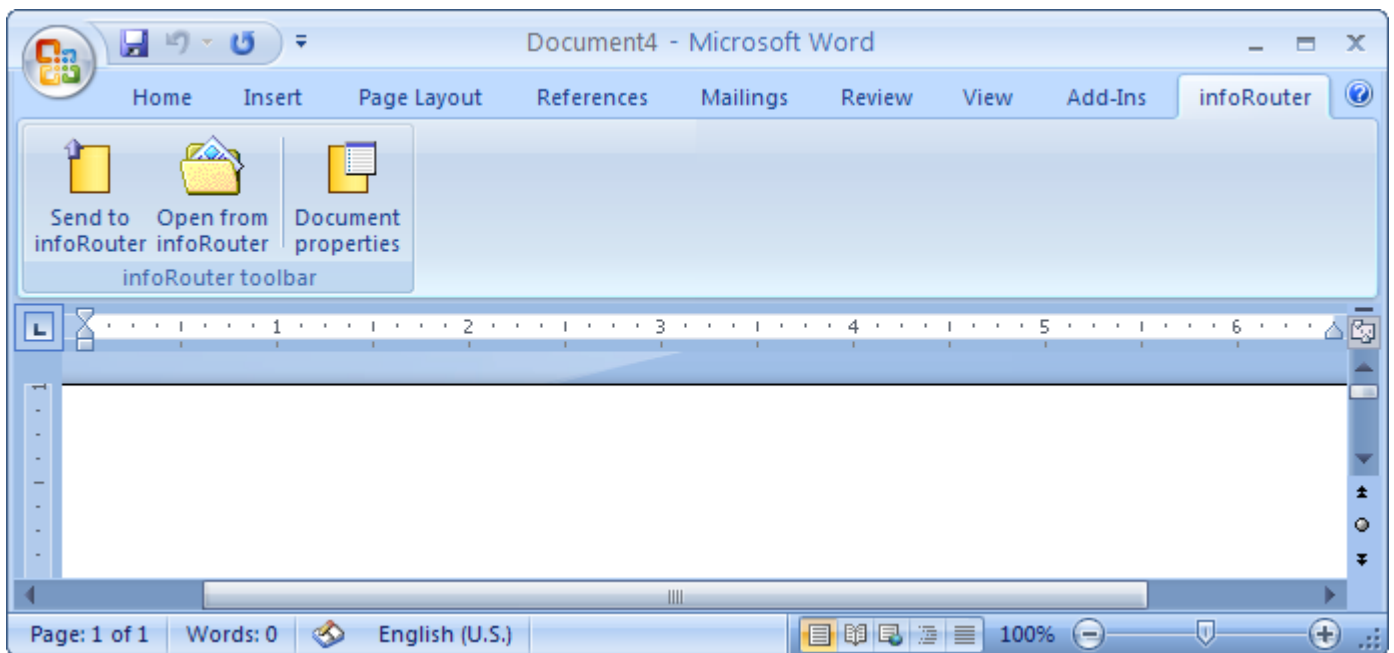
infoRouter Toolbar installed



