NormanZ Numbering Addin Installation

After downloading the NormanZ Numbering.zip file you should verify the MD5 checksum to ensure it hasn't been tampered with in any way. You can download and use the freeware available from winMD5.com to do this.

After verifying the MD5 check sum is ok, unzip the downloaded file NormanZ Numbering.zip. It will create a folder containing the following files:-

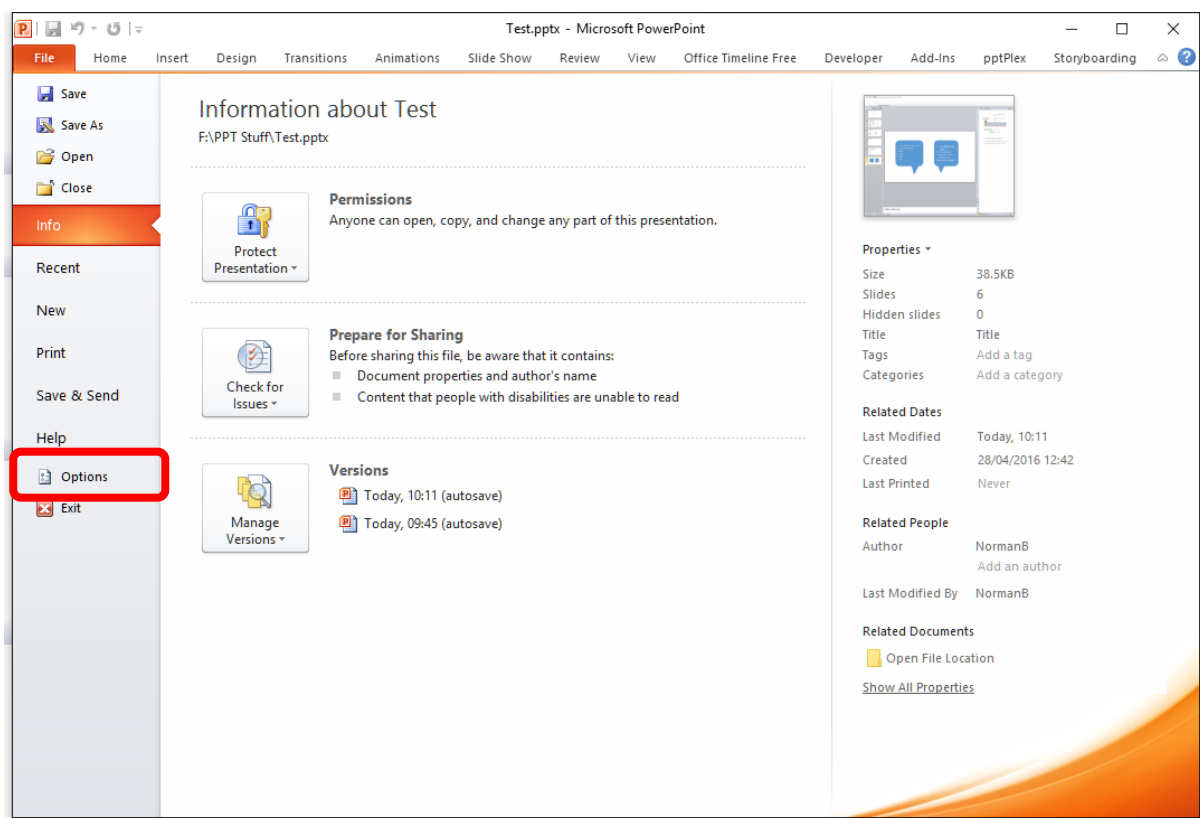NormanZ Numbering.ppam   For Office 2007 and later

