# Perma Word Plugin

## Automatic Installation

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This will only work if you chose “Enable Macros” when you opened this document.

## Manual Installation

To install this plugin manually, copy it to your Microsoft Word “Startup” folder and restart Word.

Possible locations of the “Startup” folder on a Mac:

Applications > Microsoft Office 2011 > Office > Startup > Word

Possible locations of the “Startup” folder on Windows:

C:\Users\*user name*\AppData\Roaming\Microsoft\Word\Startup

C:\Windows\Profiles\*user name*\Application Data\Microsoft\Word\Startup

C:\Users\*user name*\Application Data\Microsoft\Word\Startup

You can also find the “Startup” folder, or set a new one, by going to Options > Advanced > File Locations.

## Usage

Once the plugin is installed, you should see a new “Insert Perma Link ...” option when you right-click on a link in a Word document. Select that option to insert a new Perma link.

You can also select a link in plain text (not highlighted in blue). Select the entire text of the link and choose “Insert Perma Link ...”

## Removal

To remove the plugin, once it is installed, right-click, choose “Perma Settings ...”, and click “Uninstall Perma Word Plugin.”

You can also simply remove the plugin from your “Startup” folder, but in some versions of Word (such as Word for Mac 2011) this will not remove the “Perma” options from your right-click menu.