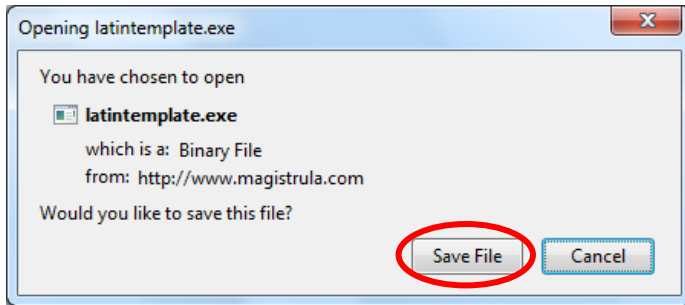


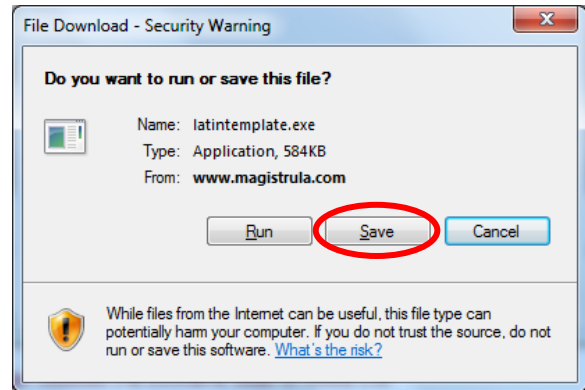
## INSTALLING THE TEMPLATE

1. If **Microsoft Word** is open, close it.
2. Go to [www.magistrula.com/latintemplate.exe](http://www.magistrula.com/latintemplate.exe) and save the file to your computer (see below). It might be most convenient to save the file to your **desktop**.

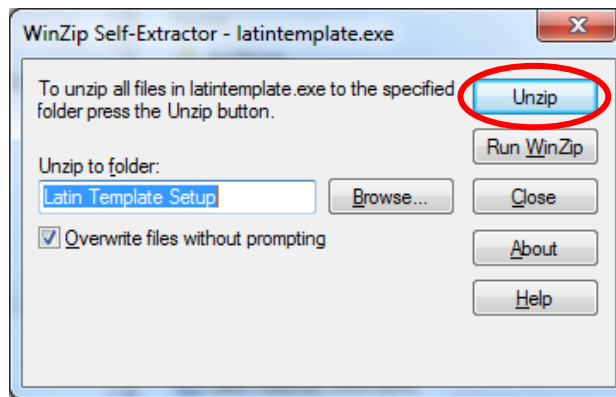
### FIREFOX



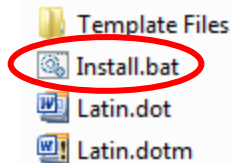
### INTERNET EXPLORER



3. Double click on **latintemplate.exe** and when the dialog box below appears, click "**Unzip.**" A new folder will be created called "**Latin Template Setup.**" This folder will be located in the same place where you saved the latintemplate.exe file.



4. Open the **Latin Template Setup** folder and double click on the **Install** file.



5. Open **Microsoft Word**. The template will be automatically enabled and all of the macros will be available when you open Word.
6. To verify that the Latin Template is installed correctly, hit **Ctrl-Shift-I** then let go and hit the **D** key. A noun declension chart should pop up.
  - a. If the noun chart does not pop up, hit **Alt-T**, then let go and hit the **I** key. Make sure that the box next to "Latin" is checked in the Global Templates section. If "Latin" does not appear in the Global Templates section, then the installation was unsuccessful.
7. If the installation was **successful**, you may delete the **Latin Template Setup** folder and the **latintemplate.exe** file.
8. If the installation was **not successful**, try clicking on the **Install** file again. If it still doesn't work, contact Anna Andresian at [anna1978@gmail.com](mailto:anna1978@gmail.com).
9. If you wish to disable the Latin template, hit **Alt-T** then let go and hit the **I** key. Deselect "Latin" from the list of Global Templates.