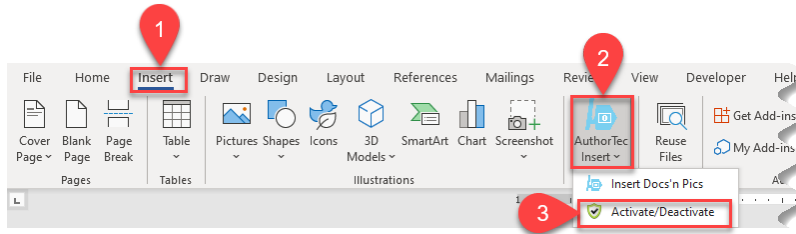


# How to Activate AuthorTec Insert Docs 'n Pics

1

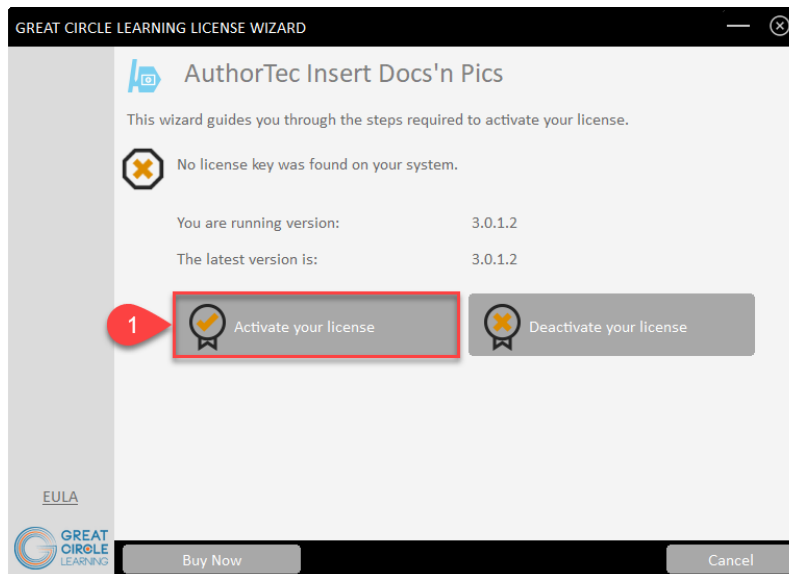
## Activate AuthorTec Insert Docs 'n Pics



1. Click **Insert** on the Word Ribbon
2. Click on AuthorTec Insert Icon
3. Select **Activate / Deactivate** from the drop down menu

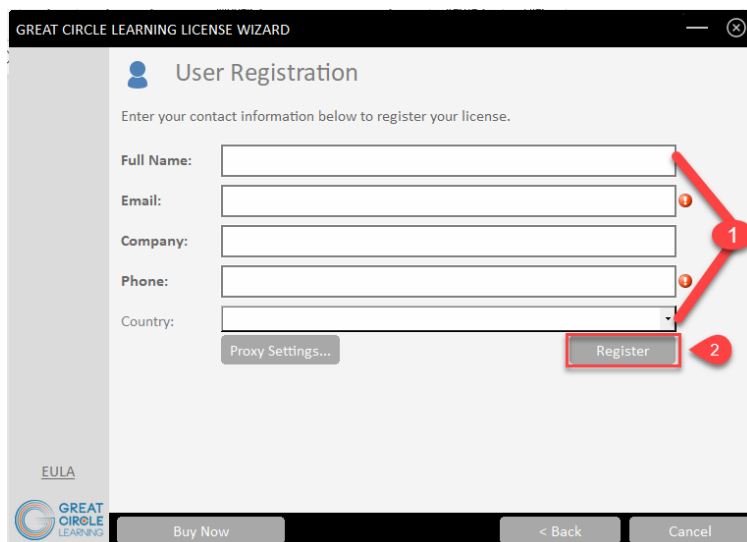
2

## Activation Wizard



1. Click **Activate your License**

## Complete User Registration



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

# How to Activate AuthorTec Insert Docs 'n Pics

## The User Registration Page Updates

1. Click **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

# How to Activate AuthorTec Insert Docs 'n Pics



## If You Don't Receive the Email

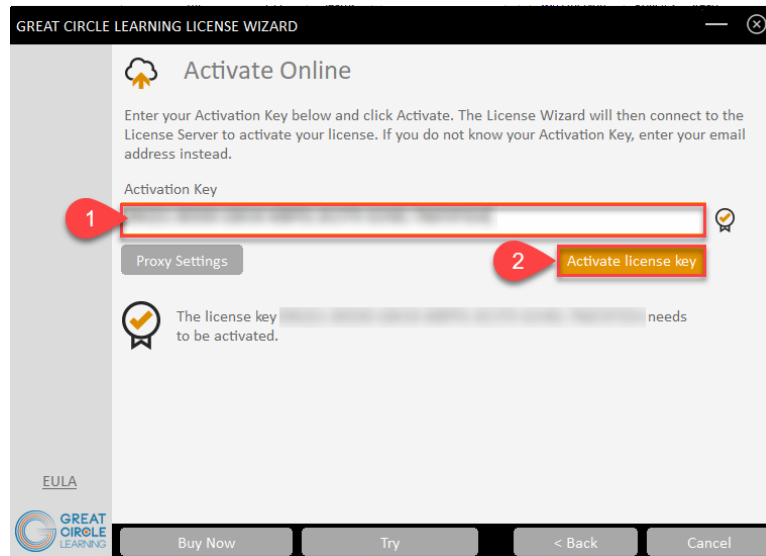
1. Check your spam and junk email boxes
2. Contact Us  
(239) 389-2000  
[help@greatcirclelearning.com](mailto:help@greatcirclelearning.com)