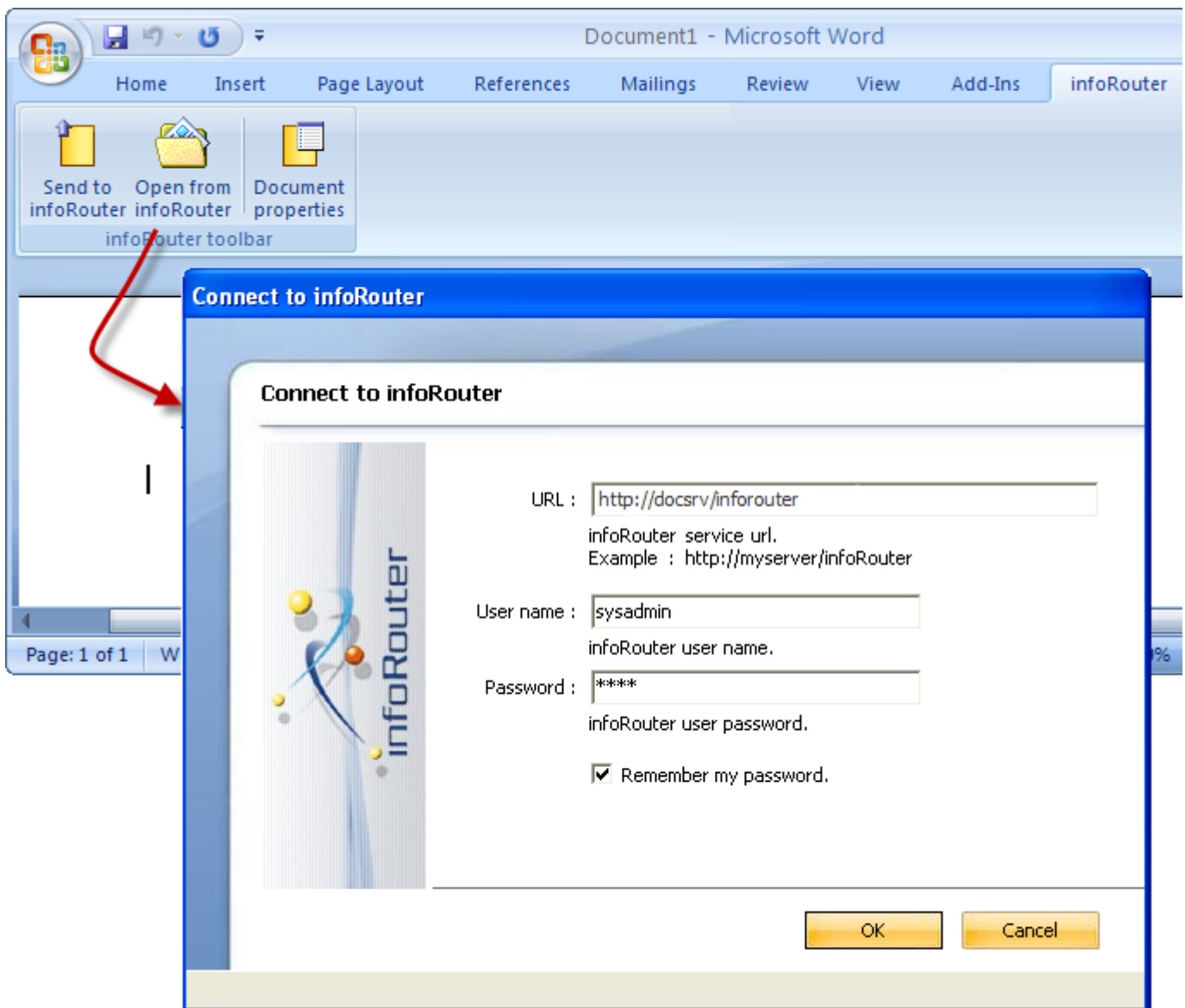
Switch to the infoRouter Toolbar to display infoRouter tools.

