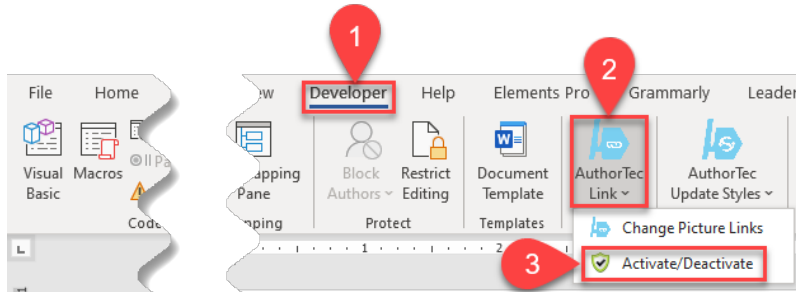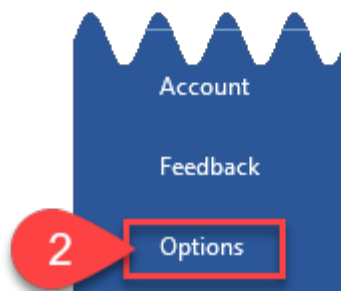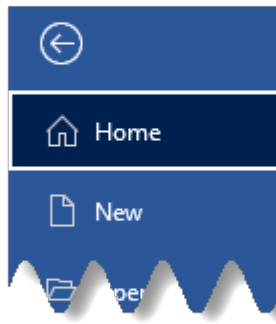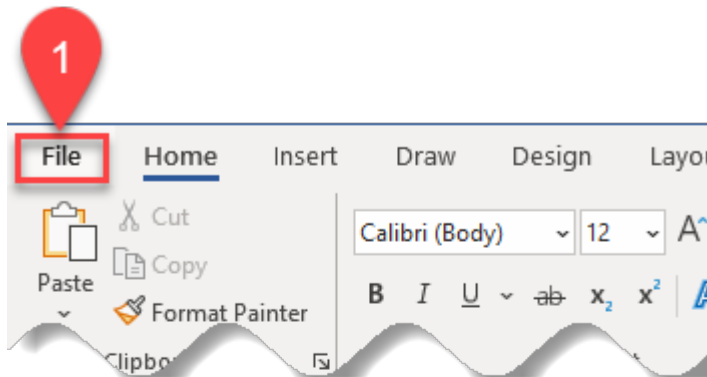## How to Activate AuthorTec Change Picture Links

Activate AuthorTec Change Picture Links

1. Click **Developer** on the Word Ribbon

2. Click on AuthorTec Links

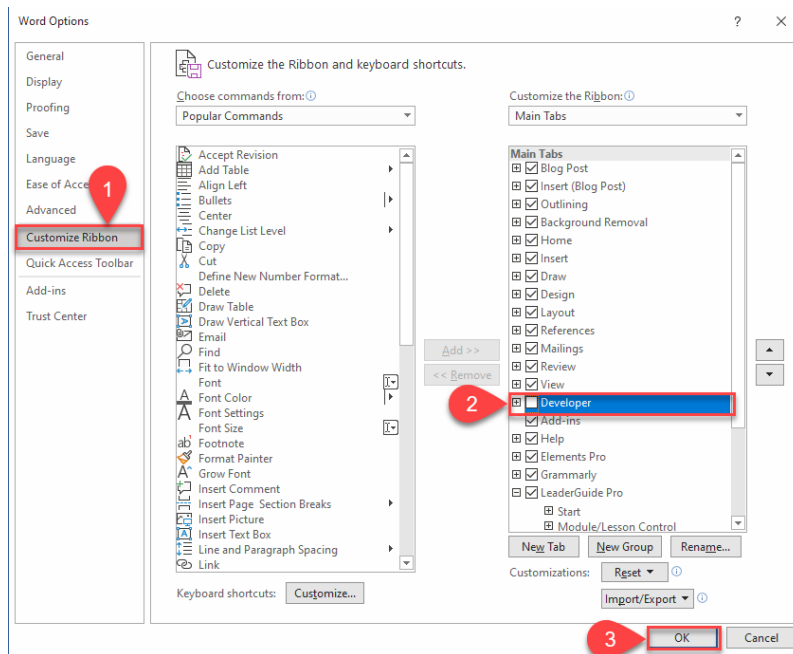3. Select **Activate / Deactivate** from the drop down menu

