

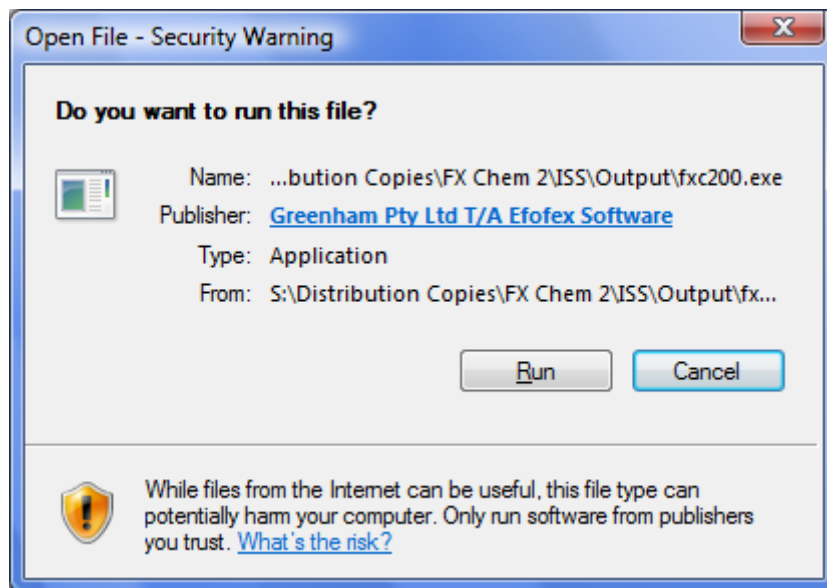
# Deploying Efofex Products in a Vista/Office 2007 Environment

All Efofex products are compatible with Vista and Office 2007 and in most cases, installation will be automatic. Deploying in a networked situation does create some issues when integrating with Word.

**Step 1: Ensure that you are using an up-to-date copy of the Efofex products. Versions produced before February 2007 are not Vista/Office 2007 compatible.**

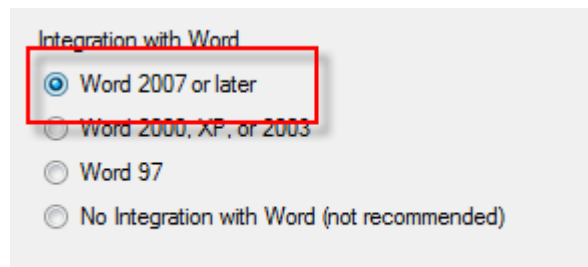
## Installation on a Stand-Alone Computer

When you begin installation, Windows may ask you to confirm that you trust the downloaded file. All of our current downloads have been digitally signed by Greenham Pty Ltd T/A Efofex Software as shown below.

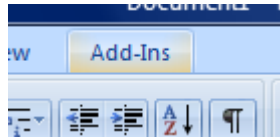


User Account Control may also ask you to confirm the installation – click Continue

During installation, ensure that you select Word 2007 integration.

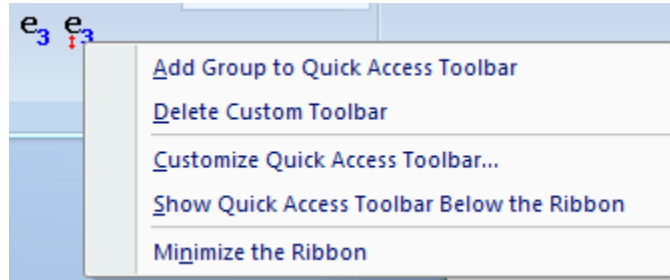


After installation, open Word 2007. Your first thought might be “Where are the buttons?” Word 2007 hides the buttons in the Add-Ins tab. Click on this tab and you will have access to any installed toolbars.



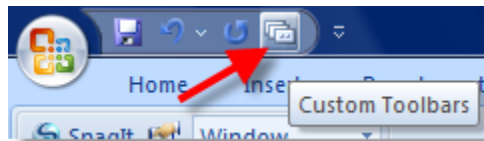
You may find that using the Add-Ins tab is too slow for day to day use. If this is the case, you can add the Efofex buttons to Word 2007's Quick Access Toolbar.

1. Click on the Add-Ins tab to see the Custom Toolbar
2. Right click on one of the Efofex buttons.



3. Select "Add Group to Quick Access Toolbar"

You can now access the toolbar buttons by pushing the Custom Toolbar button on the Quick Access Toolbar



## Installation on a Network

In order to add buttons to Word's toolbar, Efofex products place template files into one of Word's startup directories. By default, Efofex uses

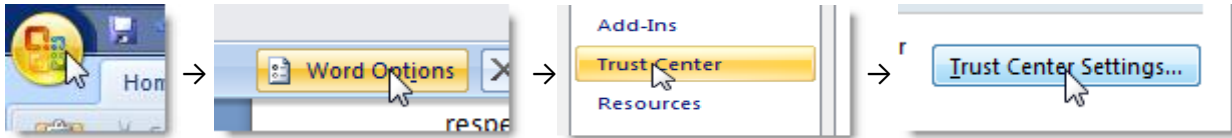
C:\Users\%USERNAME%\AppData\Roaming\Microsoft\Word\STARTUP

This directory is part of the user's profile and each user would need copies of the templates in their respective directories. This is obviously less than ideal for network installs.

**Efofex chose this directory because it is the only startup directory that is a trusted location in a standard setup.**

Vista/Office 2007 security is extremely tight. In order for a template to be automatically loaded, either it must be in a "Trusted Location" or it must be signed by a "Trusted Publisher" with a reduced security setting.