# MS Office Add-in Installation Guide

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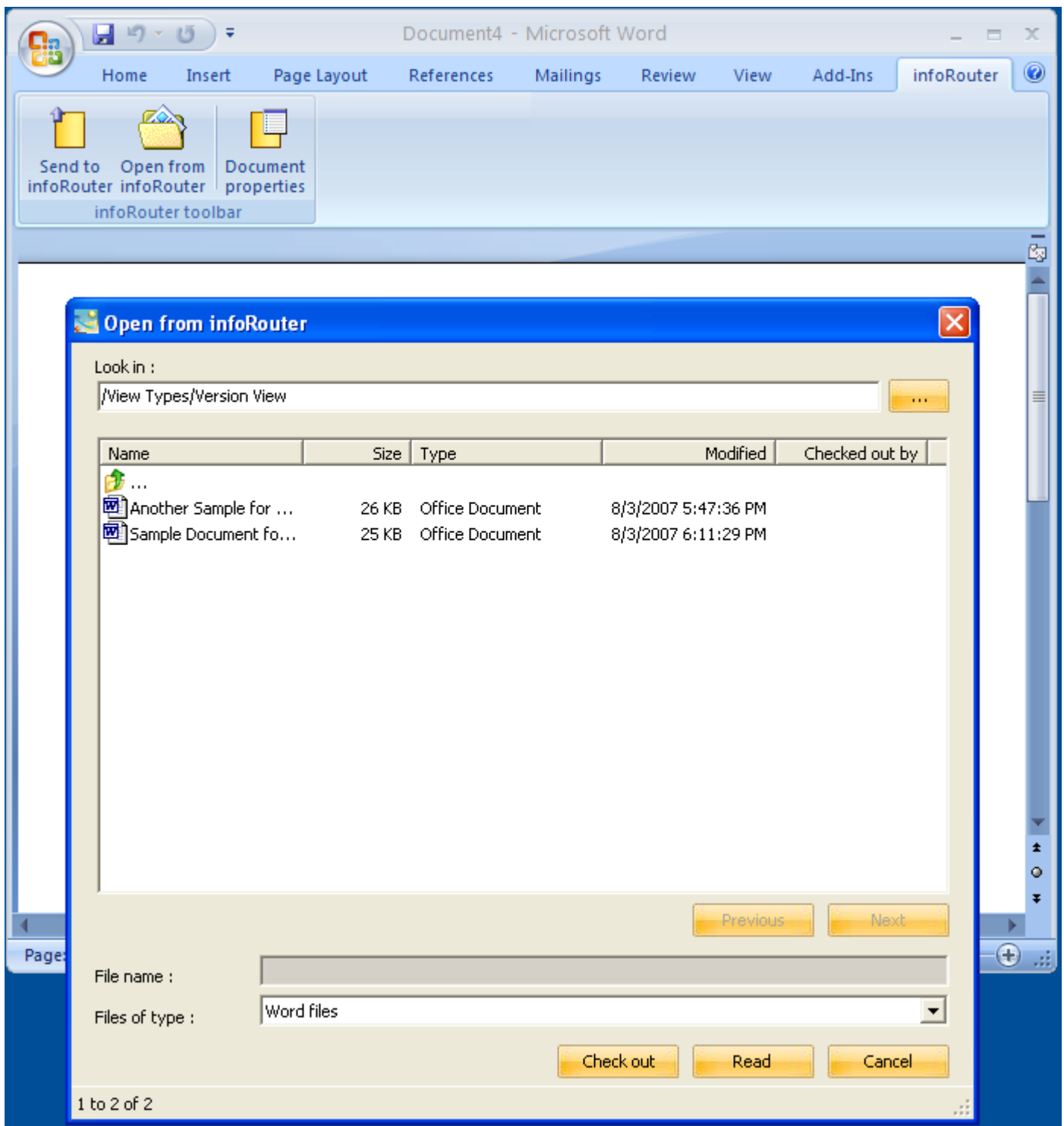


# MS Office Add-in Installation Guide



Click on the “Open from infoRouter” toolbar menu to open a document from infoRouter. Note: You do not have to have infoRouter open to access infoRouter documents from within Office products when the Add-in has been installed. Enter the infoRouter URL and your credentials to access infoRouter. You may choose to have the Add-in remember your credentials so that you are not prompted for this information every time.

# MS Office Add-in Installation Guide

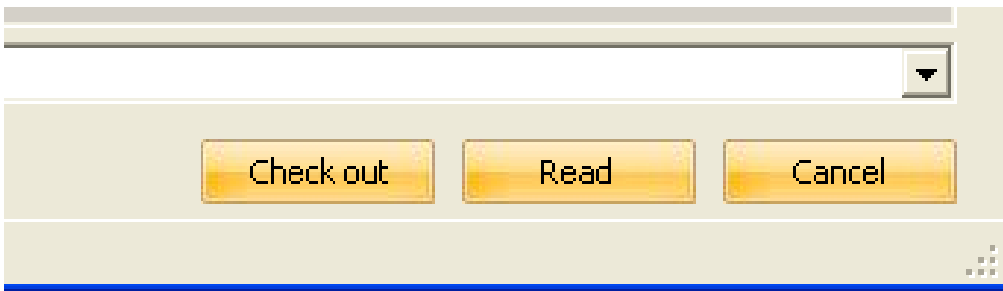


The Add-in will display a navigation window that will allow you to navigate within infoRouter folders and files until you select a document to open.

