# DocXpress Author Install Guide

# 1 Unzip the DocExpressAuthor.zip file

You may be challenged with a properties dialog:

veneral Sec	anty Details Previous Version	9
-	DocXpressAuthor.zip	
Type of file:	Compressed (zipped) Folder ( z	ip)
Opens with:	Windows Explorer	Change
Location:	C:\Users\Mickey\Downloads	
Size:	4.12 MB (4.321,900 bytes)	
Size on disk:	4.12 MB (4,325.376 bytes)	
Created:	05 August 2023, 20:01:47	
Modified:	05 August 2023, 20:01:52	
Accessed:	05 August 2023, 20:01:52	
Attributes:	Read-only Hidden	Advanced
Security:	This file came from another com and might be blocked to help pr this computer.	otect Unblock

Tick the **Unblock** checkbox and click **OK** 

The unzipped folder will contain:

setup.exe DocXpressAuthor.vsto Application Files (folder)

DocXpress Author Manual.pdf DocXpress Templates Guide.pdf Templates (folder)

# 2 Run setup.exe

#### You will be challenged with a publisher dialog:



#### Click Install

#### If successful you will see:



Proceed to 4 Open Microsoft Word<sup>®</sup>.

# 3 Certificate Problem

#### If there is a problem with the DocXpress certificate you may see:



You will need to manually add the certificate.

## Right click on **Setup.exe** and select properties.

Security	Deta	ils	Previous Versions
General	Compa	tibility	Digital Signatures
ignature list			
Name of sign	Digest algorit	Timestamp	
info@docxpr	sha256	Not available	
			Details

Select the **Digital Signatures** tab and make sure the certificate is selected.

Click on the **Details** button.

## A new window will open.

ieneral	Advanced					
	Digital Sig A certificat certificate	nature Informa e chain processed which is not truste	t <b>ion</b> d, but terminat ed by the trust	ted in a roo t provider.	ot	
- Signe Nam	r information e:	info@docxpres	s.co.uk			
Emai	il:	Not available				
Signi	ing time:	Not available				
Signi	ing time:	Not available		View Certifi	îcate	]
Signi Count	ing time: tersignatures me of sign	Not available	Timestamp	View Certifi	îcate	]

Click on the View Certificate button.

## Another window will open.

89	Certificate	Informatio	n	
This insta	CA Root cert II this certific	ificate is no ate in the 1	t trusted. To Trusted Root (	enable trust, Certification
Auti	orities store			
s	Iccued to:	nfo@docvnro	es co uk	
	1990eu to.	nio@uocxpre	55.00.0K	
	Issued by: i	nfo@docxpre	ss.co.uk	
	Valid from 0	5/08/2023 (	to 05/08/2024	
		Trat	all Certificate	Issuer Statement
				1220cl Statement

Click on the Install Certificate button.

## Another window will open.

← ∦	Certificate Import Wizard	×
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	Store Location	
	O Local Machine	
	To continue, cick wext.	
	Next Cance	:1

Select **Current User** and click the **Next** button.



Select Place all certificates in the following store and click the Browse button.



Select Trusted Root Certification Authorities and click the OK button.



Click the Next button.

÷ ,	Certificate Import Wizard		;
	Completing the Certi	ificate Import Wizard	
	The certificate will be imported aft	ter you click Finish.	
	You have specified the following second certificate Store Selected by Use	ettings: r Trusted Root Certification Authorities	
	Content	Certificate	
		Finish	Cancel

Click the **Finish** button.



### Click the Yes button.

Certificate Import V	Vizard	×
The impo	rt was successful.	
	ОК	

All done; close all windows by clicking the **OK** button.

Redo 2 Run setup.exe.

# 4 Open Microsoft Word<sup>®</sup>

The ribbon will contain the **DocXpress** tab:

<b>⊟</b> 5 - 0 •	Philip Vasey 😶 🗗 — 🗇 🗙				
File Home Insert Draw Design Layout Refe	erences Mailings Review	View DocXpress Developer	Help $Q$ Tell me what you want to d	lo	Ģ
Launch ∠ Layout ~ Launch ∠ Using Locales ~ ↓ Using Locales ~ ↓ Using Locales ~	→ Go To × ← Go Back ↓ ↔ ↔ Go Back	<ul> <li>② Examples *</li> <li>③ Columns *</li> <li>③ Functions *</li> <li>③ Types *</li> </ul>	Image: Docx     Image: Auto Save     Image: Author Note       Image: Open content of the state     Image: Author Note     Image: Author Note       Image: Open content of the state     Image: Author Note     Image: Author Note       Image: Open content of the state     Image: Author Note     Image: Author Note       Image: Open content of the state     Image: Author Note     Image: Author Note	Contract Express × I Import Responses Web Service Philip Maskell Web	<b>7</b> Edition
Questionnaire Markup	Dictionary	Help	Options	Foreign About Us	^