

#### BACKGROUND:

This s/w allows you to convert any figures to words in any of the ms-word documents. Thus the s/w helps in converting any figures to words accurately and allows for definition of any decimal Units on the fly. The default is Rs. And Paise with PROPER case. You can change to DOLLARS/CENTS, KGS./Gms., POUNDS/Penny etc.

#### Note:

1. CLOSE ALL THE WORD DOCUMENTS & THE PROGRAM IF RUNNING.
2. The steps mentioned here are with respect to WIN-XP and OFFICE-XP

Copy the following files to any convenient Directory on any of your hard Disk drives.

1. INST\_FTW\_G.exe
2. AST\_WRDI\_NEW.dot
3. temp.doc
4. LIC\_DET.AST
5. INSTALL\_UNINST\_USER\_GUIDE.doc
6. FTW\_WRD.DLL
7. REG\_UNREG\_FTW\_WRD\_DLL.exe
8. UNINST\_FTW\_WRD\_G.exe

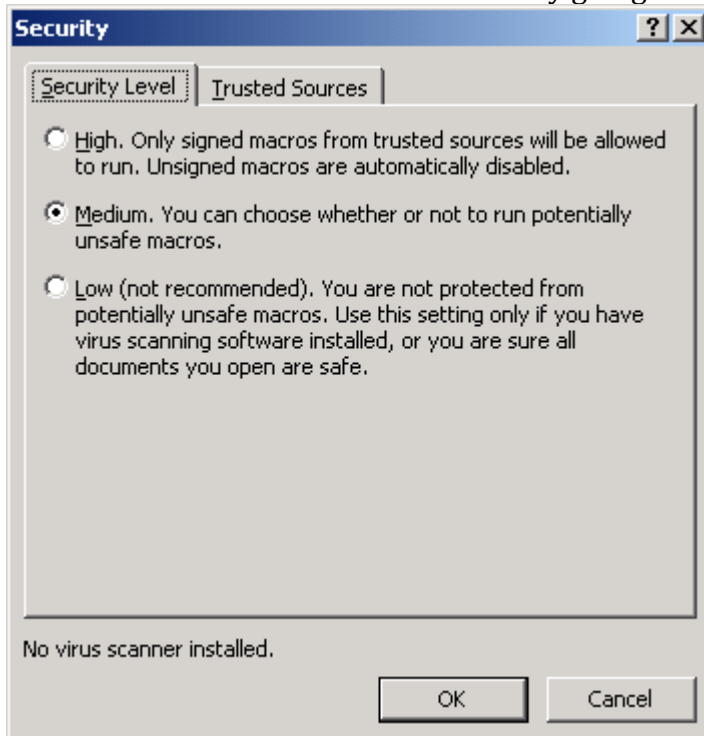
#### Installation in Brief: (for detailed steps see the next page)

1. Right click on **REG\_UNREG\_FTW\_WRD\_DLL.exe** and select **run as** to install the dll's with ADMINISTRATOR privileges.
2. Double click on **INST\_UNINST\_FTW.exe** to install the FTW Software for Word.
3. On Success full installation you will get a message "WORD 'AFTW' INSTALLED SUCCESSFULLY".

