

Installing and Using the SI Template

Important Notes

1. This version of the template is designed for versions of Word that have a ribbon interface. It will not work on Word versions earlier than 2007.
2. All previous versions and instances of the SI template must be removed before installing SI Template version 9.1.
3. The template must be installed using the supplied installer package.
4. If you do not have the necessary permissions to run an installer, assistance needs to be sought from your Department's IT help service.
5. SI documents must be opened using the ribbon interface: do not double click a file.

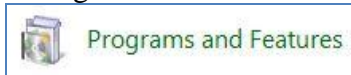
To remove SI template version 7

1. Start Word
2. From the **File** Ribbon: **New, My Templates**
3. For a correctly installed SI Template version 7, an icon or file name will be shown
4. Place the cursor on the SI7.dot icon and press the Delete key.

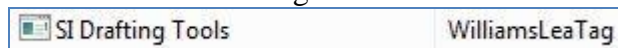
To remove SI template versions 8 to 9

Note: This may need to be done by a user with administrator privilege.

1. Ensure Word is closed.
2. Start the Windows Control Panel
3. Locate and select Programs and Features



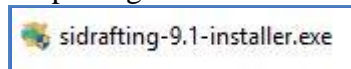
4. Locate and select SI Drafting Tools



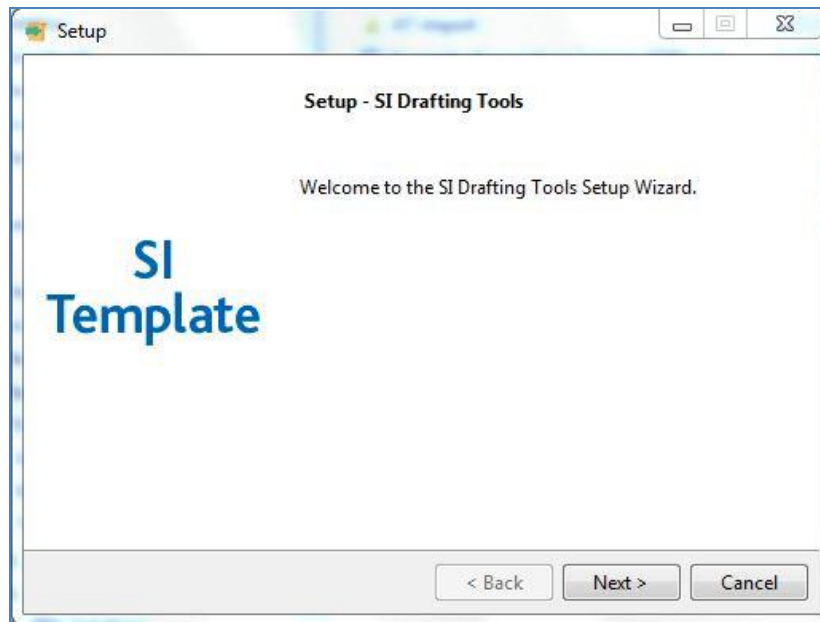
5. Select "Uninstall" and follow the prompts.

