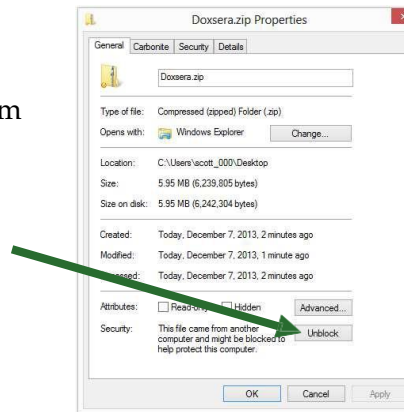


Installing Snapnumbers™

Step 1: Is the Zip Folder Blocked?

Windows sometimes blocks downloaded *folders* to protect you from viruses.

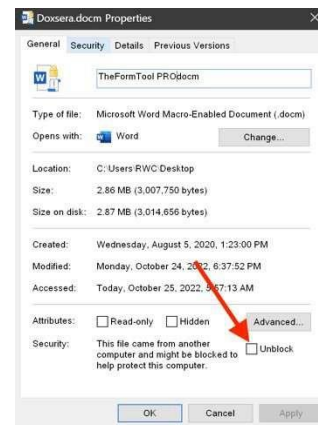
Right-click the **Snapnumbers.zip** file you downloaded and choose **Properties**. If you see an **Unblock** button, click it to unblock the folder, then click **Apply**, **OK**.



Step 2: Is the Program Blocked?

Windows often blocks downloaded *files* to protect you from viruses.

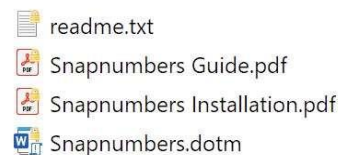
Right-click the **Snapnumbers™** file you extracted and choose **Properties**. If you see an **Unblock** button, click it to unblock the file, then click **Apply**, **OK**.



Step 3: Open the Installation File

Double-click the **Snapnumbers™** file.

Open the file you downloaded to see its contents.



Turn off all computer security systems before opening the installation .docm file!

If you're uncertain how to do that, here is an article our Knowledge Base discussing some of the major players.

[https://kb.theformtool.com/
search term: Security](https://kb.theformtool.com/search term: Security)



Depending on whether file extensions are visible on your computer, you may see **.docm** at the end of the filename.

Step 4: Security Warnings?

If you see this ...

Snapnumbers™

This document contains a macro to install Snapnumbers™, a paragraph numbering system for use in Microsoft Word. Depending on the version of Word and security settings, you may need to enable macros before Snapnumbers™ installation can proceed.

If you see at the top of the screen do this
	Click Enable editing . Click Enable content . Click Options, Enable this content .
If you don't see any of those ...	The Snapnumbers.zip file you downloaded may be "blocked". Close Word. Right-click on the Snapnumbers.zip file and choose Properties . If there is an Unblock button on the General tab, click it to unblock the file. Then try installing again.
If you still don't see a	Word 2007: Click the Office Button  Word Options, Trust Center, Trust Center Settings . Disable all macros with notification, OK, OK . Close Word, then try installing again. (After Snapnumbers is installed, you may want to

You're almost done. Click **Yes** to the license agreement, then **OK** to install.

If you see this ...

Snapnumbers™

This document contains a macro to install Snapnumbers™, a paragraph numbering system for use in Microsoft Word. Depending on the version of Word and security settings, you may need to enable macros before Snapnumbers™ installation can proceed.

If you see this at the top of the screen do this
	Click Enable editing . Click Enable content . Click Options, Enable this content .
If you don't see any of those ...	The Snapnumbers.zip file you downloaded may be "blocked". Close Word. Right-click on the Snapnumbers.zip file and choose Properties . If there is an Unblock button on the General tab, click it to unblock the file. Then try installing again.
If you still	Word 2007: Click the Office Button  Word Options, Trust Center, Trust Center Settings . Disable all macros with notification, OK, OK . Close Word.

Follow the on-screen instructions to respond to your computer's security warnings.

Depending on Windows and Microsoft Word settings, you may need to respond to one or more security warnings before installation can proceed.


Step 5: Close and Reopen Word

Close Microsoft Word **completely**, including all open documents. When you reopen Microsoft Word, you'll find a new tab on the ribbon menu labeled **Snapnumbers™**. Click that tab to reveal Snapnumbers™ commands.



If the **Snapnumbers™** tab does not appear, try restarting your computer. If that doesn't work, please use the [Diagnostic Portal](#) to determine the cause.

Step 6: Enter License Code

To activate **Snapnumbers™**, click  **Setup**, and enter the **Registration Name** and **License Code**. Close and reopen Word.

Note: Unlike TheFormTool's® document assembly and automation software, each purchase of Snapnumbers™ creates a unique License Code; there is no need to change License Codes on previous purchases.

If you need to buy a license, visit <https://theformtool.com/product/snapnumbers/>.

Important: Save your License Code in a safe place.