Don't See the Developer Tab

1. Click **File** on the Word Ribbon

2. Select **Options** from the bottom of the left hand panel that appears

How to Activate AuthorTec Change Picture Links
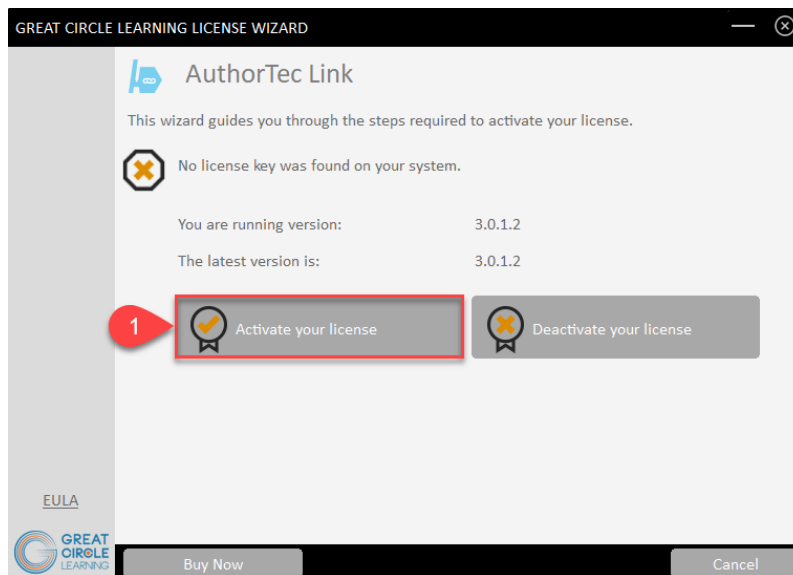
The Word Options Dialog Box Opens

1. Select **Customize Ribbon**

2. Place a check next to **Developer**

3. Click **OK**

The Developer tab will now appear in your Word Ribbon

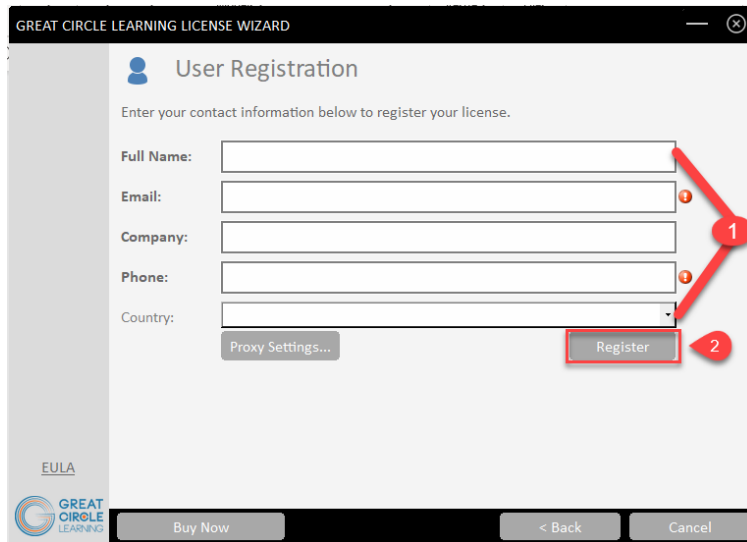You can now follow the instructions for activating

