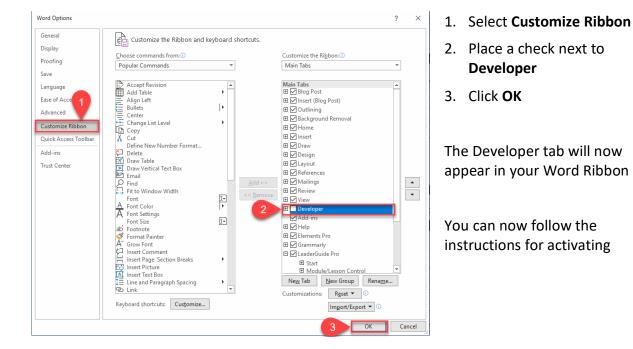


- 1. Click **Developer** on the Word Ribbon
- 2. Click on AuthorTec File Doctor
- Select Activate / Deactivate from the drop down menu

| | Don't See the Developer Tab |
|---|---|
| • | 1 |
| | File Home Insert Draw Design Layou |
| | Calibri (Body) ~ 12 ~ A^ |
| | Paste \checkmark Format Painter B $I \cup \checkmark$ \Rightarrow $x_2 \times x^2$ |
| | Clipbo Is |
| | Ś |
| | ப் Home |
| | 🕒 New |
| | Per Per |
| | |
| | |
| | Account |
| | Feedback |
| | 2 Options |

- 1. Click **File** on the Word Ribbon
- 2. Select **Options** from the bottom of the left hand panel that appears

The Word Options Dialog Box Opens



<image>

Complete User Registration

| GREAT CIRCLE | GREAT CIRCLE LEARNING LICENSE WIZARD — 🛞 | | | | | | |
|--------------|---|---------------|--|--|--|--|--|
|) | 2 User Registration | | | | | | |
| | Enter your contact information below to register your lic | ense. | | | | | |
| | Full Name: | | | | | | |
| | Email: | 0 | | | | | |
| | Company: | 9 | | | | | |
| | Phone: | | | | | | |
| | Country: | | | | | | |
| | Proxy Settings | Register | | | | | |
| | | | | | | | |
| EULA | | | | | | | |
| GPEAT | | | | | | | |
| | Buy Now | < Back Cancel | | | | | |

- 1. Fill Out Prompts
- 2. Click Register

The User Registration Page Updates

| GREAT CIRCLE LEARNING LICENSE WIZARD - O | 1. | Click Next |
|--|----|------------|
| 2 User Registration | | |
| Enter your contact information below to register your license. | | |
| Full Name: | | |
| Email: @ | | |
| Company: | | |
| Phone: | | |
| Country: United States • | | |
| Proxy Settings Register | | |
| License information was emailed to: @com | | |
| EULA | | |
| GREAT CIRCLE LEARNING Buy Now < Back Next > | | |
| The license key for the free trial is emailed at this time to the email address entered on the User Registration | | |

panel.

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

Go Back to Activation Wizard



- 1. Paste in Activation Key from the email
- 2. Click Activate License Key

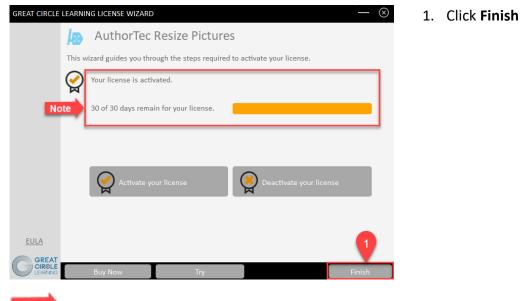
1. Click Finish

The Activation Wizard Dialog Box Will Update

| GREAT CIRCLE | LEARNING LICENSE WIZARD | | $ \otimes$ | | | |
|--------------|---|------------------|--------------|--|--|--|
| | 谷 Activate Online | | | | | |
| | Enter your Activation Key below and click Activate. The License Wizard will then connect to the License Server to activate your license. If you do not know your Activation Key, enter your email address instead. | | | | | |
| | Activation Key | | | | | |
| | NO. 103 (0.1 MILLION OF LOT 1.1 | | \bigotimes | | | |
| | Proxy Settings | Activate license | key | | | |
| | Your license is activated. Thank you for using AuthorTec Resize Your license expires on 5/27/2021. | Note | | | | |
| EULA | | | | | | |
| | Buy Now Try | < Back | Finish | | | |
| Autl | The dialog box will unorTec tool is activated a | • | | | | |

the license expires

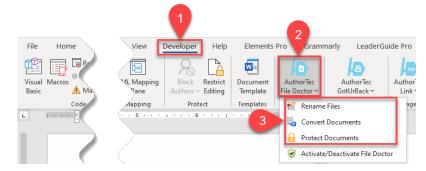
Activation Wizard Will Open One Last Dialog Box



Note This displays how many days are left on your activated license



Launch AuthorTec File Doctor



- 1. Click **Developer** on the Word Ribbon
- 2. Click the icon AuthorTec File Doctor
- 3. Select either
 - a. Rename Files
 - b. Convert Documents
 - c. Protect Document



Need Help?

Feel free to reach out with any questions.

(239) 389 - 2000

Or email us at:

info@greatcirclelearning.com