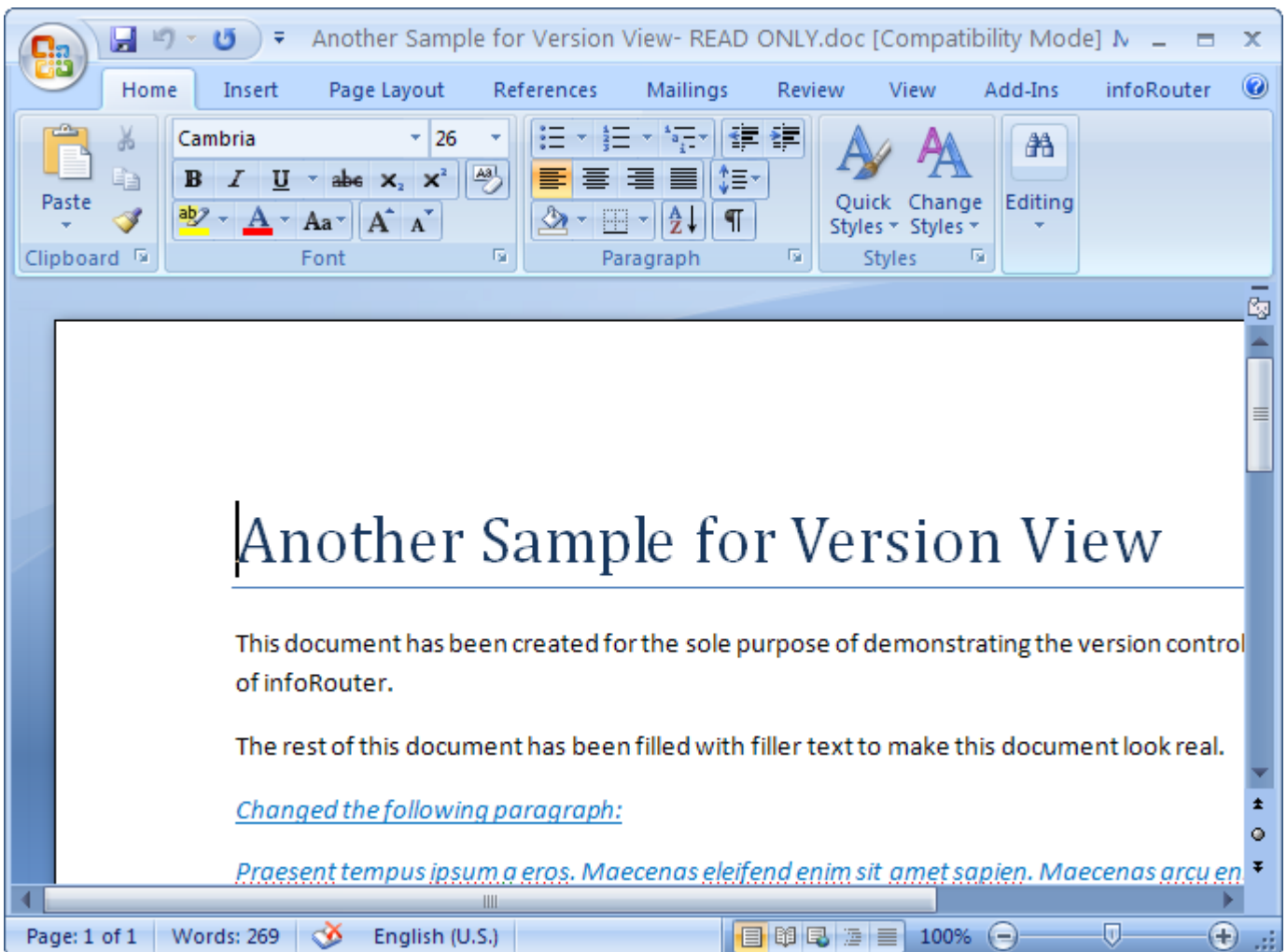
# MS Office Add-in Installation Guide

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Select the document you wish to open.



Notice that you have the option to either open the document to “Read” or “Checkout” which will lock the document to you preventing others from making changes until you check the document in.

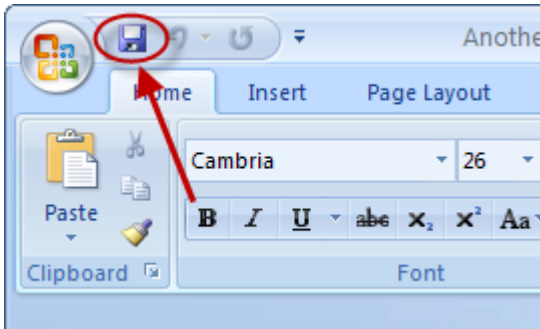




# MS Office Add-in Installation Guide

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If you choose to “Check Out” a document you may make changes to the document and every time you choose to save this document from within the Word “Save” button, a new version of this document will be created.



We chose to include the MS Word integration into this document because it is the most commonly used Office format. You may find documentation on other Office product integrations on our web site:

[Http://www.inforouter.com/support.asp](http://www.inforouter.com/support.asp)