

## Report Comment Bank Word toolbar - User guide

### **What does this tool bar do ?**

This toolbar connects Microsoft Word to your account at [www.reportcardcomments.com](http://www.reportcardcomments.com) and makes it simple for you select comments to use in report cards you create in Word.

### **System requirements**

- ▶ Microsoft Windows XP – 7
- ▶ Microsoft Office 2007 – 2010
- ▶ Internet connection
- ▶ Account with [www.reportcardcomments.com](http://www.reportcardcomments.com)

### **Installation**

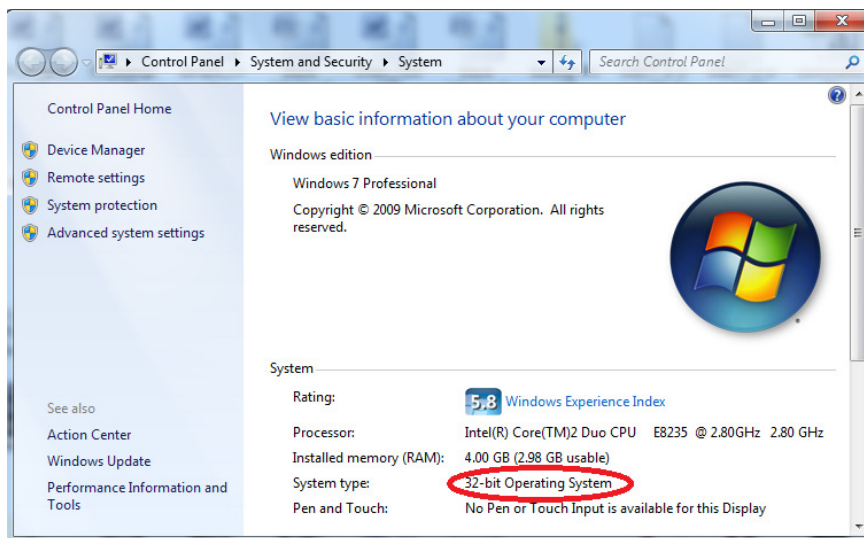
**\*\* If you are on a school system you may need a user with administrator privileges to do this for you.**

You first need to find out if your system is 32 or 64 bit.

- ▶ Right click on My Computer and choose Properties.

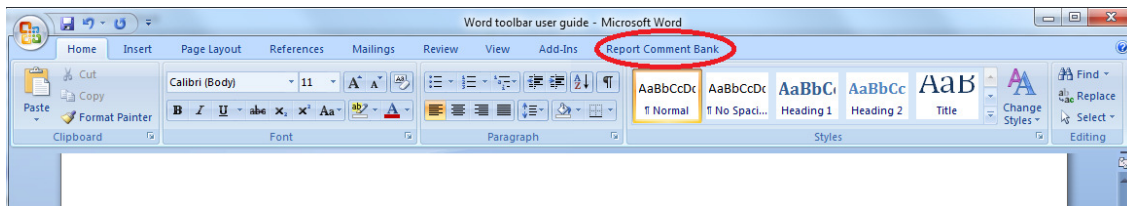
Or

- ▶ Control Panel > System and Security > System



Then simply download the appropriate setup file (32 or 64 bit) from <http://www.reportcardcomments.com/index/toolbar> and double click on it. Follow the steps in the install wizard.

When you start Microsoft Word you should then find a new Ribbon called Report Comment Bank



## Usage

Before you begin to use the toolbar you should :

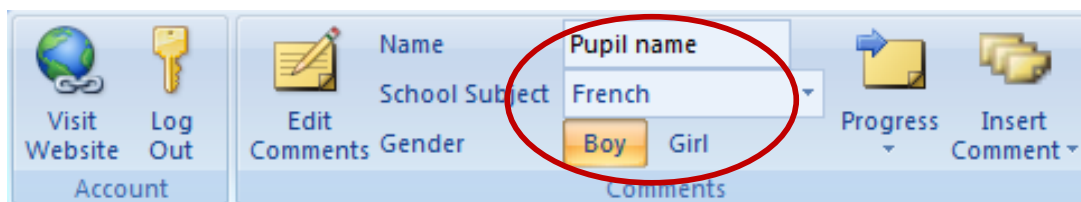
- ▶ Create an account at [www.reportcardcomments.com](http://www.reportcardcomments.com) (check your email for activation code)
- ▶ Organise your subject tabs :
  - a. Choose your subject
  - b. Possibly add shared comments
  - c. Hide the tabs you don't want
  - d. Drag the tabs in the order you want them in – this order is how they will automatically “flick” in the toolbar
  - e. Save your config for future use

- 1) Create an account / login

If you have not already done so then your first step is to create and activate (check your email) an account at [www.reportcardcomments.com](http://www.reportcardcomments.com) . Once you have done this you can login by using the email and password you chose.



- 2) Enter pupil name, choose subject and gender



### 3) Start creating report

The first button displays the name of the current tab you are on and allows you to select a tab, the second button allows you to choose and select comments. Once you have selected a comment the toolbar will automatically flick to the next tab set of comments. (you can change order by logging in at [www.reportcardscomments.com](http://www.reportcardscomments.com) and dragging tabs)