User Guide.pdf

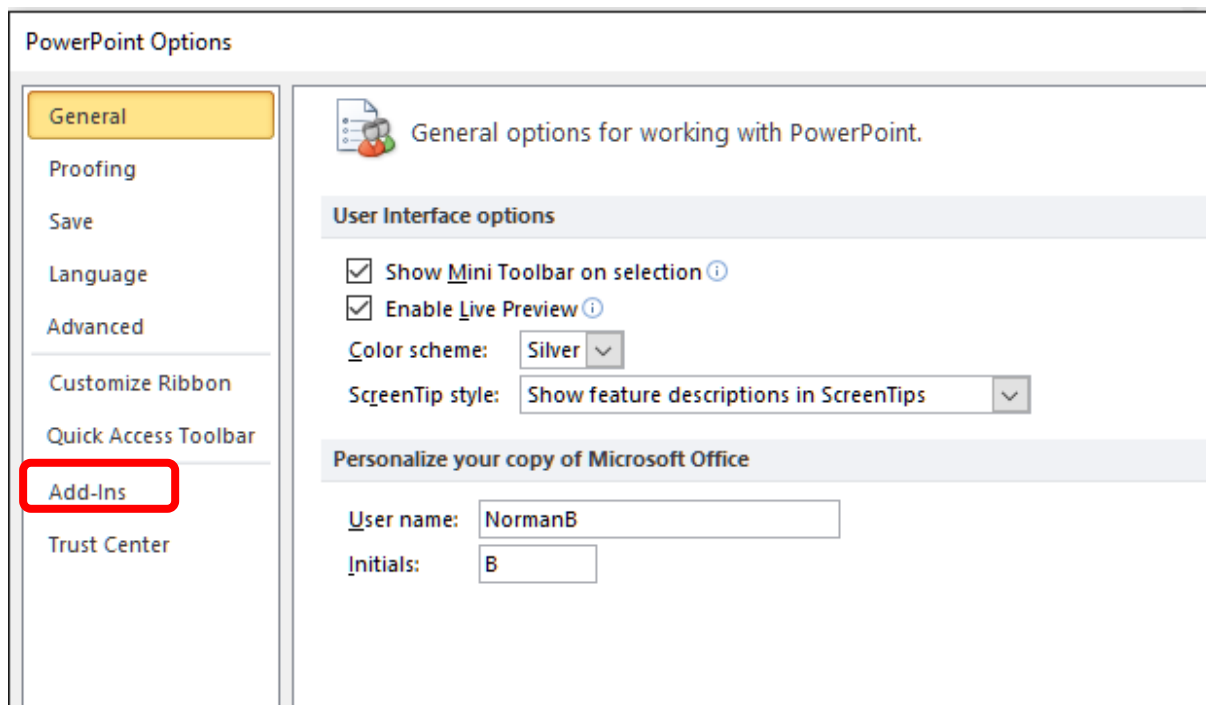Add-in Installation.pdf   this document

Installation

Installation of the add-in is quite straightforward if you are installing on a computer at home. If you have problems on a work computer then you may need to get your IT people to copy the add-in to the correct folder for you.
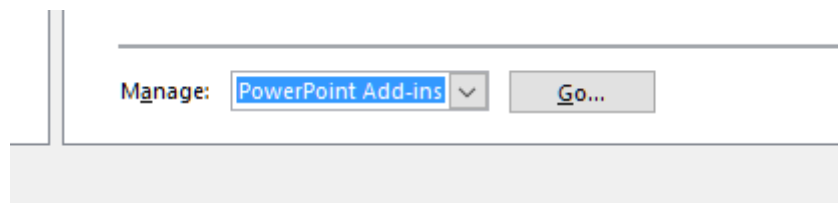
Firstly, go to the PowerPoint File menu then select Options as highlighted below.
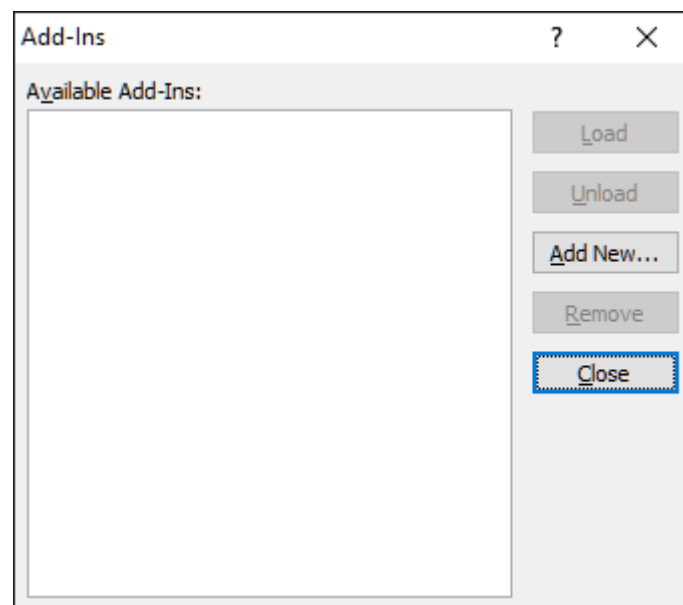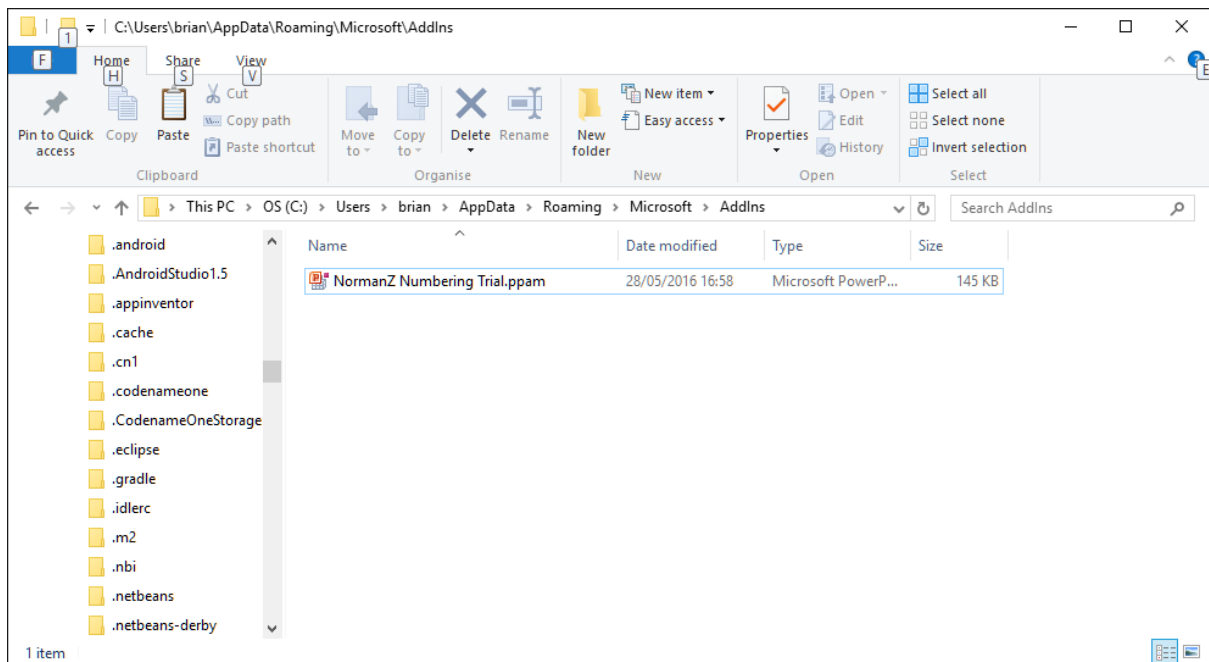
From the Options menu select Add-ins

