

# Installation manual

## termXact 2017



As of: March 2019

Valid for:

termXact 2017 for Microsoft Word, Excel, PPT

termXact Desktop Checker 2017

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# 1 Installation

For the installation you need administrator rights on your PC or ask your IT-System-Administrator to install the components on all computers which will use **termXact**.

- Please note that **termXact** loads the checklist specified in the configuration each time the editor is started in the background. In the case of very large check lists, this can have an effect on the start behavior of the editor. In most cases, your terminologists can simply reduce the size of a checklist (e.g. by not including all allowed terms).
- Also note that the path specifications for the checklist and configuration file correspond to the actual storage on your system. Otherwise, error messages may appear when the editor is started.
- If the checklist and/or configuration file is stored centrally on a network drive, but not every user can access it permanently (e.g. because a user is travelling with his notebook and can only work locally): Think about the best approach for your company (how and when does the local user receive a current checklist?).
- The startup behavior of the editor may bother some users, as they rarely work with **termXact**, but the add-in is still loaded every time: Ask your administrator if he can change the load behavior of **termXact**, which is defined in the registry, using a script or batch file. It is possible to automatically set the entry "LoadBehaviour" to the values "0" "1" or "2", so that **termXact** is not loaded at all or is loaded manually by the user. See also: <https://docs.microsoft.com/de-de/visualstudio/vsto/registry-entries-for-vsto-add-ins?view=vs-2017>

## 1.1 termXact for Word, Excel and Powerpoint

The programs are delivered as executable files (.exe) in a compressed file (.zip)

1. Please extract the Zip-file in a separate folder.
2. Doubleclick on the file *setup.exe*.

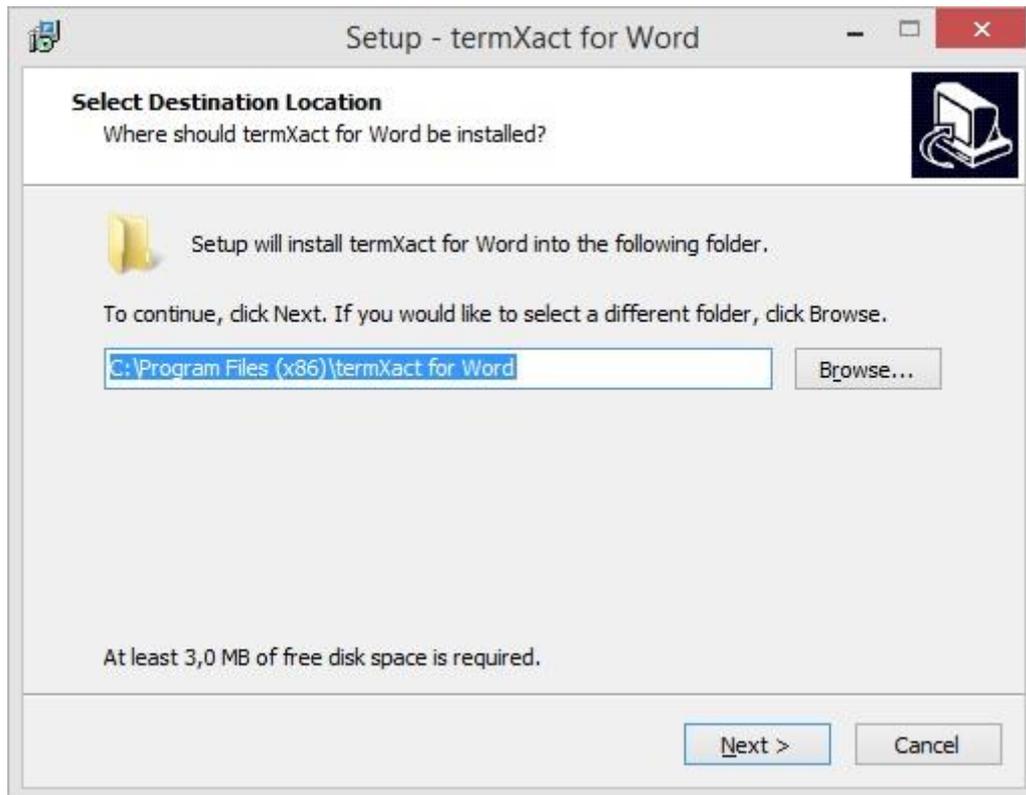
The program is automatically installed. During installation you can select some user-defined settings.

