

Installation of the "ETSI styles toolbar template"

For a proper installation of the ETSI styles toolbar template, the main steps are detailed below:

- Step 1** Find out your Office version and bitness
- Step 2** Install the "ETSI styles toolbar template" only for Yourself; **or**
- Step 3** Install the "ETSI styles toolbar template" for all Users of the PC
- Step 4** If any troubleshooting

Step 1 Find out your Office version and bitness

First you need to find out your Office version and bitness:

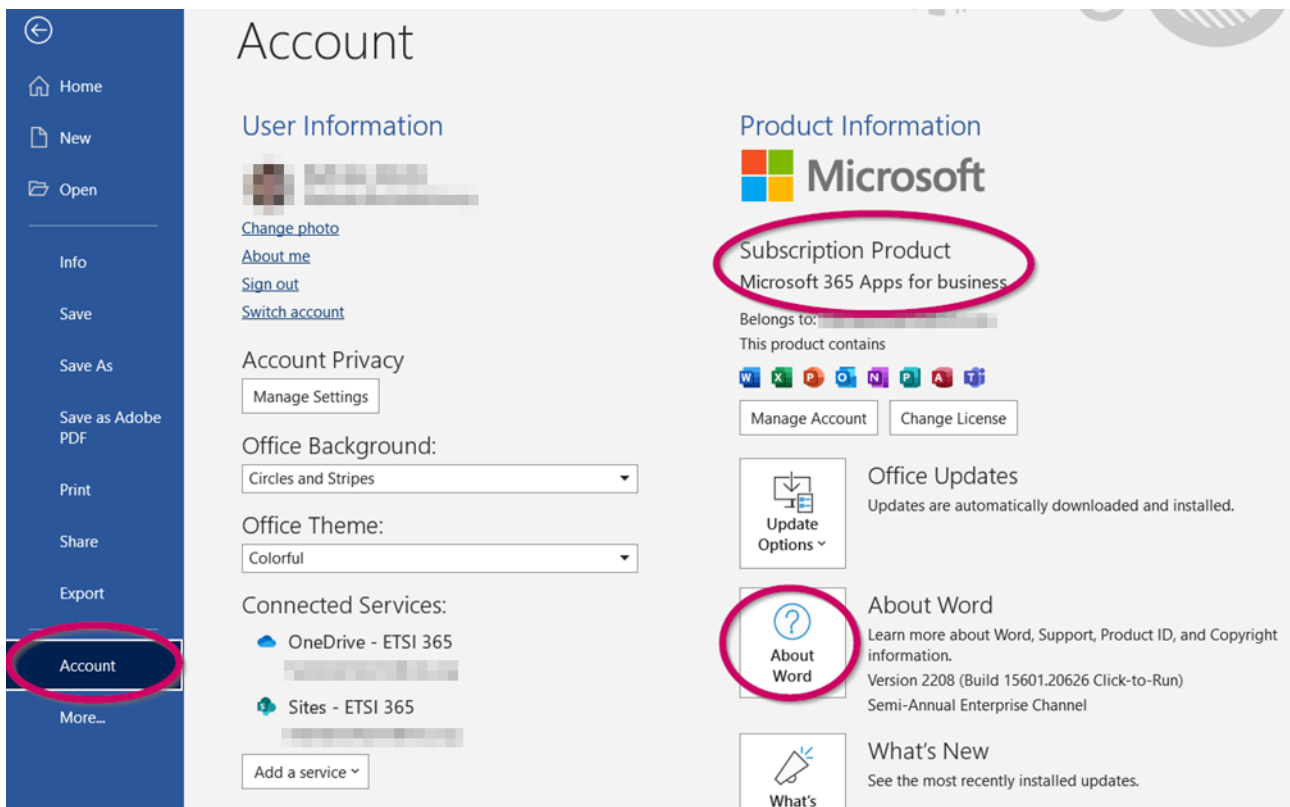
- If you have an older Office version like Office 97, Office 2000, Office XP, Office 2003, or Office 2007, you can only have a 32-bit version.
- If you have Office 2010, Office 2013, Office 2016, Office 2019, Office 2021 or Office 365, you may either have a 32-bit or 64-bit version. To find out which bitness you have, please open Word.

Open the File menu. Depending on the Word version, you should see a tab "Help" or "Account".

