

# 2012

OfficeWork Software

Product Development Team



## [ORGCHART FOR VISIO – INSTALLATION GUIDE]

A brief guide to installing OfficeWork Software's OrgChart for Visio 2010. NOTE: Installation of this add-in for Visio requires Microsoft Visio 2010 Professional Edition or Microsoft Visio 2010 Premium Edition



## OrgChart for Visio Installation Guide

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## The Media

### Download

1. If you download the Installation Package from the OrgChart for Visio Web Site, you will copy to your Windows Desktop the .ZIP file containing the Installation Package.
2. Create a folder. You can name this folder any convenient name such as "OC4VInstall".
3. Move the .ZIP file to the folder you have just created.
4. Unzip the .ZIP file to this same folder.

### CD Media

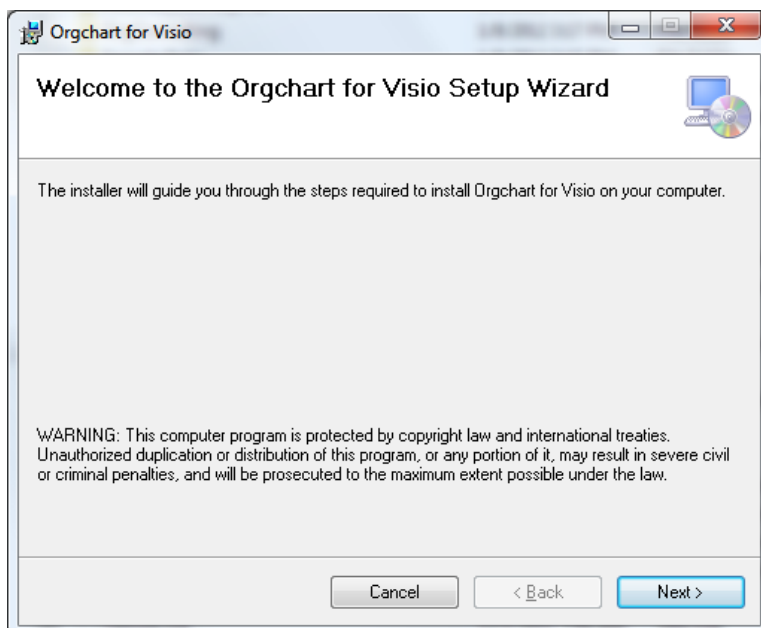
1. Create a folder anywhere you desire on your local machine. You can name this folder any convenient name such as "OC4VInstall".
2. If you obtained a box product of the OrgChart for Visio with installation CD, you will copy the .ZIP file containing the Installation Package found on the root directory of the CD to your Windows Desktop.
3. Move the .ZIP file to the folder you have just created.
4. Unzip the .ZIP file to this same folder.

## Begin the Install

You will now find two additional files in your new folder; a file labeled Setup.exe, and a file labeled Orgchart for Visio Setup.msi.

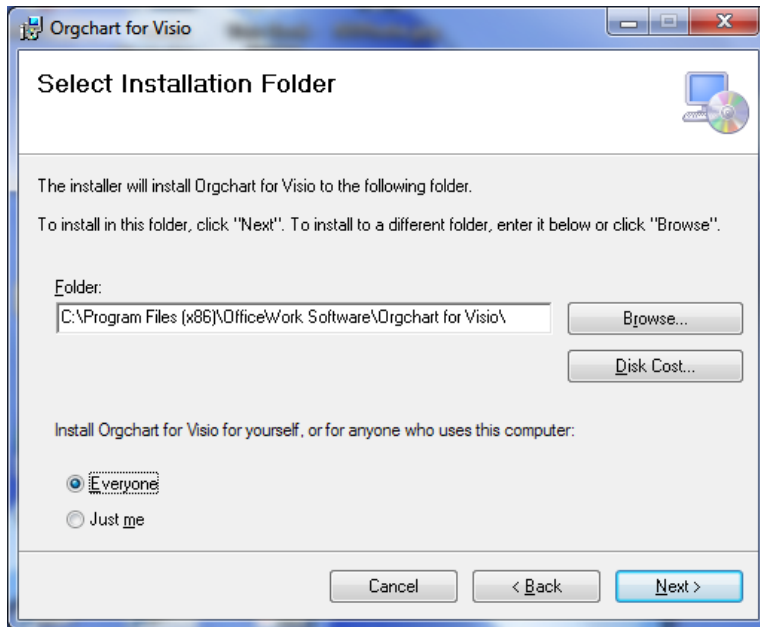
1. Double-click on the Setup.EXE file in the folder where you have placed the .ZIP file and unzipped the file. This action will launch the Orgchart for Visio Installation Wizard.

