

## Acclipse Document Manager — Enabling Hidden Toolbars in Office 07

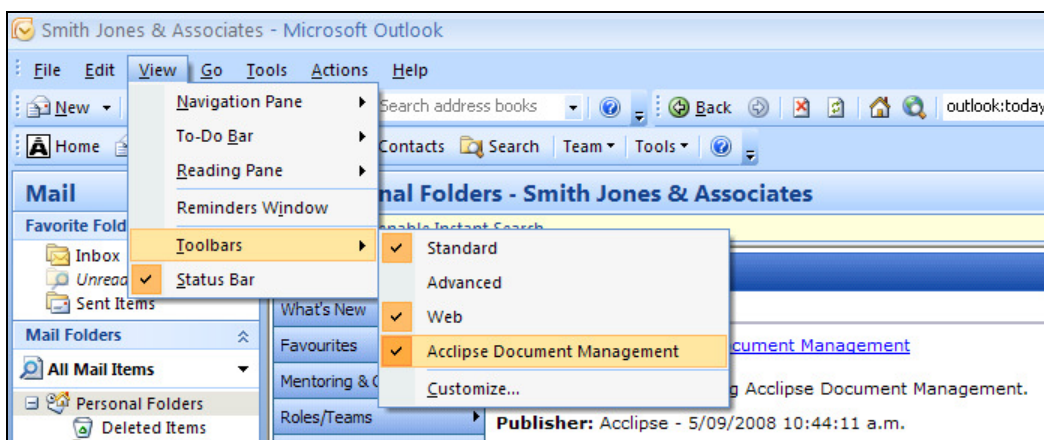
When you open an application, Microsoft Office checks for problems and sometimes disables add-ins like Acclipse Document Manager that haven't started. If this happens, the Acclipse toolbars or groups might not display, which will prevent you from accessing Acclipse Document Manager.

*TIP: You should not disable the Acclipse group if Microsoft Office prompts you to do this.*

### Switch on toolbars in Outlook 2007

To ensure your toolbars are switched on in Outlook:


1. Open Outlook.
2. Select **View** → **Toolbars** → **Acclipse Document Manager**.
3. Ensure the Acclipse toolbars are switched on.



Switching on the Acclipse Document Manager toolbar in Outlook 2007

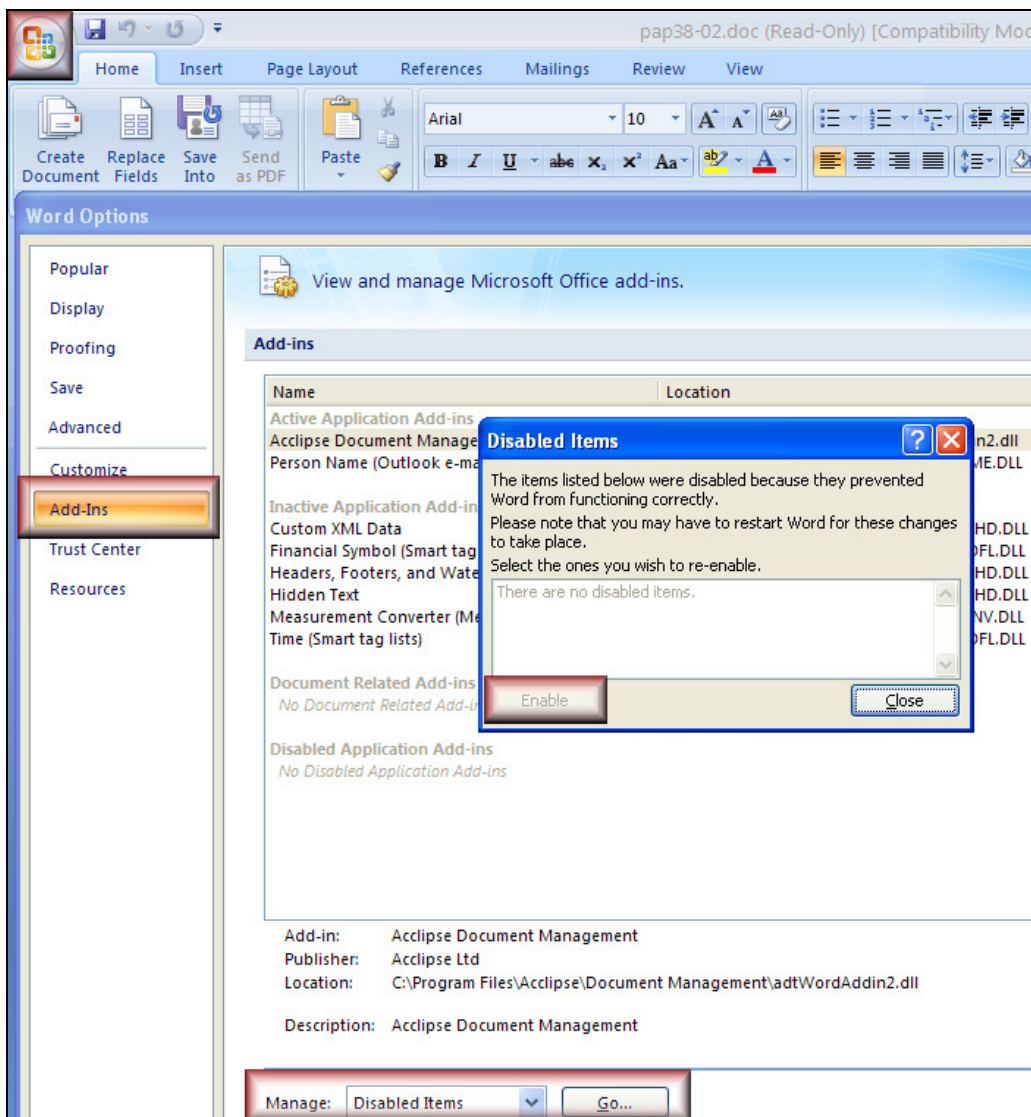
## Re-enable Acclipse group in Word or Excel 2007

Follow these steps if the Acclipse group does not display under the *Home* and *Insert* ribbon in Word or Excel:

1. Select the Office  button.
2. Click **Word Options** or **Excel Options**.
3. Select **Add-Ins**.
4. Click the arrow beside the *Manage* field → Select **Disabled Items**.
5. Click **Go**.
6. Select the Acclipse Document Manager toolbar(s).
7. Click **Enable**.
8. Reopen, Word, or Excel.

*NOTE: Please contact Acclipse Support if your Acclipse Document Manager toolbars and groups are enabled but you still cannot connect to the Acclipse database.*

*IMPORTANT: Contact your IT administrator before enabling toolbars or groups from other programs, which might be disabled for a valid reason.*



Re-enabling the Acclipse group in Word 2007