

How to Install the HoofMacro.bas file into Windows 2003

This word macro file instructs Word to automatically update data fields in word documents when the document is opened and makes sure they are updated before they are printed.

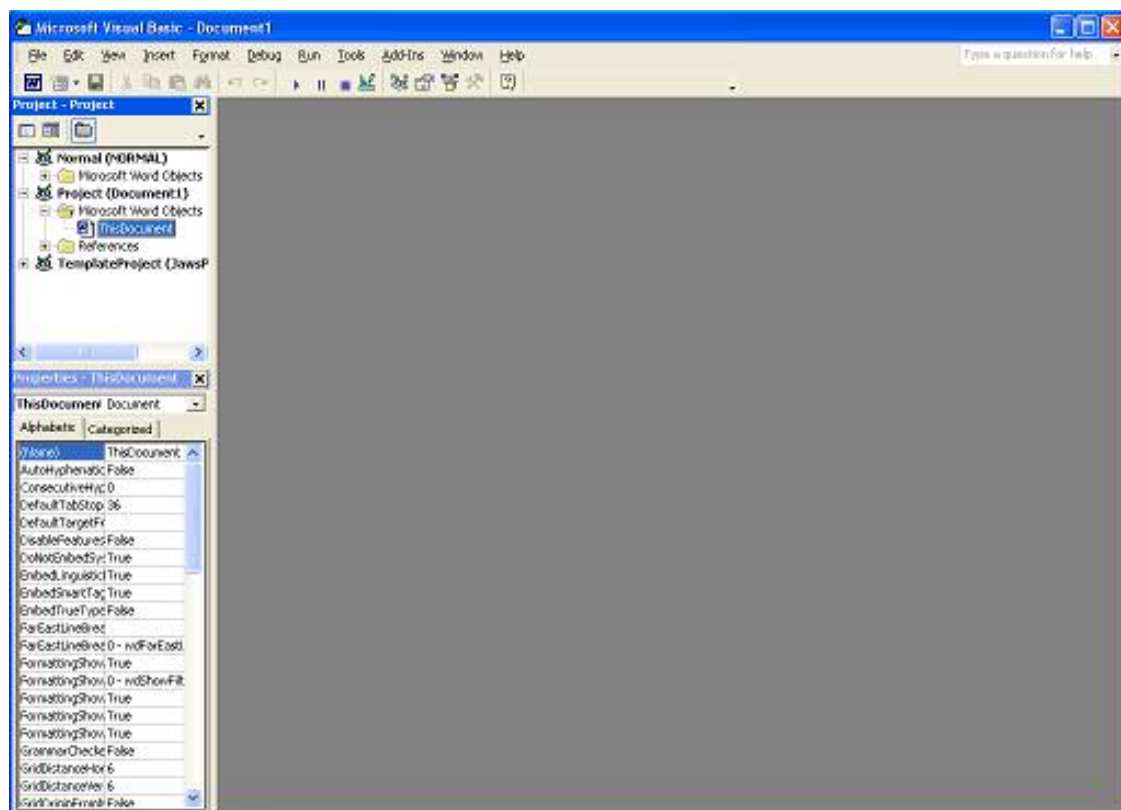
This will make sure that the options you have selected in the HOOF Wizard appear on screen as you have selected.

The side-effect of this macro is that whenever you use Word it may ask you if you want to save any changes, even if you open a document and haven't made any changes! This is because upon opening any document word will try to update any data fields it may find. This is nothing to worry about.

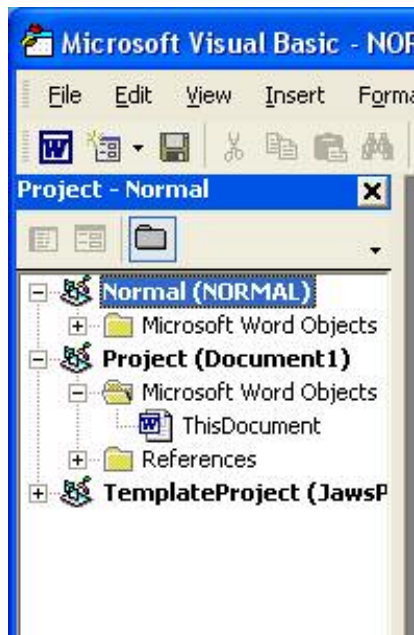
Here's what to do:

1. Copy the file HoofMacro.bas to your desktop
2. Open Microsoft Word 2003
3. Press Alt+F11 to open the Microsoft Visual Basic Window

