




How do I install the ETSI styles toolbar?

The ETSI Secretariat provides you with the ETSI styles toolbar to make the application of ETSI styles much easier.

NOTE: There are two extensions, **.dot** and **.dotm** for compatibility reasons with Microsoft® Word.

-  Close Word® before proceeding.
- Depending on your computer environment you have to click on the corresponding file:

Office 2007/2010/2013/2016/Office 365: Etsi_styles.dotm

Office XP/2002/2003/97: Etsi_styles.dot

- Download the file "ETSI_Styles.dot or dotm.
- In the window that appears, select "Save As".

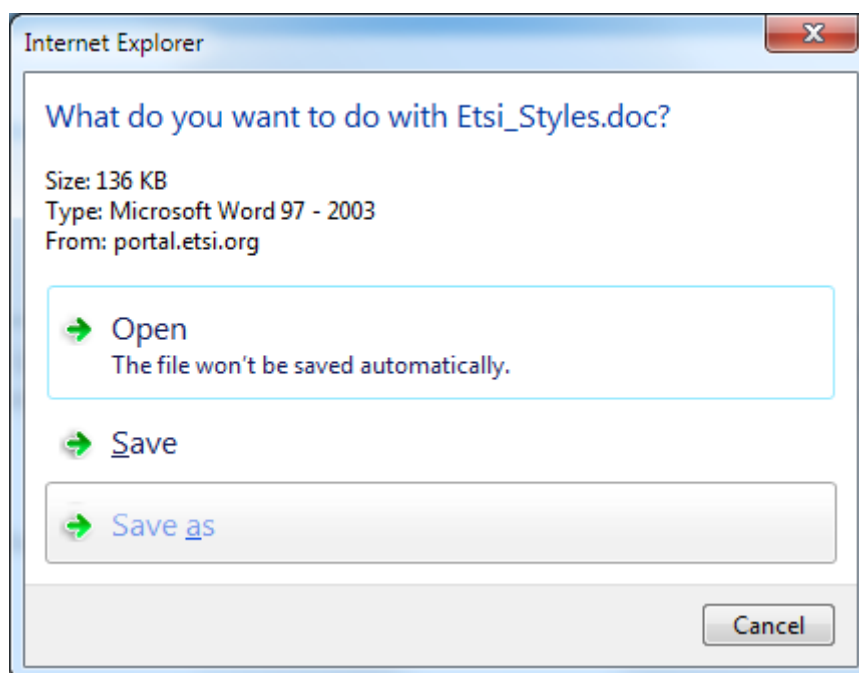


Figure 1

NOTE: If a window appears on your screen concerning connecting to the ETSI Portal, just click "Cancel".



Figure 2

- Depending on your computer environment, please save the "ETSI styles toolbar" to one of the following locations:

Office XP/2002:	C:\Program Files\Microsoft Office\Office10\STARTUP
Office XP/2003:	C:\Program Files\Microsoft Office\Office11\STARTUP
Office 2007:	C:\Program Files\Microsoft Office\Office12\STARTUP
Office 2010:	C:\Program Files\Microsoft Office\Office14\STARTUP
Office 2013:	C:\Program Files\Microsoft Office\Office15\STARTUP
Office 2016/Office 365:	C:\Program Files (x86)\Microsoft Office\root\Office16\STARTUP

- Make sure that the file is saved as .dot or .dotm (see figure 3).

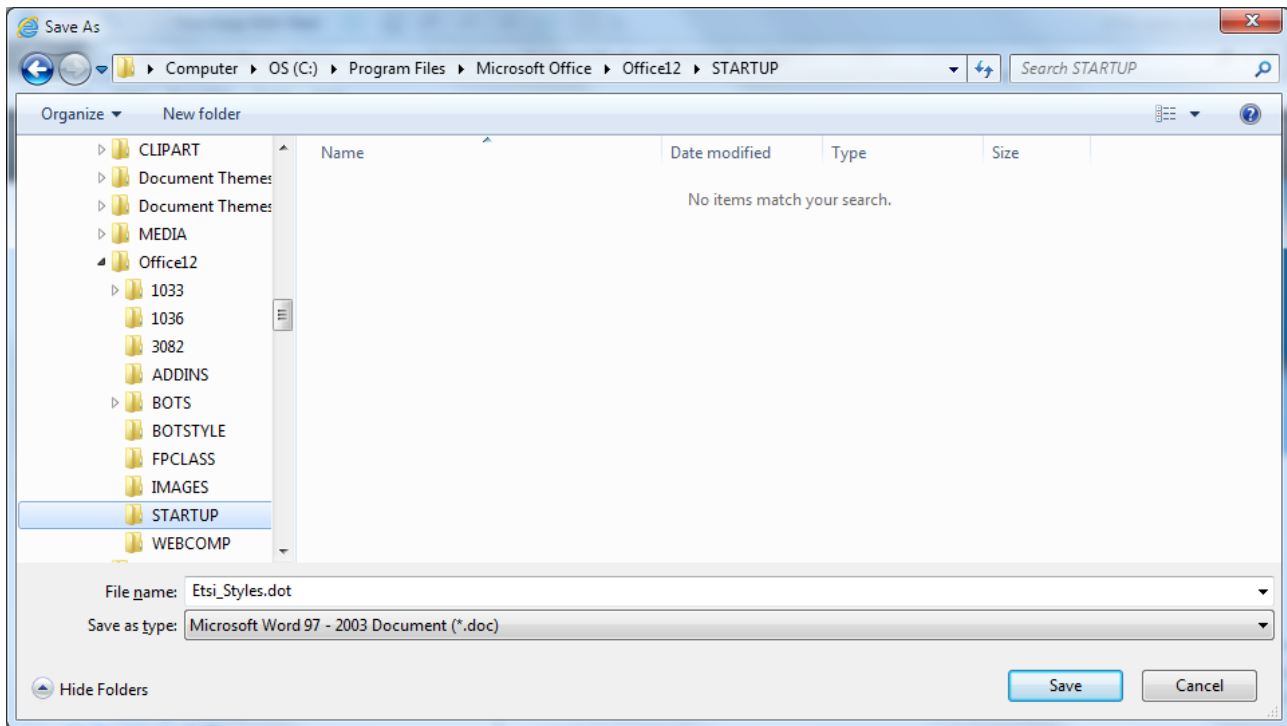


Figure 3

- If the toolbar does not display automatically, go to:
 - **XP/2002/2003:** "view" menu - "Toolbar" and select the "ETSI Styles".
 - **2007/2010/2013/2016/Office 365:** the Word® security should be changed to allow macros to run: "Enable all macros" in "File/Options/Trust center/Trust center settings/Macro settings".

Regularly check the **editHelp!** website to ensure you are using the latest version and to check for updates.

The **editHelp!** website has been created to facilitate access to ETSI tools as well as getting useful information and to make the production of standards a simple task.

In case of any difficulties, please do not hesitate to contact **editHelp!** at editHelp@etsi.org we are here to help you produce your standard.

Working closer together can insure that your future ETSI deliverable is published without delay.