3. First select the language that should be displayed during the installation.

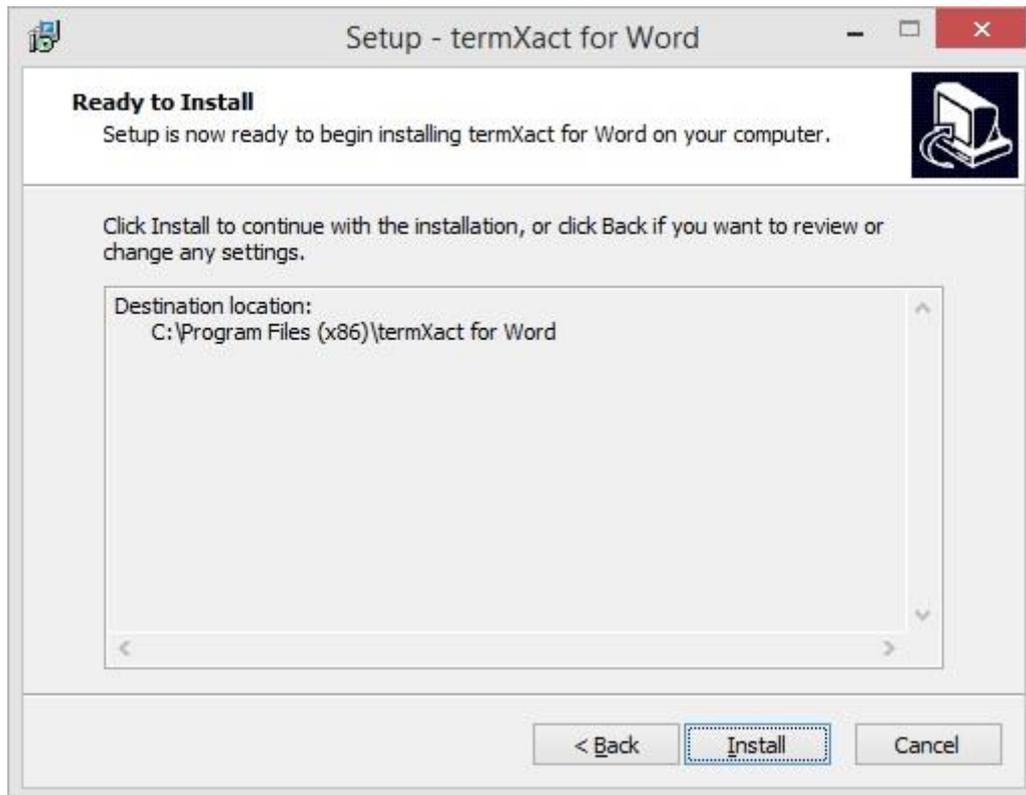
The selected language also will be displayed as interface language of **termXact**.



4. Click on the button *OK*.
5. In the further installation process select the destination location where **termXact** is to be installed.



6. Click on the button *Next*.
7. In the following dialog window you can verify the settings of the destination location.