You will see the screen below

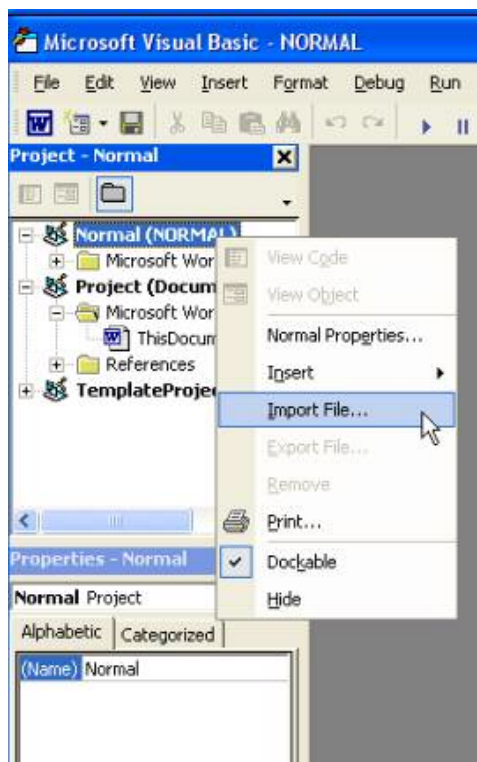


Click on Normal in the top left pane of the above window



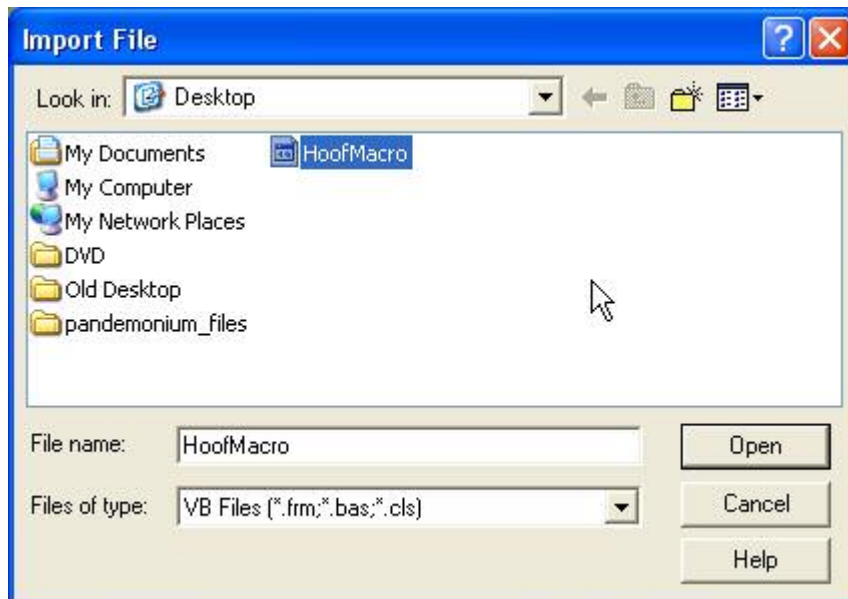
Now highlight “Normal(NORMAL)” and right-click with the mouse. This will give you a menu which pops up as below.

Choose option “Import File...”

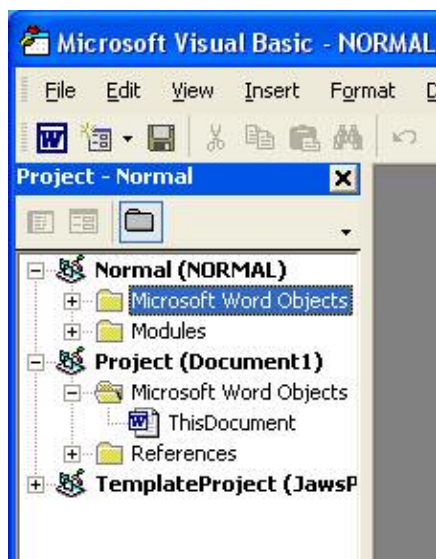


This will display a window which allows you to select a file.

Navigate to your windows desktop and, as long as you have copied the HoofMacro.bas to your windows desktop you will see something like this:



Select HoofMacro and click on the button marked “Open”.



Notice how the entry “Modules” now appears below Normal in the top left-hand pane. This indicates that the file has been installed.

You can now close the Microsoft Visual Basic Window.