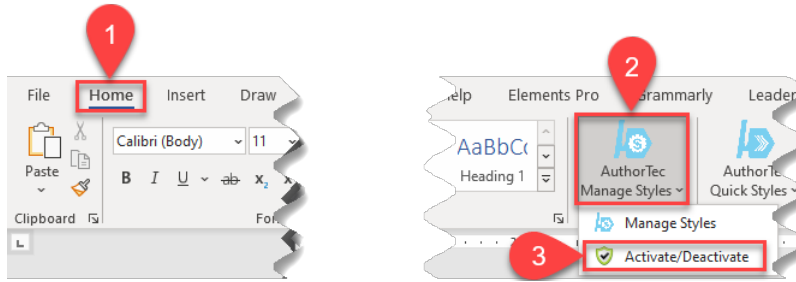


How to Activate AuthorTec Manage Styles

1

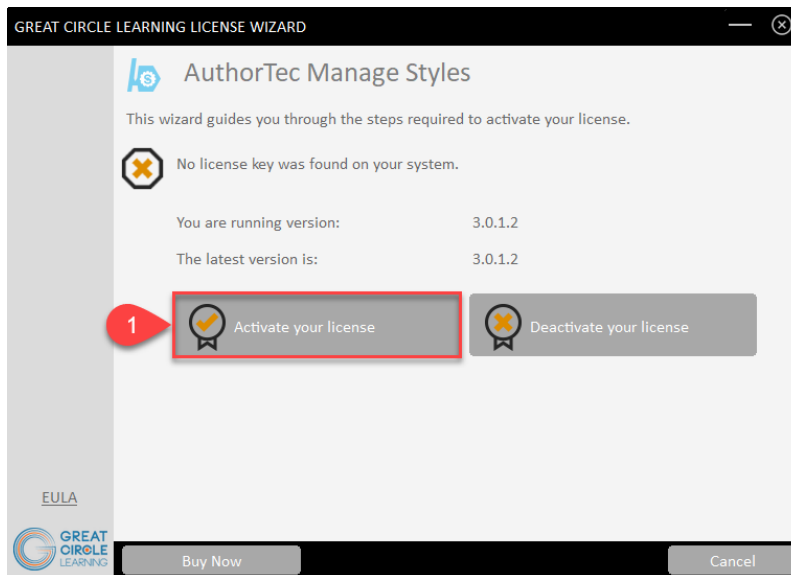
Activate AuthorTec Manage Styles



1. Click **Home** on the Word Ribbon
2. Click on AuthorTec Manage Styles
3. Select **Activate / Deactivate** from the drop down menu

