



This is the ReadMe file for T4T-MEN Document version 1.0. February 10, 2006.

Disclaimer

ITLA makes no warranty, express or implied, that T4T-MEN will work as described above in all versions of Microsoft word and on all computer models. ITLA also declines any and all liability for direct or consequential damage associated with the use of this software product.

What is T4T-MEN?

The T4T-MEN module is a so-called document template (.dot). It contains a small program written in Visual Basic that creates a new menu item named "Glossary" in your menu bar. It works like the "Work" menu in Word but does not number the documents you add to it and does not display their pathnames. If you cannot imagine that this is useful, you do not need the macro.

Simple installation procedure for PC and Macintosh users:

1. Make sure Install-T4T.doc is in the same folder as T4T-MEN.dot.
2. If you have two versions of Microsoft Word on your hard disk, launch the version of Word in which you want to use MEN. Then double-click on Install-T4T.doc. Enable macros if asked. Click on the MEN button, then click on "Install selected T4T module".
3. After you have installed T4T-MEN, a little intermediate step is necessary. Go to the Tools menu and select Macro>Macros. This will open a list of Macros that you have installed. Look for RunMeFirst, select that, then click on the Run button. This will complete the installation of the Glossary menu in the menu bar. The Glossary menu will appear typically to the left of the Help menu. It can be moved under Tools -> Customize. You may have to restart Word to make it appear.

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