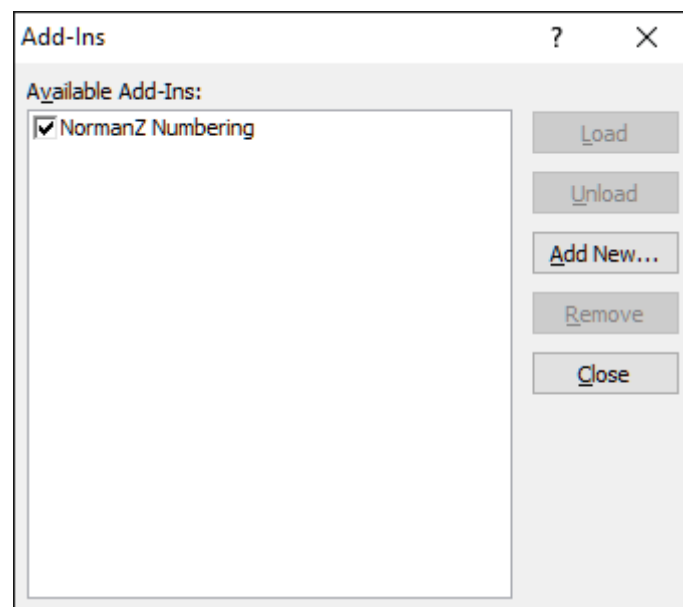At the bottom of the screen which follows, select PowerPoint Add-ins and click on Go

The next dialog you see is this one. (Yours may already have some Add-ins listed). Click the Add New button.
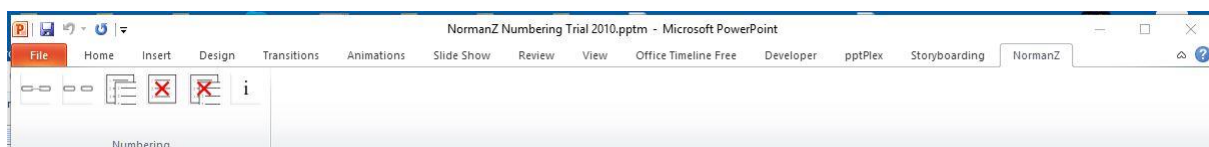
Drag and drop the add-in into the following window. Then select it. If you are installing the trial version the name of the add-in will end with Trial as below. The unlimited version does not have Trial in its name.

Select the add-in and click Open. You are returned to this dialog with the NormanZ Numbering (Trial) Add-in selected.

You can close this dialog. The PowerPoint ribbon should now have an Add-ins tab with the NormanZ Numbering add-in icons visible as shown below.

http://www.normanz.org

I hope you enjoy using it and that it saves you time.

The user guide explains how to use the add-in.