Activation Wizard
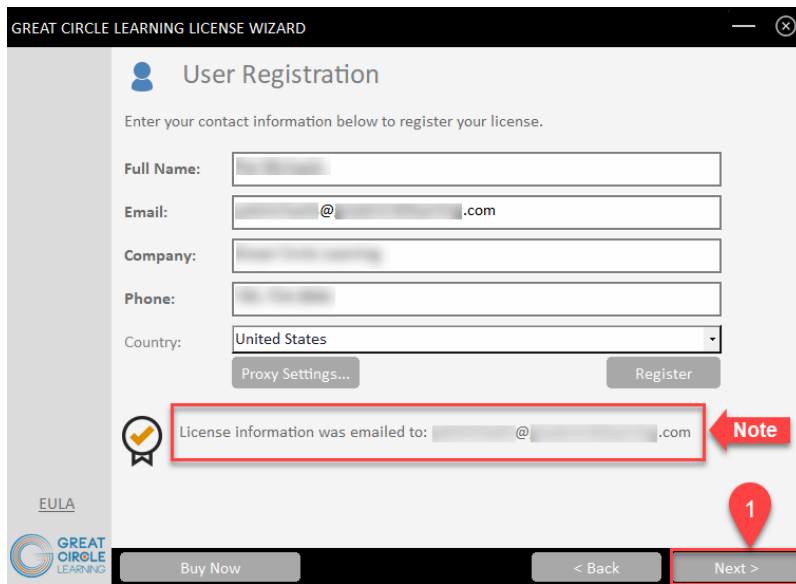

1. Click **Activate your License**

How to Activate AuthorTec Change Picture Links

Complete User Registration

1. Fill Out Prompts
2. Click **Register**

The User Registration Page Updates

1. Click **Next**

Note The license key for the free trial is emailed at this time to the email address entered on the User Registration panel.

How to Activate AuthorTec Change Picture Links

3

Activation Code Email

1. Open email and copy free trial license key

!

If You Don't Receive the Email

1. Check your spam and junk email boxes

2. Contact Us

   (239) 389-2000

   help@greatcirclelearning.com

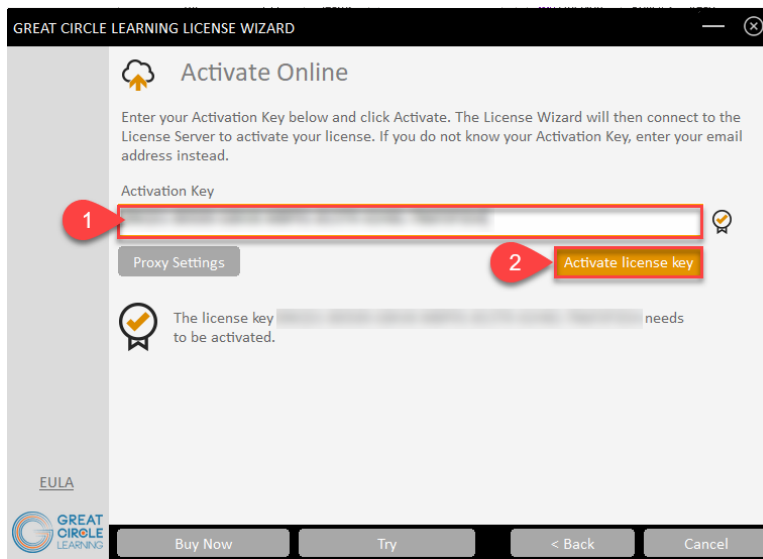### If you receive a message about an error contacting the license server:

Please ask your IT group to Whitelist this secure URL: https://qlm1.net/gclearning/qlmlicenseserver/qlmservice.asmx