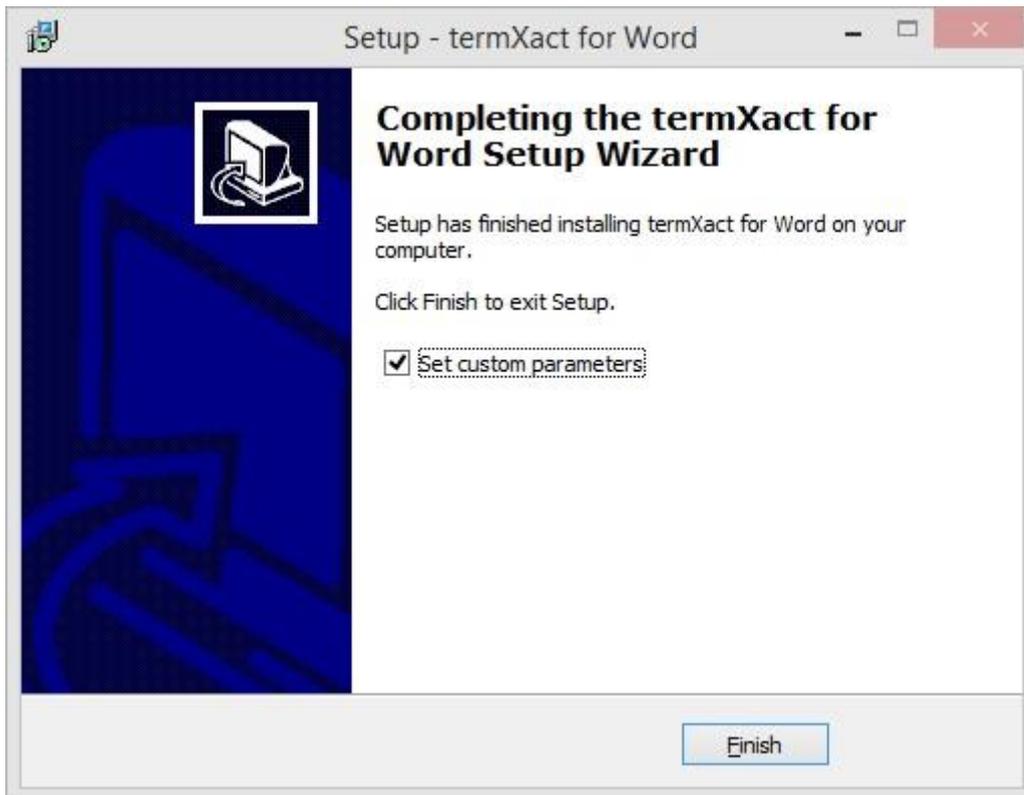


8. Klick on the button *Install*.

In the installation-window which appears at the end you can integrate a user-specific file (*parameter.ini*) into the installation process which overwrites the default path specifications (default is normally set for company-wide installation in the distribution package). This file can contain the following information:

- Path name for the **termXact**-configuration file initially to be loaded (see also configuration manual, page 9, chapter 1.4).
- Important: If you have already installed an older version of **termXact** (before termXact 2017c), the last set path to the configuration file will not be overwritten.
- Path name for the help file or internet address that is to be loaded when using the **termXact**-help function  (see also user manual, page 6, section *Help*).

Help



9a) Leave the check box *Set custom parameters* enabled, if the interface language, path names for the configuration file and/or the help file is individually to be set before termination of installation.

Before clicking the button *Finish* please ensure (concerning path names) that the user-specific file (*parameter.ini*) exists as described in the next chapter (1.1.1).

9b) Disable the check box *Set custom parameters*, in case of using default installation settings and click on the button *Finish*.

### 1.1.1 Create and implement a user-specific file (parameter.ini)

This procedure is useful if you want to specify default paths for the help file and/or configuration file during installation.

1. Open an editor that is able to save in UTF-8 coded format (e. g. MS-Word).
2. Edit the individual paths for the help file and/or for the configuration file e. g.:

```
help=https://termtechnologies.com/tools-terminologiemangement/manuals  
config=E:\termXact\Word\config_word.cfg
```

3. Save the file in UTF-8 format (in MS-Word: *File save as => Tools => Web options*) in the folder, where the file *setup.exe* exists. The file must have the file name *parameter.ini*.

Note: The specified configuration file and the path to the help file are not loaded until you click the *Load Default* button in the **termXact** configuration menu.

After the installation process has been successfully completed, **termXact** is located under *control panel => programs => programs and features*. You can also uninstall the program from this location.

Furthermore the AddIn is listed as COM-AddIn in the respective MS-Office program (*File => Options => AddIns*).

