PleaseReview

an ideagen product

Word Plug-in Installation Guide

Version 6.6

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1 Overview

This document contains installation Instructions for the PleaseReview Word plug-in which is used to upload Zone and can be used to create a new review from inside Word.

2 Supported Platforms

The plug-in is available for Word 2007, 2010, 2013, 2016 and 2019.

Note that a separate installation package is used for Word 2003 so you must ensure you use the correct installation for the version of Word you have installed.

The plug-in has been tested on the following operating systems:

- Windows Vista (SP2 32bit)
- Windows 7 (SP1 64bit)
- Windows 8.1 (64 bit)
- Windows 10 (64 bit)

Other operating systems should work but you may wish to contact Ideagen customer support to confirm or if you have any problems.

3 Prerequisites

PleaseReview now requires Microsoft .NET framework 4.7.2 or higher. The latest version is recommended and, at time of writing, can be downloaded from the Microsoft website at:

https://support.microsoft.com/en-gb/help/4054530/microsoft-net-framework-4-7-2-offline-installer-for-windows

This is an offline installer suitable for all supported Windows Operating Systems. Note that if you already have 4.x of .NET installed, this will upgrade it. The install will also require a reboot.

Once the installer has downloaded, execute it and take all the default install options. Note that the install will also require a reboot.

We also recommend you install all available .NET updates using Windows Update.

You will also need to install Microsoft Visual Studio 2010 Tools for the Microsoft Office system (VSTO version 4.0) which is available from:

http://www.microsoft.com/en-GB/download/confirmation.aspx?id=48217

After installing VSTO please run Windows Update to apply any required updates to VSTO.

4 Installation procedure

4.1 Prerequisites

In order to perform the Word Plug-in installation you must be logged onto the PC as a user with local administrative privileges. If this is not possible due to local security policy, please contact your system administrator for more information and help.

In addition, if you are experiencing difficulty with the installation you may find that you need to disable User Account Control (UAC).

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If you need to disable UAC follow these steps:

- Go into control panel
- Type UAC into the search box
- Select “Turn User Account Control (UAC) on or off”
- Clear the UAC flag
- Click OK

Then simply run the installation program and follow the prompts. After installation, you can turn on the UAC again using the same steps as above.

4.2 Actual installation

The installation package is a standard Windows installation package and will guide you through the installation and configuration of the plug-in.

4.3 Success

To verify the installation has been successful open Word, you should see a ‘PleaseReview’ tab on the menu ribbon if you click on this you will see an ‘Upload’ option for PleaseReview Server. Note that at this stage, this button will not work unless you are editing a PleaseReview Zone.

4.4 Uninstall/Upgrade

To remove the plug-in use Windows 'Programs and Features'. For an upgrade you must manually uninstall the old version and then install the new one.

You should ensure all Zones you have downloaded are uploaded to the server before upgrading.

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