To install SI template version 9.1

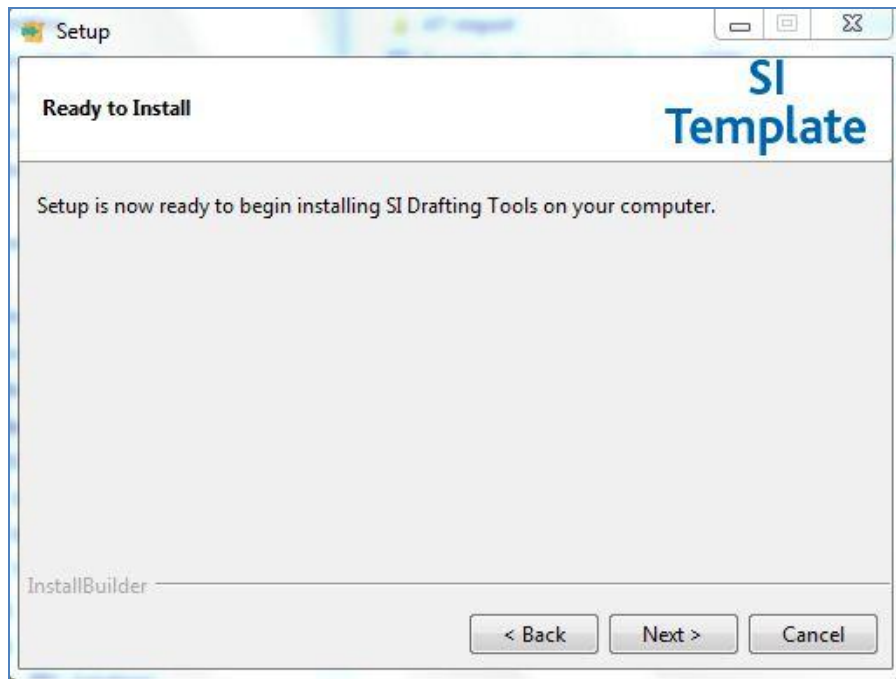
1. Locate the installer package



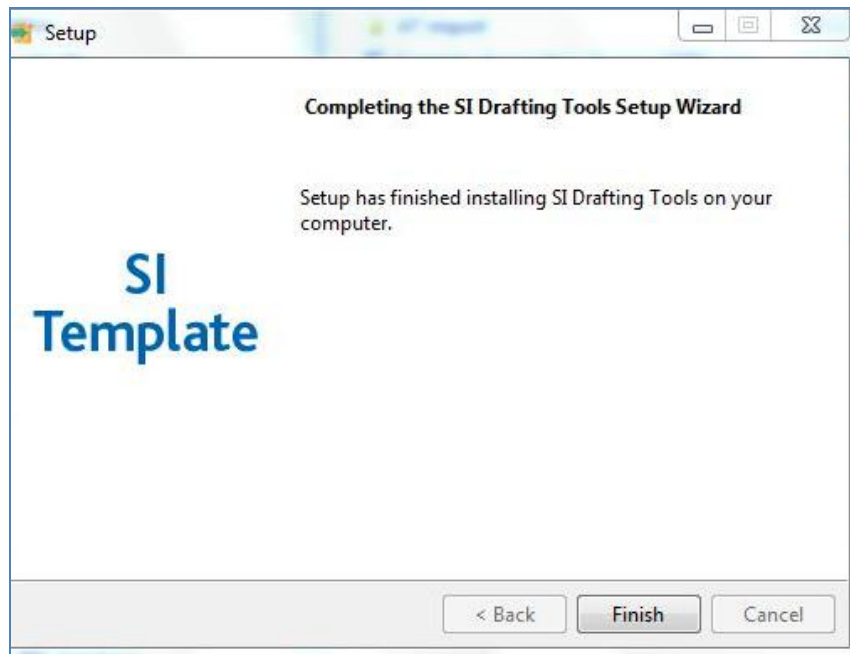
2. Double-click the installer package



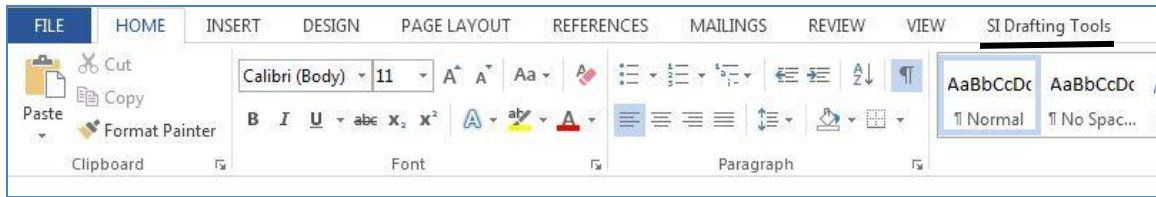
3. Click “Next”



4. Click “Next”



5. Click “Finish”



Word has now been configured with the template add-ins.