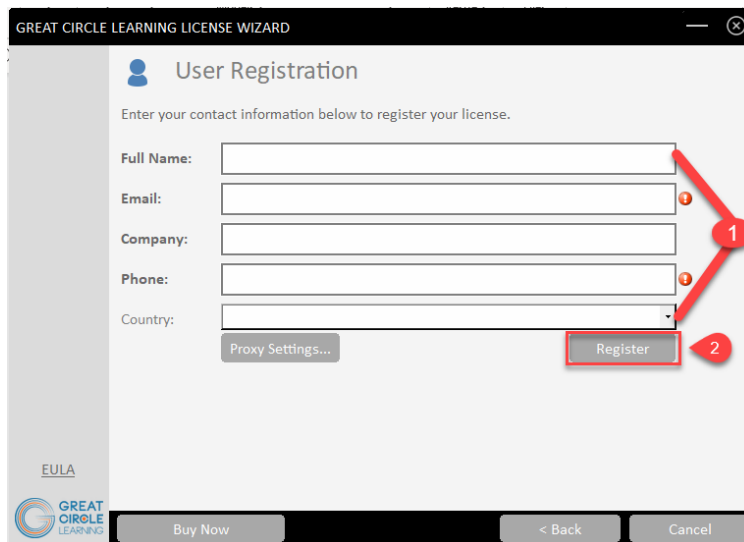
2

Activation Wizard



1. Click **Activate your License**

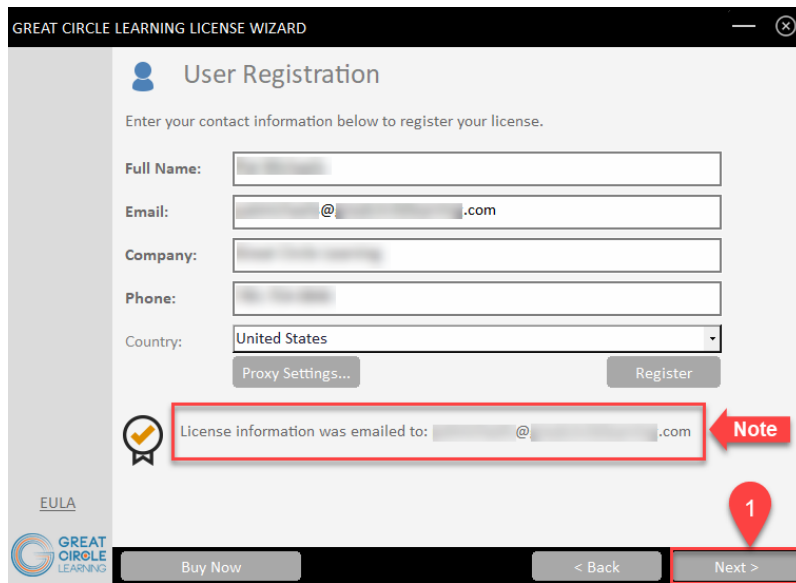
Complete User Registration



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

How to Activate AuthorTec Manage Styles

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 Manage Styles



If You Don't Receive the Email

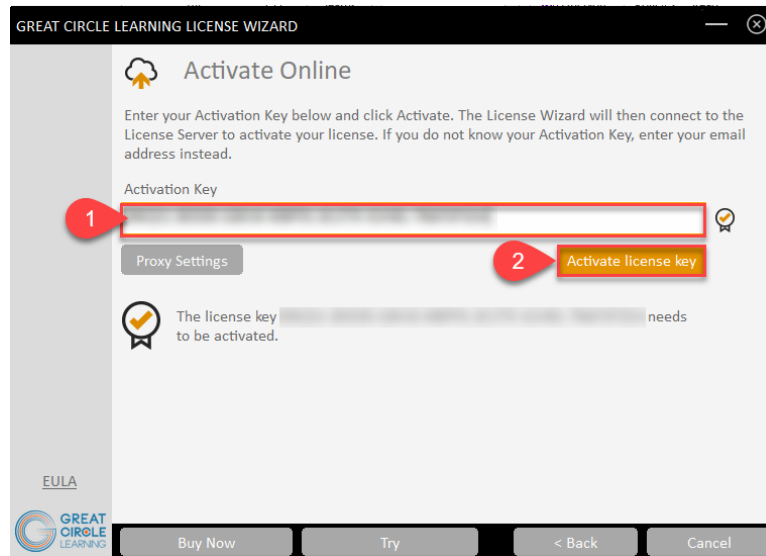
1. Check your spam and junk email boxes
2. Contact Us
(239) 389-2000
help@greatcirclelearning.com

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

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



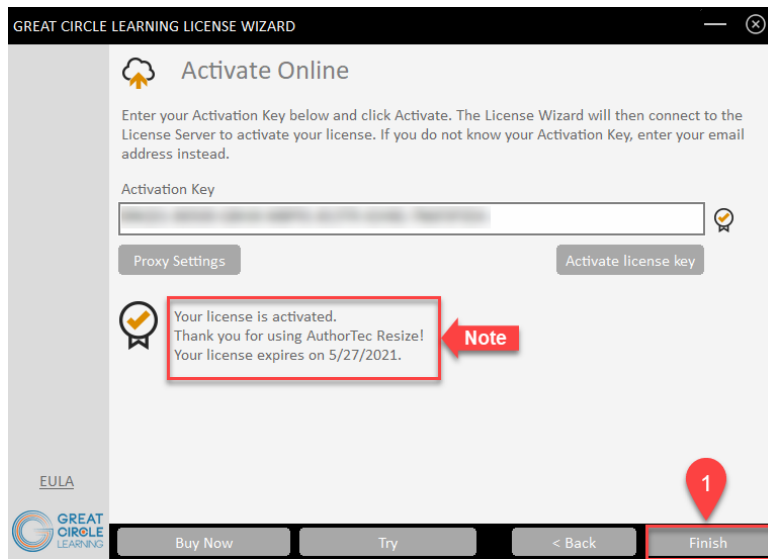
Go Back to Activation Wizard



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

How to Activate AuthorTec Manage Styles

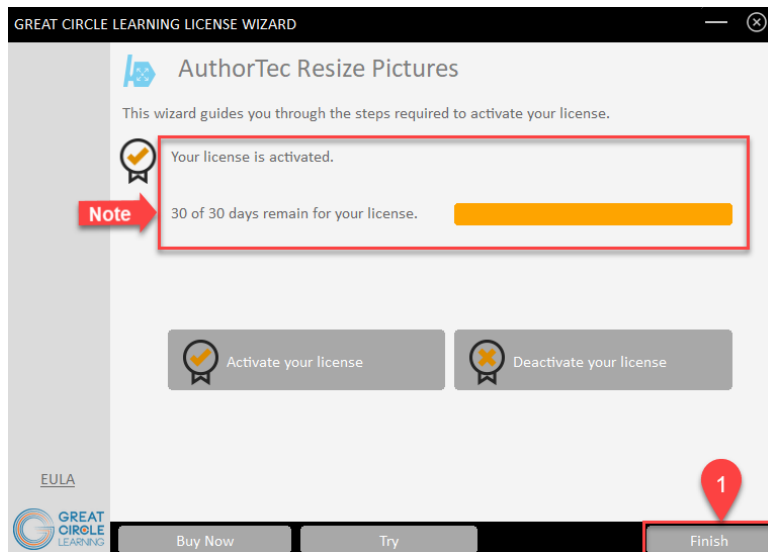
The Activation Wizard Dialog Box Will Update



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



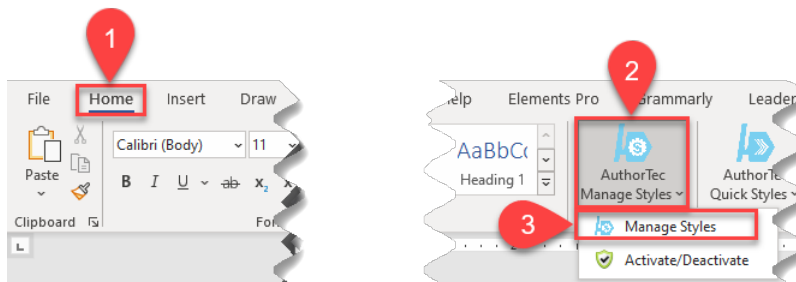
1. Click **Finish**

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

How to Activate AuthorTec Manage Styles



Launch AuthorTec Manage Styles



1. Click **Home** on the Word Ribbon
2. Click the icon AuthorTec Manage Styles
3. Select **Manage Styles**



Need Help?

Feel free to reach out with any questions.

(239) 389 – 2000

Or email us at:

info@greatcirclelearning.com