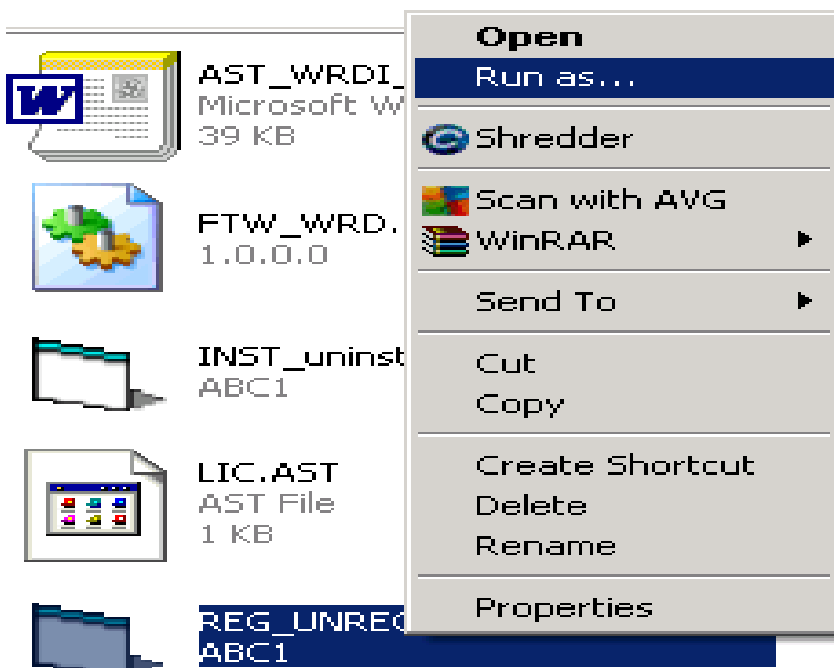
## Detailed Installation

### Note:

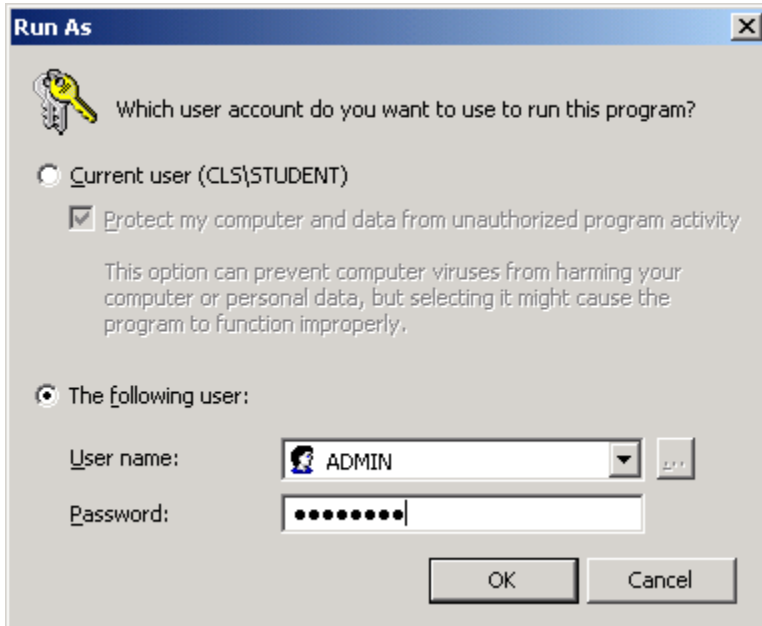
The Macro's Security Option (In MS-Word) should be set to "**Medium**" once the software is installed. This can be done by going to "**Tools → Macro → Security**"



1. Right-Click on "**REG\_UNREG\_FTW\_WRD\_DLL.exe**" and select "**Run as...**"



2. Enter name of the user name and password of a user with **ADMINISTRATOR PRIVILEGES**.

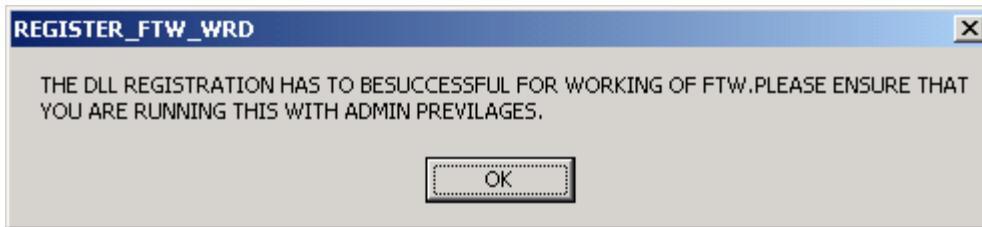


3. Clicking on **OK** button in “**Run As**” window will open the following window (REGISTER / UN-REGISTER AFTW DLL).



Select the option “**REGISTER**” and click on “**REGISTER DLL**”.

