

## Acclipse Document Manager — Enabling Hidden Toolbars in Office 03

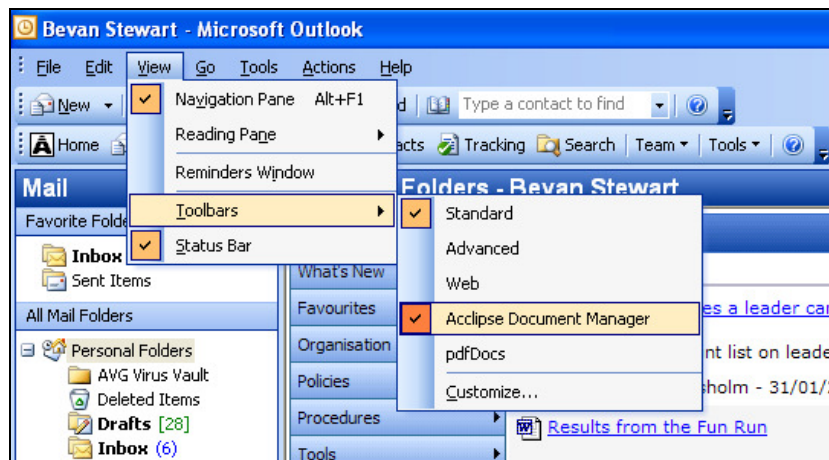
When you open an application, Microsoft Office checks for problems and sometimes disables add-ins like Acclipse Document Manager that haven't started. If this happens, the Acclipse toolbars or groups might not display, which will prevent you from accessing Acclipse Document Manager.

*TIP: You should not disable Acclipse Document Manager toolbars if Microsoft Office prompts you to do this.*

### Switch on toolbars in Outlook 2003

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.

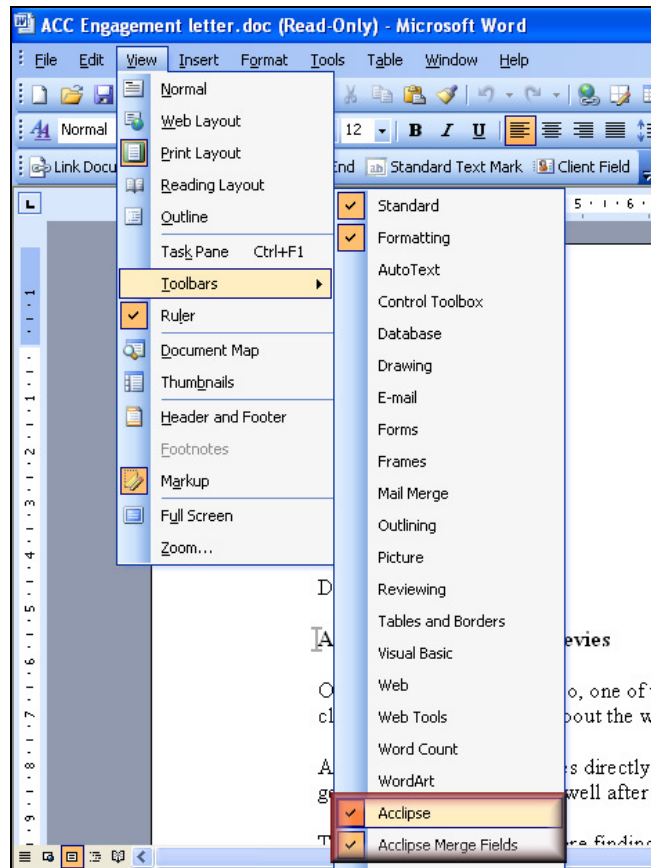


Switching on the Acclipse Document Manager toolbar in Outlook 2003

## Switch on toolbars in Word or Excel 2003

To ensure your toolbars are switched on in Word or Excel:

1. Open Word, or Excel.
2. Select **View** → **Toolbars** → **Acclipse Document Manager**.
3. Ensure the Acclipse toolbars are switched on.



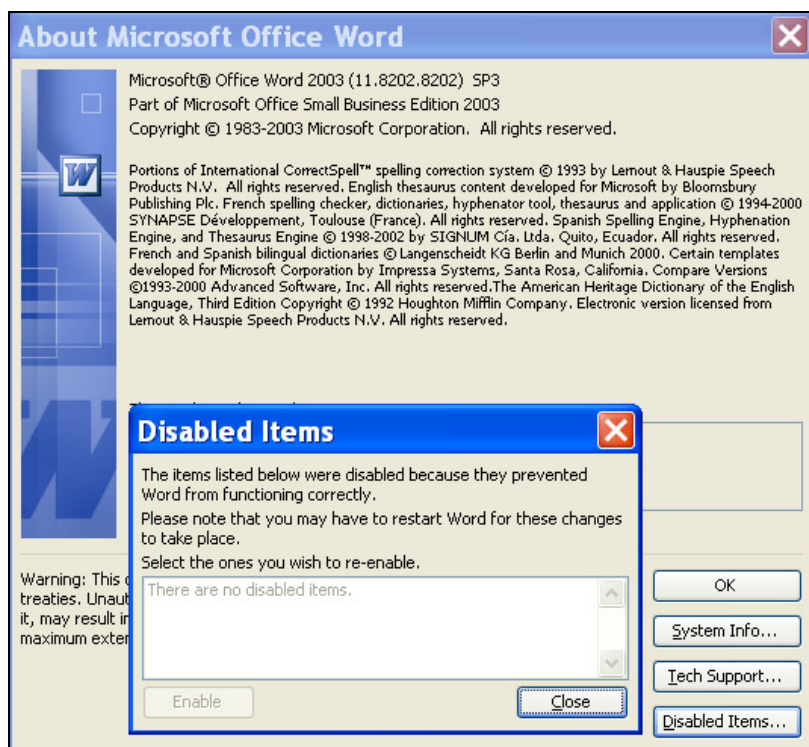
Switching on the Acclipse toolbars in Word 2003

## Re-enable toolbars in Office 2003

If the Acclipse Document Manager toolbars are not listed under *View* → *Toolbars*, or if you get a message that reads *Cannot connect to the database*, you will need to check whether Microsoft Office has disabled the Acclipse Document Manager toolbars.

Follow these steps if the *Acclipse Document Manager* toolbars are NOT listed under *View* → *Toolbars*:

1. Select **Help** → **About Microsoft Office** ....
2. Click **Disabled Items**.
3. Select the disabled Acclipse Document Manager toolbar(s).
4. Click **Enable**.
5. Select **File** → **Exit** to close Outlook, Word, or Excel.
6. Reopen Outlook, Word, or Excel.



Enabling disabled items