

## **Installing Annotate for Word: Vista**

**Annotate**, like many programs, requires some free Microsoft components to work. You may already have them installed, so check your Windows Add/Remove programs list first. If you don't see the SQL Server and/or Microsoft .NET 3.5.1 listed there, follow the directions below.

Make sure you have exited Microsoft Word before beginning this process. If you already have a version of Annotate installed, uninstall it via Add/Remove programs. You must have Administrator rights on your computer to install **Annotate for Word**.

### **Step 1: Install the Microsoft SQL Server**

Because the Microsoft SQL Server supports the **Annotate** comment database, it's pivotal to have this component installed. Most users who query us about technical problems right after installing **Annotate** have either skipped the SQL Server installation or have installed the wrong SQL Server for their system.

There are two different versions of the SQL Server: 32-bit and 64-bit. Some Windows Vista users will have 32-bit operating systems and others will have 64-bit operating systems. **All 64-bit users need to download and install BOTH the 32-bit AND the 64-bit versions of the SQL Server.** The boxed section at the end of this guide provides instructions for determining whether your operating system is 32-bit or 64-bit.

Once you know whether your operating system is 32-bit or 64-bit, go to the 11trees **Annotate** installation page for either [Word 2007](#) or [Word 2010](#). (If you have printed this guide, you can use the link in the email we sent you to get to the installation and support page.) Scroll down to the SQL Server section, download the appropriate version for your computer and then double-click the download to install.

### **Step 2: Install Microsoft .NET**

Microsoft .NET is the second component that Vista users need. The link below will take you to the .NET download page. (If you have printed this guide, you can find this link on the same 11trees Annotate installation page where the SQL Server links appear.) You must have .NET installed on your computer in order to install Annotate.

Depending on your Internet connection speed, this download might take a few minutes. You may also need Administrator rights on your PC.

1. [Download Microsoft NET 3.5 \(required\)](#)
2. Follow the installation instructions. The installation can take a few minutes.

Don't worry—you won't have to repeat the SQL and .NET download process if you upgrade your version of **Annotate** at a later time.

### **Step 3: Install Annotate for Word**

Once you have downloaded the SQL Server and .NET, installing your version of **Annotate PRO** is easy. Start by clicking the link for the personalized College Edition or Legal Writing version we sent you. Download the zip file, double-click it, follow the extraction instructions, and run the setup.exe program. The setup program will install a few more necessary components along with **Annotate**. Then all you need to do is open a Word document and you'll be equipped with the most powerful commenting technology available for teachers today.

Here are the detailed, step-by-step instructions:


1. Click the link for the personalized version of Annotate that we emailed you
2. Unzip to a directory on your computer (you can save it anywhere—just make sure you can find it! Save this file for easy installation on the other computers you use)
3. Double-click the **setup.exe** file

4. Click “Okay” to install the various components and **Annotate for Word**
5. After the installation has completed, open Microsoft Word
6. The first time you open Microsoft Word, you should be asked to approve a new program—**Annotate**. Click “Okay” to approve the program.
7. The **Annotate** tab should be just to the right of the **Home** tab.
8. Start creating great feedback!
9. [Register](#) to make sure you hear about updates, bug fixes etc.
10. For more info, visit the appropriate [11trees](#) support page for your version of Annotate:
  - o [Annotate for Word 2007/2010 Support](#)


### **How to determine whether your operating system is 32-bit or 64-bit**

With Windows Vista, there are two methods to determine whether you are running a 32-bit or a 64-bit version. If one does not work, try the other.

#### **Method 1: View System window in Control Panel**

1. Click **Start** , type **system** in the **Start Search** box, and then click **system** in the **Programs** list.
2. The operating system is displayed as follows:
  - o For a 64-bit version operating system: **64-bit Operating System** appears for the **System type** under **System**.
  - o For a 32-bit version operating system: **32-bit Operating System** appears for the **System type** under **System**.

#### **Method 2: View System Information window**

1. Click **Start** , type **system** in the **Start Search** box, and then click **System Information** in the **Programs** list.
2. When **System Summary** is selected in the navigation pane, the operating system is displayed as follows:
  - o For a 64-bit version operating system: **x64-based PC** appears for the **System type** under **Item**.
  - o For a 32-bit version operating system: **x86-based PC** appears for the **System type** under **Item**.