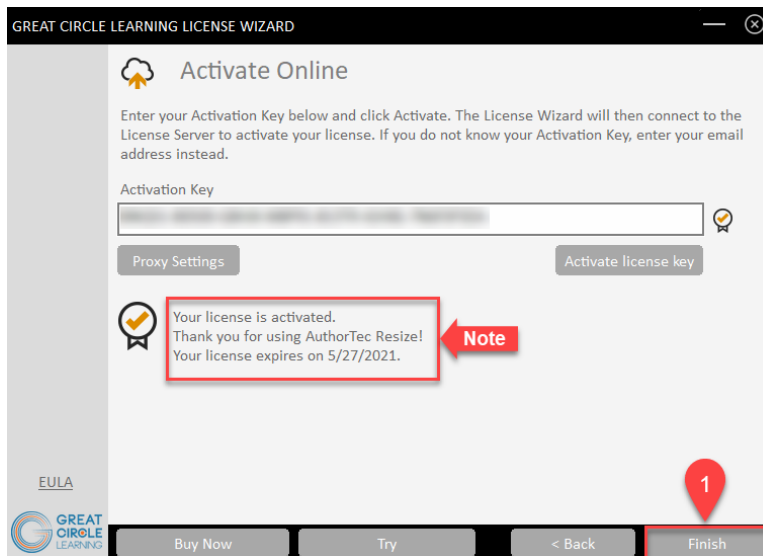## How to Activate AuthorTec Change Picture Links

Go Back to Activation Wizard

1. Paste in Activation Key from the email

2. Click Activate License Key

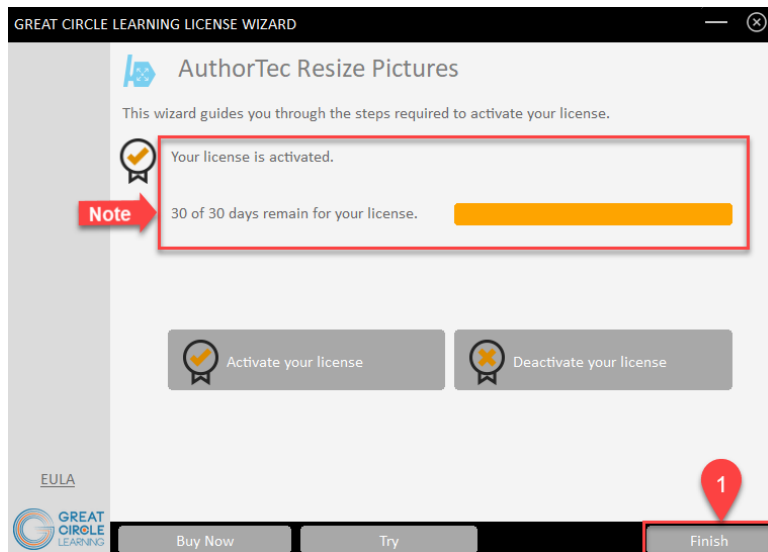### The Activation Wizard Dialog Box Will Update

1. Click **Finish**

 The dialog box will update and show the AuthorTec tool is activated and provide the date when the license expires
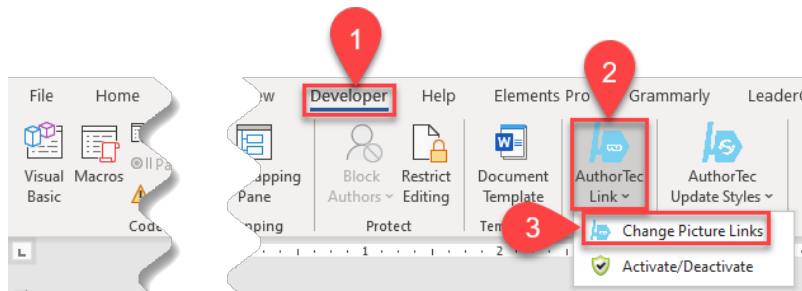
How to Activate AuthorTec Change Picture Links

Activation Wizard Will Open One Last Dialog Box

1. Click **Finish**

 This displays how many days are left on your activated license

Launch AuthorTec Change Picture Links

1. Click **Developer** on the Word Ribbon

2. Click the icon AuthorTec Links

3. Select **Change Picture Links**

Need Help?

Feel free to reach out with any questions.

(239) 389 – 2000

Or email us at:

info@greatcirclelearning.com