

# How to Install the Large Print and Braille Macro Files

## Overview

There are three files which need to be installed in order for Word to run using these macros and to attach the large print template. Installation is accomplished by copying files into three different locations used by Word. The entire activity should take less than five minutes.

## Procedure

**Microsoft Word and Microsoft Outlook must NOT be running during this procedure.**

1. If you have downloaded the installation package as a .Zip file, then the .Zip file must be unzipped so that the files are available for installation. To unzip the file, right click on the zip folder and select "Extract All" from the pop-up menu. An unzipped folder of the same name will appear in the same location as the zipped folder.
2. Open the folder named "LP and Brl Installation". The contents will look like this (dates may vary):

| Name                                                             | Date modified       | Type                    |
|------------------------------------------------------------------|---------------------|-------------------------|
| Installation Files                                               | 10/31/2023 3:51 PM  | File folder             |
| User Guides                                                      | 10/31/2023 3:51 PM  | File folder             |
| How to Find Your Version of Word.pdf                             | 2/4/2020 10:12 AM   | Adobe Acrobat Document  |
| How to Install the Large Print and Braille Macro Files .pdf      | 5/8/2022 10:00 PM   | Adobe Acrobat Document  |
| How to Uninstall the Large Print and Braille Macro Files.pdf     | 3/6/2021 12:39 PM   | Adobe Acrobat Document  |
| Large Print Flyer V1.8.pdf                                       | 10/31/2023 2:55 PM  | Adobe Acrobat Document  |
| Large Print Sampler.docx                                         | 10/19/2023 10:16 PM | Microsoft Word Document |
| Video - Installing the Large Print and Braille Macro Files.mp4   | 3/7/2021 11:23 AM   | MP4 File                |
| Video - Saving and Restoring Word's UI.mp4                       | 8/13/2019 11:23 PM  | MP4 File                |
| Video - Uninstalling the Large Print and Braille Macro Files.... | 3/6/2021 10:25 PM   | MP4 File                |
| What To Do When Macros Will Not Run.pdf                          | 9/17/2023 12:09 PM  | Adobe Acrobat Document  |

3. Open the folder Named "Installation Files" The contents will look like this (dates may vary):

| Name                                                        | Date modified       | Type                                  |
|-------------------------------------------------------------|---------------------|---------------------------------------|
| Open Me If LPandBrl.dotm Installation Location Is Not Found | 10/31/2023 3:51 PM  | File folder                           |
| LargePrintTemplate.dotx                                     | 10/16/2023 4:50 PM  | Microsoft Word Template               |
| LargePrintTemplate.dotx Installation Location               | 3/5/2021 12:29 PM   | Shortcut                              |
| LPandBRL.dotm                                               | 10/24/2023 12:01 PM | Microsoft Word Macro-Enabled Template |
| LPandBrl.dotm Installation Location                         | 3/5/2021 11:29 AM   | Shortcut                              |
| Word.officeUI                                               | 10/27/2023 8:50 AM  | OFFICEUI File                         |
| Word.officeUI Installation Location                         | 3/5/2021 11:29 AM   | Shortcut                              |

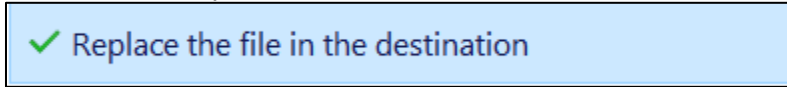
The three files and their destination shortcuts are shown in the table below.

| File Name               | Destination Shortcut                          | Purpose                                                                                    |
|-------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------|
| LargePrintTemplate.dotx | LargePrintTemplate.dotx Installation Location | A Word template file containing all of the large print styles                              |
| LPandBRL.dotm           | LPandBrl.dotm Installation Location           | A Word macro enabled file which contains macros for both large print and braille           |
| Word.officeUI           | Word.officeUI Installation Location           | A file containing the Word ribbon and the Quick Access Toolbar for Large Print and Braille |

4. The following copy and paste process is the same for each of the three files.
- Select the file named "LargePrintTemplate.dotx" and copy it to the clipboard (Ctrl+C)

Double click the shortcut named "LargePrintTemplate.dotx Installation Location"

When the location opens, paste the file into the location (Ctrl+V). If a file of the same is in the location confirm the file replacement with the new file.

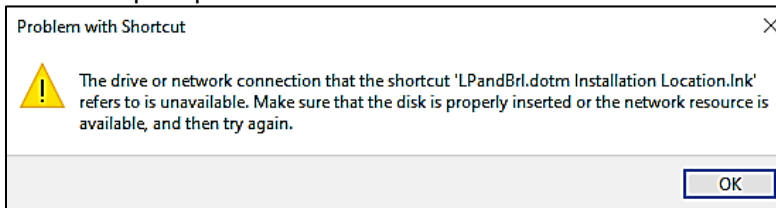


**Note:** While this location is open, look for a folder called "Large Print Templates". This folder is from older versions of the large print macros and templates. The folder should be deleted.