Trust relationships are managed using Office 2007's Trust Center. You can manage the Trust Center settings by

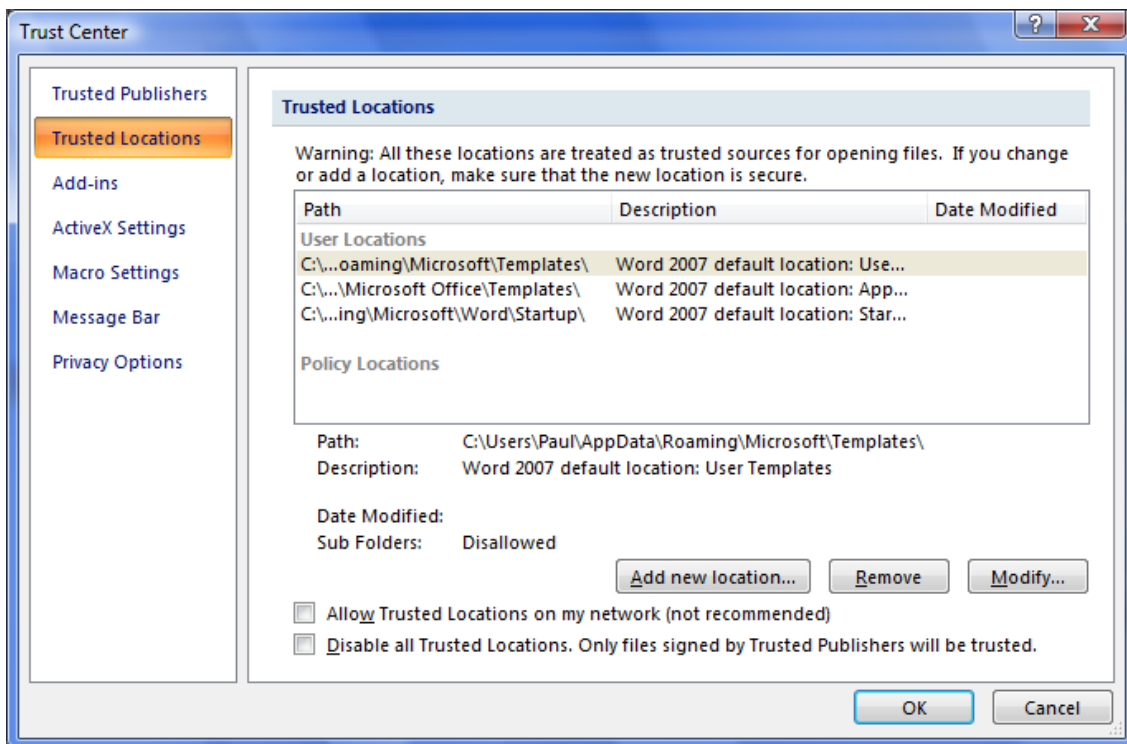


There are three possible approaches to deploying Efofex's template files.

1. Place a copy in each user's startup directory. (NOT RECOMMENDED).
2. Add another location to the Trusted Location list. (RECOMMENDED) Word has two startup directories – the individual user's and a startup directory in Word's installation directory. In a default setup, only the individual user's directory is trusted. The other startup directory is normally

C:\Program Files\Microsoft Office\Office12\STARTUP

Adding this directory to the Trusted Locations list and copying the Efofex templates into the directory will allow the Efofex toolbars to function correctly for ALL users.

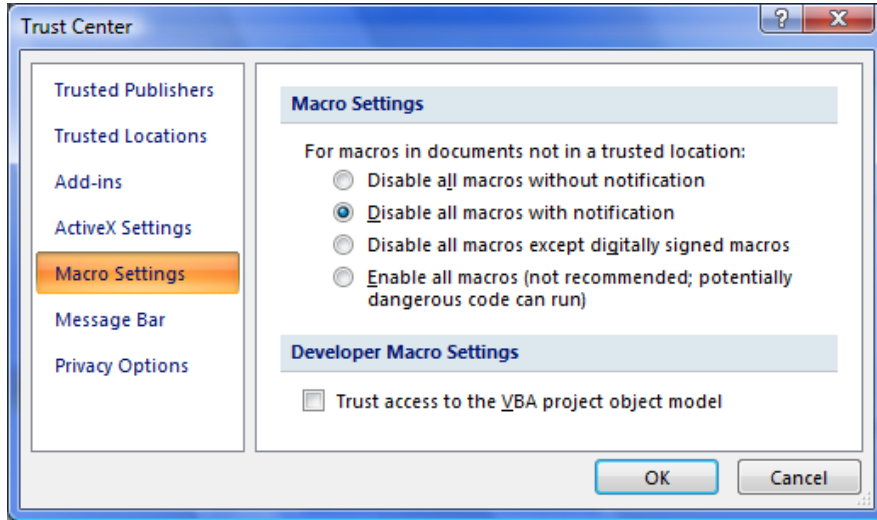


Please note that choosing this option removes the need to add the Efofex digital certificate to the Trusted Publishers list.

3. Moving templates to startup directory in Word's installation directory AND reducing macro security level. (NOT RECOMMENDED)

Macro settings let you control how Office 2007 handles macros – including those in the Efofex templates. These settings do not affect macros in trusted locations. The default setting is "Disable all

macros with notification". Using this setting, all Efofex macros MUST be in trusted locations to work. The only other reasonable option, "Disable all macros except digitally signed macros" needs to be selected if you wish to use another location for Efofex macros without adding that location to the Trusted Locations list.



Please note that if you require all application add-ins to be signed by a Trusted Publisher, you will need to add Efofex to the Trusted publisher list.

