

## Prerequisite

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- This installation should only be attempted by a skilled member of IT staff.
- The individual installing this software should be experienced in installing software in a Microsoft Windows environment.
- The installation may require Administrator rights on the local machine.
- **All Microsoft Office applications and Invu must be closed.**

## Missing “Send to Invu” Icon

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If the “Send to Invu” Icon is missing:

**Go to:**

1. View
2. Toolbars
3. Ensure that the “INVU” toolbar is selected

**NB:** If the toolbar is not provided in the list see “Installing the Office Addin”

## Inactive “Send to Invu” Icon

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If your “Send to Invu” Icon is grayed out then:

**Office XP and above:**

**Go to:**

1. The MS Office Application
2. Select Help
3. About Microsoft Office <<application name>>
4. Disabled Items
5. Select the Invu Item and Click “Enable”

## Installing the Office Addin

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If you are installing the Addin, complete the following:

### Go to:

1. Start
2. All Programs
3. INVU
4. Office 2000 Addin
5. Remove Office Addin

Wait for the Splash screen to finish:

6. Start
7. All Programs
8. INVU
9. Office 2000 Addin
10. Install Office Addin

## Advanced: Using the Office Addin Executable version

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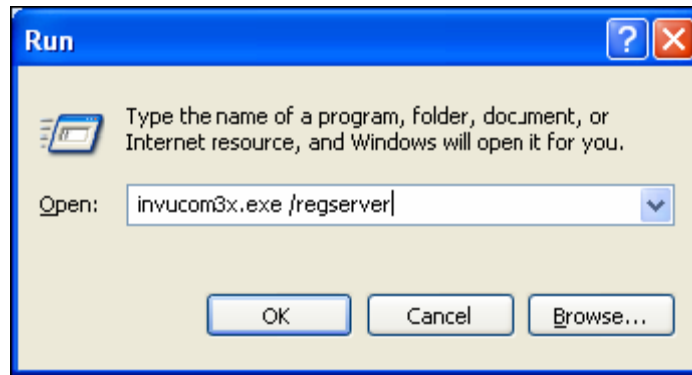
1. Disable the DLL's by adding the following line to the Office Addin section of your INVU ini\*.

### Example:

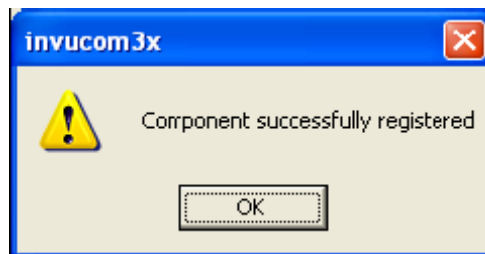
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[Officeaddin]
OfficeSave=1
SaveEvent=0
Usedll=0
```

2. Copy the latest **INVUCom3x.exe** file into your client directory (for example - c:\invu250). The INVUCom3x.exe should already be located in this file, however if you require the aforementioned executable please contact support@scanworx.co.uk.

3. Register the new component as follows: "invucom3x.exe /regserver"



You will then see this message.



This completes the installation.

\* to access the invu.ini type "invu.ini" in the windows "Run...", this will then display the invu.ini in a Notepad document.