- Select the file named "LPandBRL.dotm" and copy it to the clipboard (Ctrl+C)

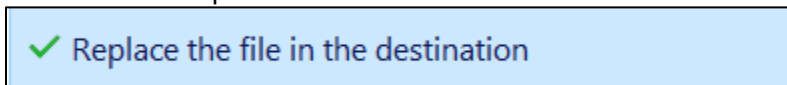
Double click the shortcut named "LPandBrl.dotm Installation Location"

**Note:** If a prompt indicates that the drive or network location does not exist,



follow the instructions for "**Creating a STARTUP Folder**" (at the end of this document) then return to this procedure to install the "LPandBRL.dotm" file.

When the location opens, paste the file into the location (Ctrl+V). If a file of the same is in the location confirm the file replacement with the new file.

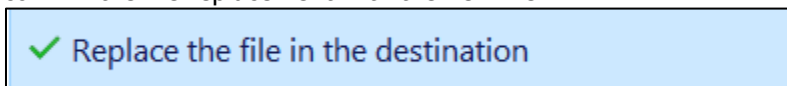


- Select the file named "Word.officeUI" and copy it to the clipboard (Ctrl+C)

Double click the shortcut named "Word.officeUI Installation Location"

**Note:** If you wish to preserve Word's current ribbon and Quick Access Toolbar, rename the existing "Word.officeUI" to something like "Old Word.officeUI" before pasting the new file. At a later time you can reverse the process to restore the ribbon and QAT

When the location opens, paste the file into the location (Ctrl+V). If a file of the same is in the location confirm the file replacement with the new file.



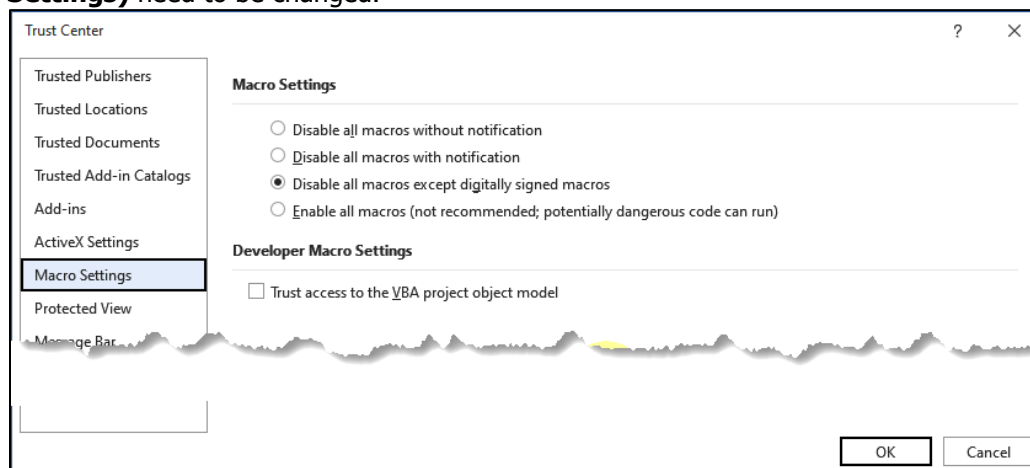
### Setting Word's Trust Center Macro Settings

Occasionally installations of the Large Print and Braille Macros will not run after installation. The condition is often accompanied by the following Word error message.



The three most frequent causes for macro failure are:

1. The Macro Settings (viewable by opening **File/Options/Trust Center/Trust Center Settings/Macro Settings**) need to be changed.



The macros should typically run with setting shown above. Use **"Enable all macros..."** with caution!.

2. The user has no trusted locations or the file "LPandBRL.dotm" is not installed in the trusted Word default location: **C:\Users\User Name\AppData\Roaming\Microsoft\Word\STARTUP**.
3. User or group policies prevent access to the trusted locations where files are installed.
4. Other programs (such as MathType macros) may have errors or may have an expired digital signature.

For more detailed information for this problem, see the file called "What To Do When Macros Will Not Run" in the installation package.

### Creating a Word STARTUP Folder

It is rare but sometimes the "STARTUP" location for Word does not exist. Here is how to create the folder so that the LPandBRL.dotm file can be copied to the location.

- Double click on the "Open Me If LPandBrl.dotm Installation Location Is Not Found" folder.
- Double Click the "Open Parent Folder of LPandBrl.dotm Installation Location" and then right click and select "New" followed by "Folder". Rename the folder to "STARTUP" then proceed to copy the LPandBrl.dotm into the "STARTUP" folder.