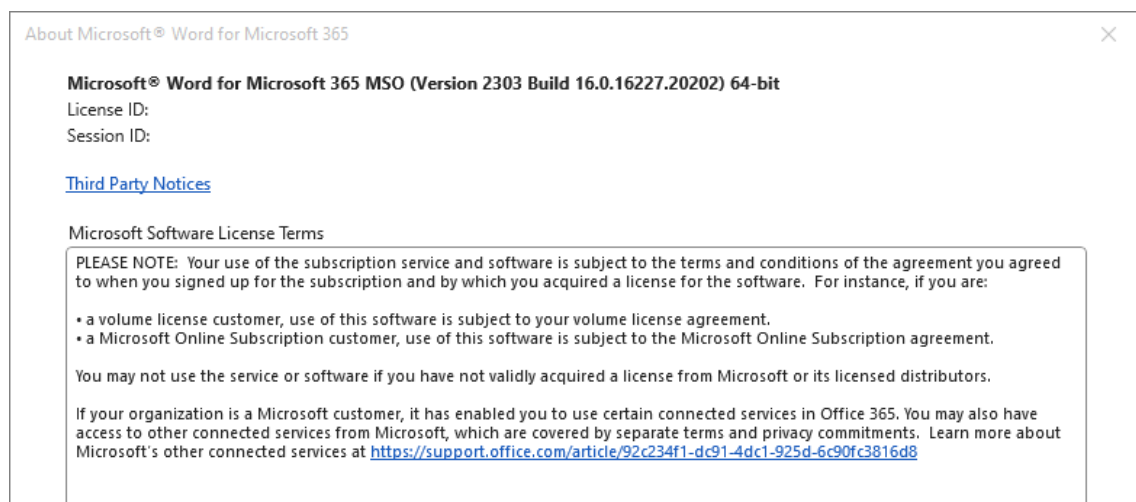
If you have a "Help" tab, the Word version and bitness are displayed on the right side.



If you have an "Account" tab, you will find there the button "About Word".



Clicking either on the 'Help' or 'Account' button brings up a pop-up showing the version and the bitness in the top line.



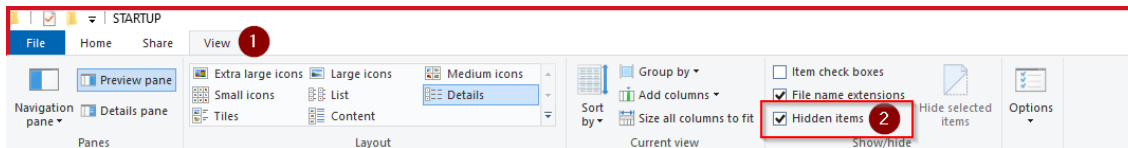
Step 2 Install the "ETSI styles toolbar template" only for Yourself

- Copy the file to the proper location of your personal user profile. Here we show it for the user having the login name "**john-janedoe**". Please replace this name with your own login name.

If your operating system is Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10 or Windows 11, you should copy the "ETSI styles toolbar template" to the folder:

C:\Users\john-janedoe\AppData\Roaming\Microsoft\Word\STARTUP

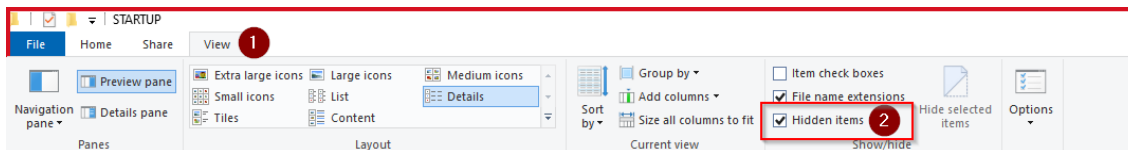
NOTE: You may need to hit the check box in View/Hidden items:



If you are using Windows XP or an older operating system, you should copy the "ETSI styles toolbar template" to the folder:

C:\Documents and Settings\john-janedoe\Application Data\Roaming\Microsoft\Word\STARTUP

NOTE: You may need to hit the check box in View/Hidden items:



Step 3 Install the "ETSI styles toolbar template" for all Users of the PC

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



- Close Word® before continuing.
- Depending on your Office version you must click on the corresponding file:

Office 2007/2010/2013/2016/Office 365:
Office 2000/XP/2002/2003:

Etsi_styles.dotm
Etsi_styles.dot

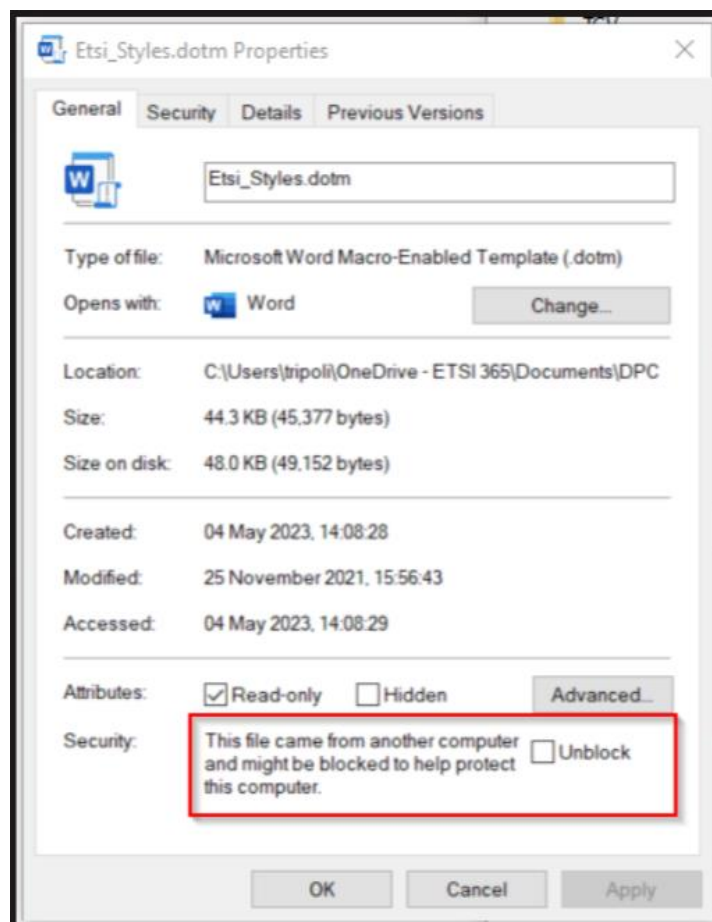
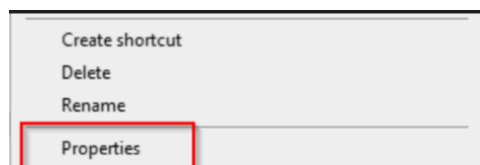
- Download the file "ETSI_Styles.dot" or "ETSI_Styles.dotm" in your "Downloads" folder.

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



If the downloaded file is a ZIP file, extract its content, which is the ETSI styles toolbar template (.dot or .dotm file).

Please check if the file is not blocked by your Operating System, by right clicking on the file and properties:



Depending on your Office and computer environment, you will now have to copy the file.

64-Bit Office (64-Bit Operating System)

If you have a 64-bit Office, please copy the "ETSI styles toolbar template" to one of the following locations:

Office 2010	C:\Program Files\Microsoft Office\Office14\STARTUP
Office 2013	C:\Program Files\Microsoft Office\Office15\STARTUP
Office 2016, Office 2019, Office 365	C:\Program Files\Microsoft Office\root\Office16\STARTUP

NOTE: In case you don't have permission to copy the file there, please contact your IT department or consider to *Step 2 Install the "ETSI styles toolbar template"* only for Yourself.

32-Bit Office (32- and 64-bit Operating System)

Choose the target folder by respecting the Operating System and the Office bitness.

In case you have a 32-bit Office, the target folder depends on whether your operating system is 32-bit, as well, or if it's a 64-bit operating system. You can easily find out by checking if the folder "C:\Program Files (x86)" exists; if it exists, you have a 64-bit system. You can also find this information by consulting the system settings.

1. On 64 Bit Operating System

Place the "ETSI styles toolbar template" file to the following matching location:

Office 2000	C:\Program Files (x86)\Microsoft Office\Office9\STARTUP
Office XP/2002	C:\Program Files (x86)\Microsoft Office\Office10\STARTUP
Office 2003	C:\Program Files (x86)\Microsoft Office\Office11\STARTUP
Office 2007	C:\Program Files (x86)\Microsoft Office\Office12\STARTUP
Office 2010	C:\Program Files (x86)\Microsoft Office\Office14\STARTUP
Office 2013	C:\Program Files (x86)\Microsoft Office\Office15\STARTUP
Office 2016, Office 2019, Office 365	C:\Program Files (x86)\Microsoft Office\root\Office16\STARTUP

