

Installing Annotate for Word: Windows 7

Annotate, like many programs, requires a free Microsoft component in order to work. You may already have this component installed, so check your Windows Programs and Features list first. If you don't see the SQL Server listed there, follow the "Step 1" 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 Windows Programs and Features. 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. Many Windows 7 users will require the 64-bit version **and should also download and install the 32-bit version** (this is typical Microsoft weirdness—no explanation given). If you don't know whether your operating system is 32-bit or 64-bit, see the instructions in the boxed section below.

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](#), scroll down to the SQL Server section, download the appropriate version(s) for your computer and then double-click the download to install.


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

With Windows 7, 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:
 - For a 64-bit version operating system: **64-bit Operating System** appears for the **System type** under **System**.
 - For a 32-bit version operating system: **32-bit Operating System** appears for the **System type** under **System**.

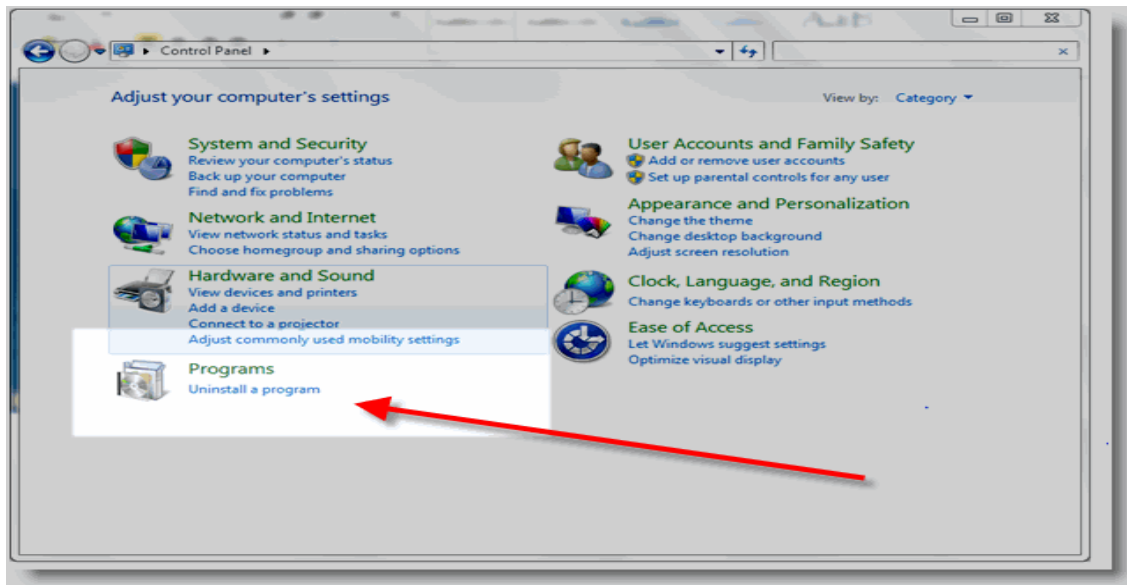
Method 2: View System Information window

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:
 - For a 64-bit version operating system: **x64-based PC** appears for the **System type** under **Item**.
 - For a 32-bit version operating system: **x86-based PC** appears for the **System type** under **Item**.