### Install Screen One



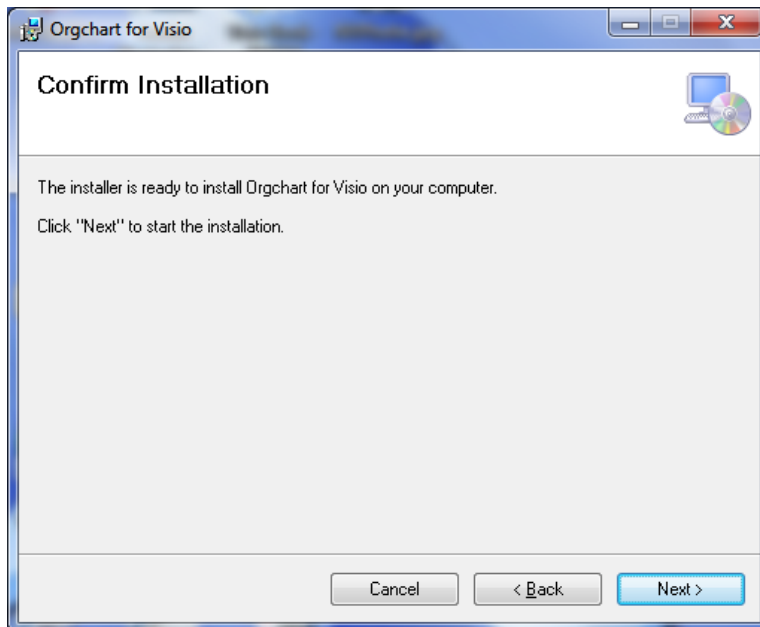
2. Left-click the Next > Command Button to advance to the next screen of the Orgchart for Visio Installation Wizard.

### Install Screen Two



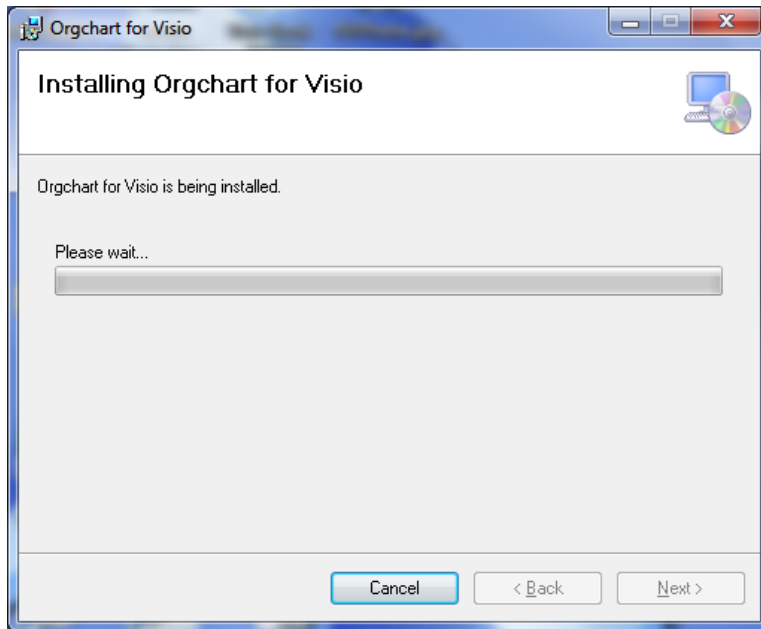
3. Ensure that the Radio Button near the bottom of the Screen labeled "Everyone" is selected, then Left-click the Next > Command Button to advance to the next screen of the Orgchart for Visio Installation Wizard.

### Install Screen Three



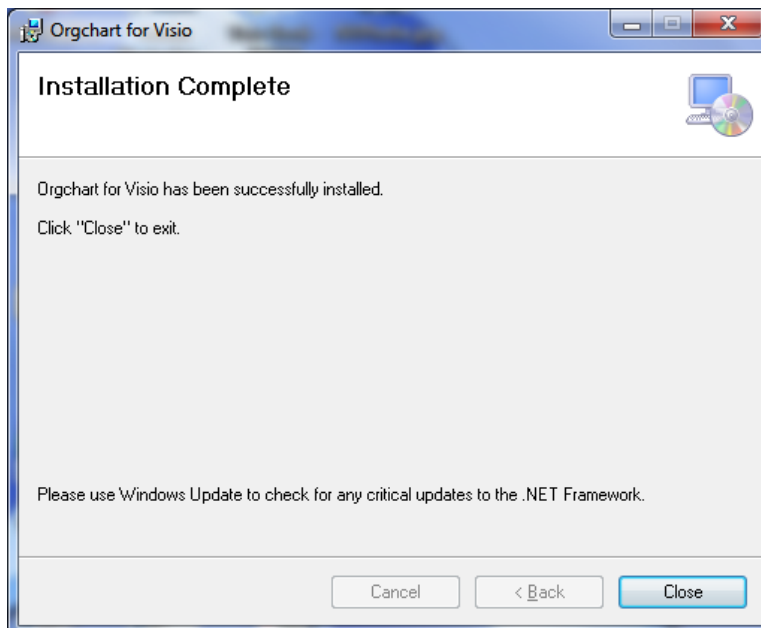
4. Left-click the Next > Command Button to advance to the next screen of the Orgchart for Visio Installation Wizard.