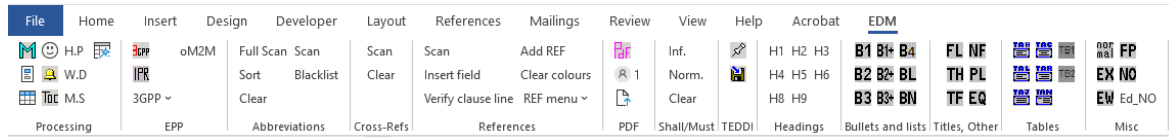
2. On 32-bit Operating System

Place the "ETSI styles toolbar template" file to the following matching location:

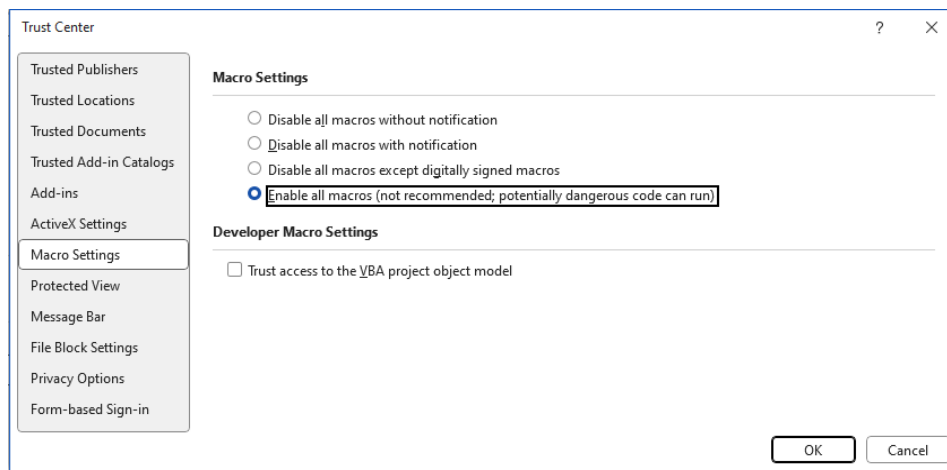
Office 2000	C:\Program Files\Microsoft Office\Office9\STARTUP
Office XP/2002	C:\Program Files\Microsoft Office\Office10\STARTUP
Office 2003	C:\Program Files\Microsoft Office\Office11\STARTUP
Office 2007	C:\Program Files\Microsoft Office\Office12\STARTUP
Office 2010	C:\Program Files\Microsoft Office\Office14\STARTUP
Office 2013	C:\Program Files\Microsoft Office\Office15\STARTUP
Office 2016, Office 2019, Office 365	C:\Program Files\Microsoft Office\root\Office16\STARTUP

Step 4 If any troubleshooting

If the toolbar does not display automatically as below:

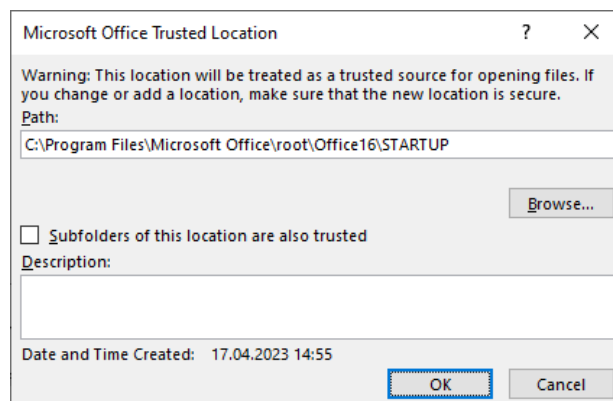


- For Office 2000, Office XP/2002, Office 2003: "View" menu - "Toolbar" and select the "ETSI Styles".
- For Office 2007, Office 2010, Office 2013, Office 2016, Office 365: the Word® security should be changed to allow macros to run: "Enable all macros" in "File/Options/Trust center/Trust center settings/Macro settings".



Please restart Word and check if the toolbar displays now.

If still the toolbar does not show or if clicking on any button does not do anything, you might have to add a so-called trusted location: go to "File/Options/Trust center/Trust center settings/Trusted Locations/ Add new location:



Specify the path to which you have copied the ETSI Styles Toolbar template.

Please restart Word and check if the toolbar displays and reacts on button clicks now.

In case these options have been blocked by your IT department or if changing them would violate your IT policy, please consider installing the template only for yourself instead of for all users of the PC (cf. *Step 2 Install the "ETSI styles toolbar template" only for Yourself*); this should usually not make it necessary to enable all macros or to add trusted locations.