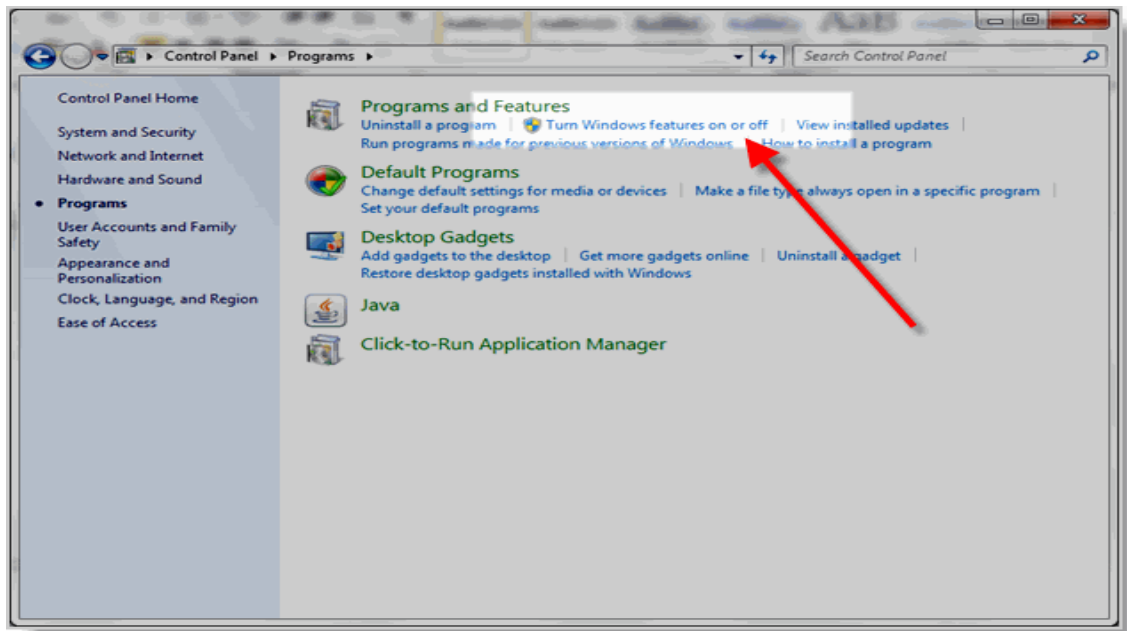
Step 2: Make sure Microsoft .NET is turned on

The “.NET Framework” is Microsoft code that provides the foundation for programs like **Annotate**. So you’ll need to make sure that your system is running the .NET Framework 3.5.1 before you install **Annotate**. The steps are easy:

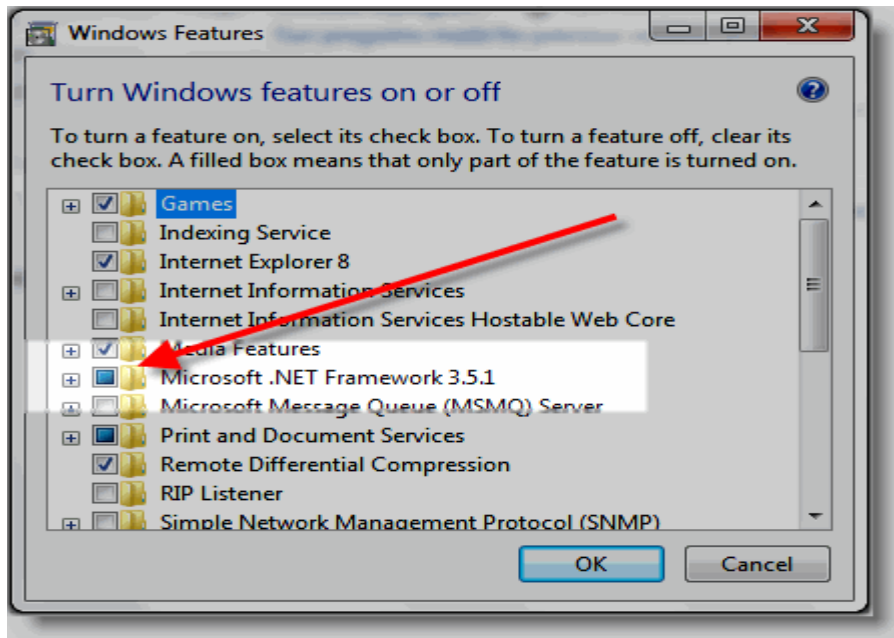
a.) Visit the Windows 7 Control Panel and select the Programs group (by clicking the word “Programs”)



b.) Click “Turn Windows features on or off” in the Programs section



c.) If the checkbox to the left of “Microsoft .NET Framework 3.5.1” is colored in as shown below, then .NET 3.5.1 is already running and you can proceed to Step 3. If the checkbox is not colored in, simply click on it. You won’t get a checkmark—just a colored box.



Step 3: Install Annotate for Word

Once you have installed the SQL Server and made sure that your system has the .NET Framework 3.5.1 running, 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 11trees [support page for Annotate](#).