#### Install Screen Four



5. A Progress Bar will keep you apprised of the progress that OrgChart for Visio is making during the Installation Process. If, during the process you encounter an Alert dialog asking for your permission to proceed with the installation, Left-click the Yes or Agree Command Button to continue. Left-click the Next > Command Button to advance to the next screen of the Orgchart for Visio Installation Wizard.

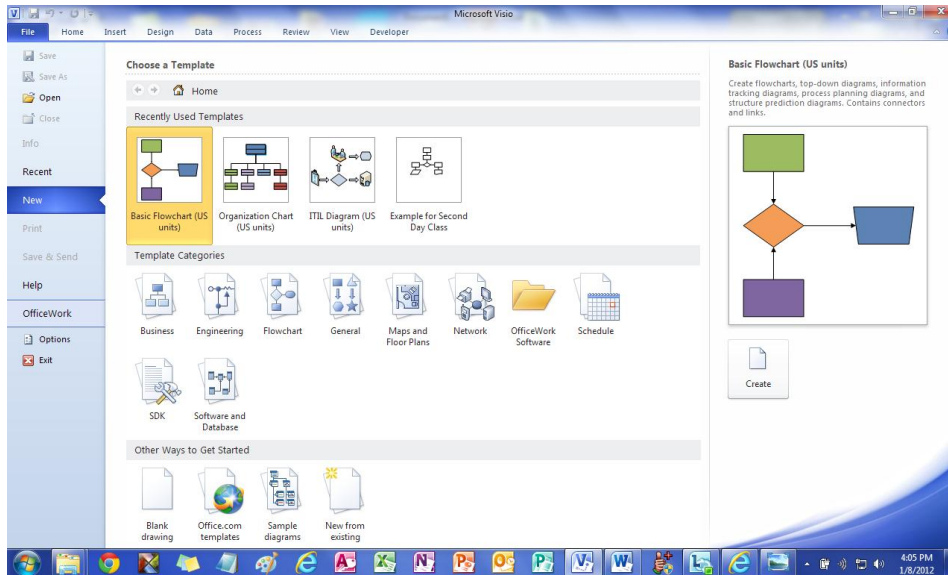
#### Install Screen Five



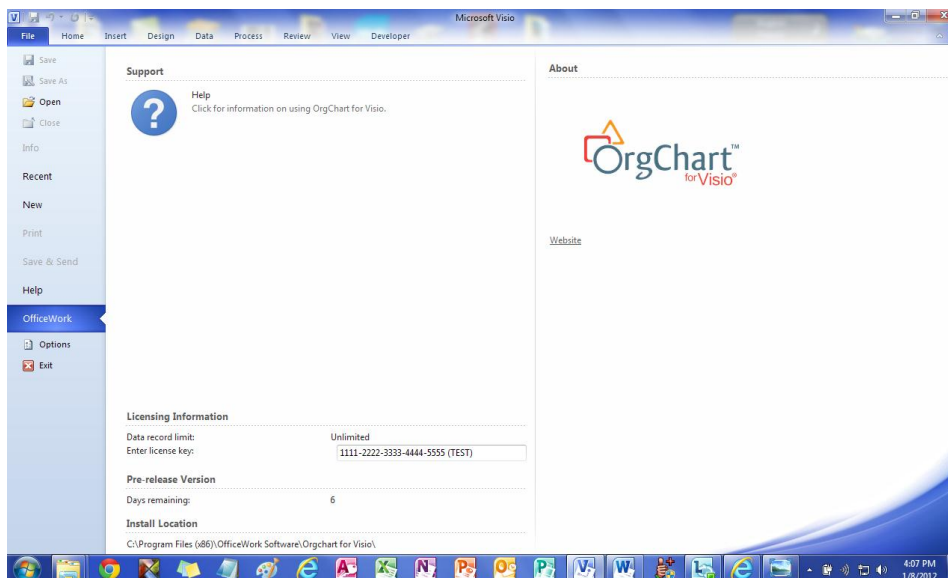
- When the Orgchart for Visio Installation has successfully completed the Installation, you will see the final screen of the Wizard as illustrated above. Left-click the Close Command Button to close the Installation Wizard and return you to the Windows Desktop.

## Enter your OrgChart for Visio License Key

- Launch Microsoft Visio 2010 Professional or Microsoft Visio 2010 Premium as you normally would.
- Left-click the Dark Blue File Ribbon Tab to enter Visio 2010's Backstage View.



- In the Backstage view, locate the OfficeWork Software Item at the Left (Menu) Area of the Backstage view and Left-click to select the OfficeWork Menu item.



- Enter your License Key into the Text Box to the Right of the Label "Enter License Key:"

5. Return to the New Area of the Backstage Area by Left-clicking on the “New” Item (Menu) at the Left of the Backstage area.

## **Installation Complete**