



### Instructor-led workshops

#### Web-based courses

#### ClearEdits software

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## INSTALLING CLEAREDITS CLEAN UP

To install ClearEdits® Clean Up™ you must have software installation privileges. If you have problems installing ClearEdits Clean Up, talk to your system administrator.

### To install ClearEdits Clean Up:

1. Download the ClearEdits Clean Up installation package from the web site. The file, "CUinstall.exe," can be saved anywhere on your computer, but we suggest saving it where you can find it easily, such as to your desktop.
2. Make sure Microsoft® Word is closed. Double click on "CUinstall.exe" to unzip the file and begin installation.
3. Follow the instructions on screen to complete the installation.

ClearEdits Clean Up will be installed as a plug-in for Microsoft® Word. Use Clean Up to remove ClearEdits' suggestions by clicking on the "Clean Up" button on your Word toolbar.

### Special note if you are installing for Word 2002 or 2003:

To use ClearEdits Clean Up, you need to ensure that Word is set to allow macros to run. To enable macros, select the "Tools" menu in Word, then "Macro," then "Security." In the pop-up window, select the "Security Level" tab, and select the button for "Low." You will need to exit then restart Word for the settings to take effect. (Word warns that changing your macro setting to "Low" may leave you unprotected from potentially unsafe macros. Please keep your virus protection software current.)

### Enable the ClearEdits macro (for Word 2007):

When you use Word for the first time after installing ClearEdits Clean Up, a warning may appear on the toolbar: "Security Warning: Macros have been disabled." Select the "Options" button next to the warning. If the warning refers to ClearEdits Clean up, choose "Enable this content." You should now be able to run ClearEdits Clean up through the "Add-ins" tab. Please keep your virus protection software current.

## SYSTEM REQUIREMENTS

ClearEdits Clean Up works on the following Microsoft® operating systems: Windows® 95, Windows® 98, Windows® Me, Windows NT® 4.0, Windows® 2000, and Windows® XP. ClearEdits Clean Up runs on Microsoft® Word 97, Word 2000, Word 2002, Word 2003, and Word 2007.

### Minimum system requirements

- Pentium or Pentium Pro, AMD, or 100% Intel-compatible processor running at 200 MHz.
- 64 megabytes of random access memory (RAM).
- Monitor screen area set at 800 x 600 pixels.