**termXact** is now integrated and can be used. It appears as a new item in the menu bar after starting the MS-Office program.

Note: When installing **termXact** into a network the AddIn will be uploaded from its storage location to the server. If the server is shut down the AddIn is not available any longer.

## 1.2 termXact Desktop Checker

1. Download the zip-Folder and extract it.
2. Change to the directory `|bin`
3. Double-Click on the file `termXact-desktop.bat`
4. The program is installed and will start automatically. The program icon will appear in the Windows taskbar.

Note: Let the program window `C:\WINDOWS\system32\cmd.exe` opened while working with Desktop Checker. It controls the execution of the program.

## 1.3 termXact for Flare

The PlugIn **termXact** for Flare is delivered in a zip file.

1. Please store the zip-file in a directory of your choice and extract it into the program directory of *Flare* in the subdirectory *Plugins*.

The directory *termXact-for-Flare* will be created with three files:

- *termXact-for-Flare.dll*
- *TermxactCore.dll*
- *termXact-for-Flare.dll.config*

2. Start Flare to let the program read the files.
3. In Flare click on *File => Options => Plugins => Enable Plugin* and select *termXact for Madcap Flare*.
4. Restart Flare to complete the installation.

The menu item *termXact* will appear in the menu bar of *Flare*.

You can now delete the Zip file.

Note: If you are checking against an Excel terminology list and your system does not have MS Office 64Bit installed (but the 32Bit version), you must install the 64Bit version of the Microsoft Access Database Engine.

Make sure that the Executable *AccessDatabaseEngine\_X64.exe* is present on your system. If it does not exist, you can download it from the Microsoft Download Center at

<https://www.microsoft.com/de-de/download/details.aspx?id=13255>

Then execute the executable of the Microsoft Access Database Engine with the parameter *passive* as administrator from the command line (e.g. in the CMD console):

```
AccessDatabaseEngine_X64.exe /passive
```

Note: If you do not have administrator privileges, ask your administrator to install the 64-bit version of the Microsoft Access Database Engine.

## 2 Updating

### 2.1 termXact for Word, Excel und Powerpoint

Before updating **termXact** please uninstall the current AddIn by using the *Control Panel => Programs => Remove Programs*.

After that the new program version can be installed (see chapter 1.1).

If the new version contains changes to the configuration, the new configuration has to be loaded once (see configuration manual).

After completion the updated version of **termXact** is ready to be used. **termXact** appears as a new item in the menu bar after starting the MS-Office program.

## 3 Troubleshooting

### 3.1 Menu *termXact* is not displayed

If the menu *termXact* is not displayed in the menu bar, please check in the *Control Panel* => *Programs* => *programs and features* if the AddIn of *termXact* exists.

In case it doesn't exist, the installation has failed. Then execute the installation again.

In case it is listed, please check the MS-Office AddIns. In the MS-Office programs it has to be listed as COM-AddIn under *File* => *Options* => *AddIns*.

If the Com-AddIn is missing there, please contact [support@termsolutions.de](mailto:support@termsolutions.de)

### 3.2 Adapt the macro security level in MS-Office

If the macro security level is too high *termXact* cannot work properly. If errors occur when *termXact* is executed, the macro security level has to be changed.

Follow the steps below to change the macro security level:

1. In the MS-Office program select the menu *File*, and the menu item *Options*.  
The dialog window *Options* appears.
2. Select the menu item *Security Center*, and click on the button *Settings for Security Center*.  
The dialog window *Security Center* appears.
3. In the section *Macro Settings* select a lower security level.
4. Click on the button *OK* to confirm.
5. In the dialog window *Options* click on the button *OK* to save the settings.

### **3.3 termXact generates a runtime error**

If **termXact** generates a runtime error during execution, the configuration file is probably damaged.

In this case please contact [support@termsolutions.de](mailto:support@termsolutions.de) and send us the logfile which is saved for each AddIn under:

C:\Users\[Username]\AppData\Roaming\Termxact.