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

Please ask your IT group to Whitelist this secure URL:  
<https://glm1.net/gclearning/glmlicenseserver/glm-service.aspx>



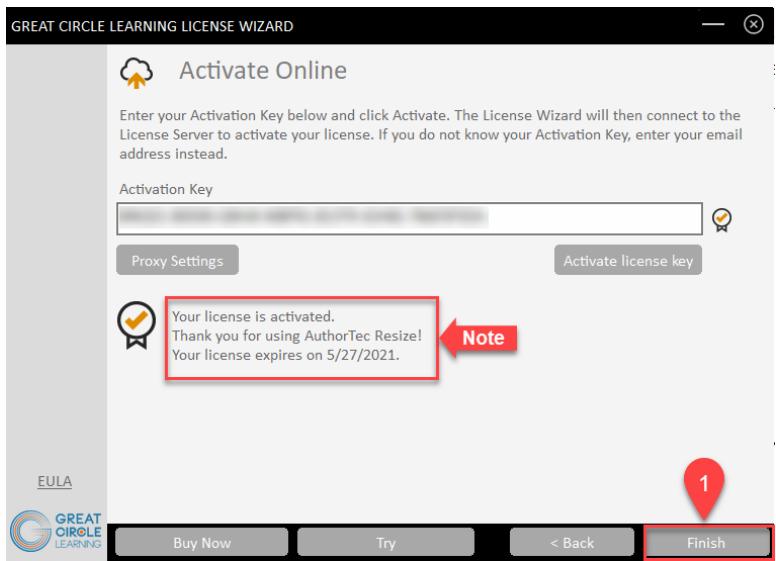
## Go Back to Activation Wizard



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

# How to Activate AuthorTec Insert Docs 'n Pics

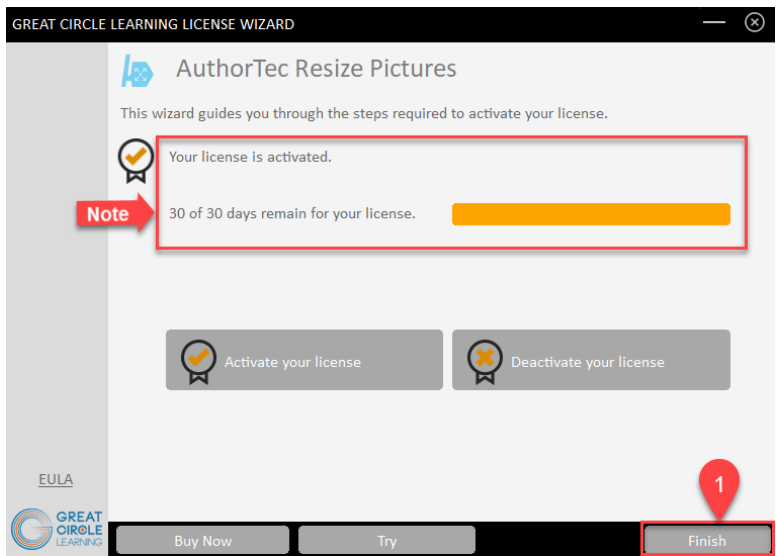
## The Activation Wizard Dialog Box Will Update



1. Click **Finish**

**Note** → The dialog box will update and show the AuthorTec tool is activated and provide the date when the license expires

## Activation Wizard Will Open One Last Dialog Box



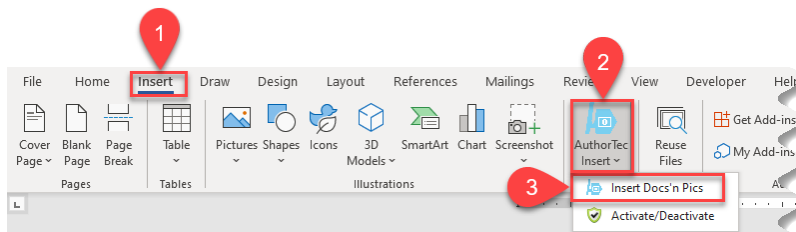
1. Click **Finish**

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

# How to Activate AuthorTec Insert Docs 'n Pics



## Launch AuthorTec Insert Docs 'n Pics



1. Click **Insert** on the Word Ribbon
2. Click the icon for AuthorTec Insert
3. Select **Insert Docs 'n Pics**



## Need Help?

Feel free to reach out with any questions.

(239) 389 – 2000

Or email us at:

[info@greatcirclelearning.com](mailto:info@greatcirclelearning.com)