4. Following message will be displayed.



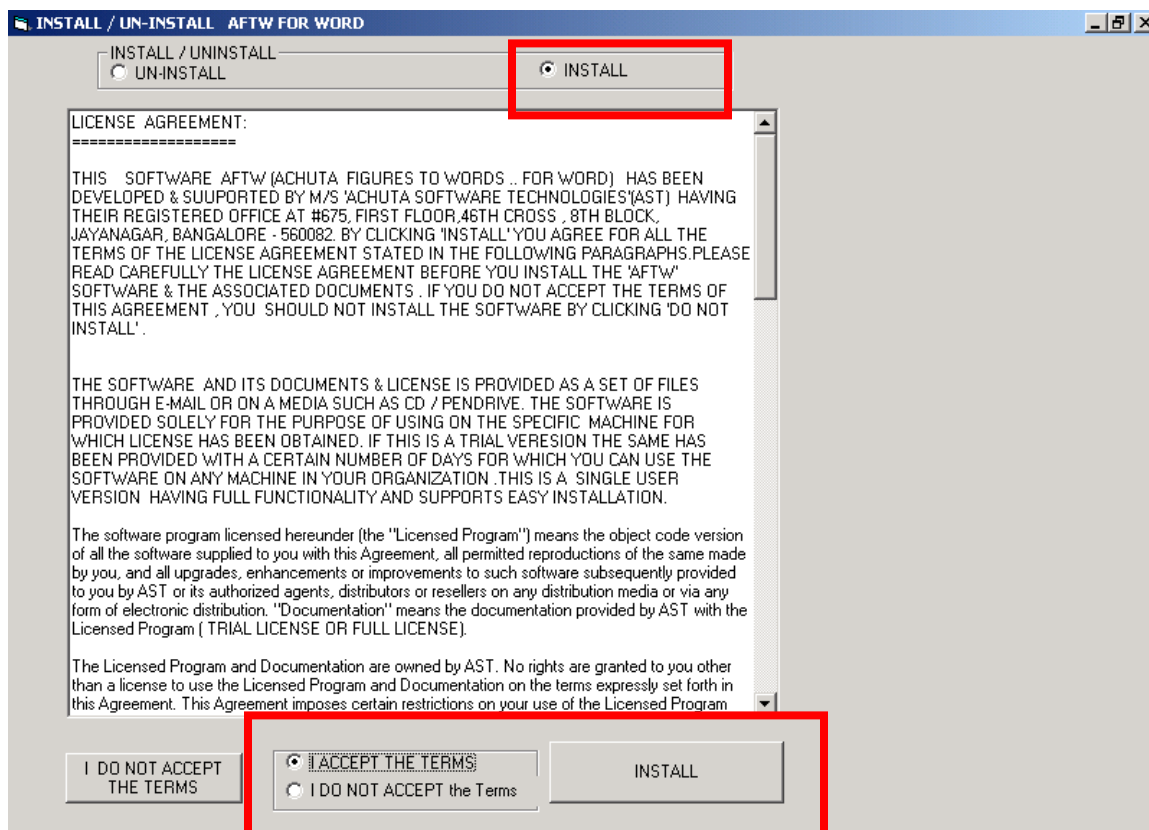
Click on “**OK**” button to dismiss this message.

5. Two confirmation messages will be displayed as shown below



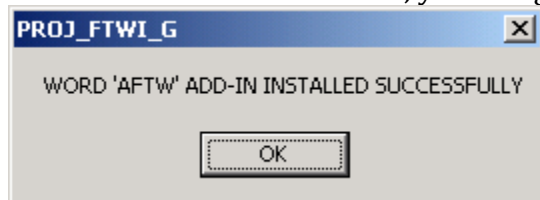
Click on “**OK**” button to dismiss these messages.

6. Next select “**INST\_uninst\_FTWI\_G.exe**”, right click and select **run as** to run the software with administrator privileges. A window as shown below will open.

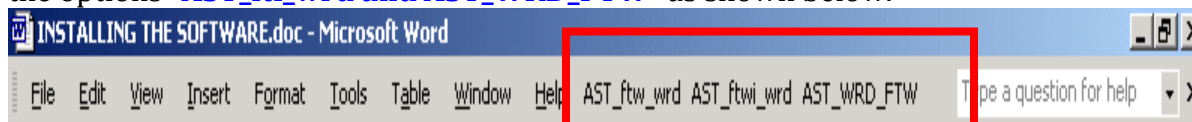


Select the option “**INSTALL**” and after reading the “**LICENSE AGREEMENT**” select the option “**I ACCEPT THE TERMS**” and then click on “**INSTALL**” button (Note: The INSTALL button will get enabled only after you select the option “I ACCEPT THE TERMS”).

7. On Successful installation, you will get the following message.



Now the software is installed successfully and when you start Word you will see the options “**AST\_fti\_wrd** and **AST\_WRD\_FTW**” as shown below.



**--END--**