

COA Template Installation Guide (Windows)

About the COA Templates

The Court of Appeals (COA) has templates that you can use to create Court documents using Microsoft Word 2007 or 2010. There is one template for creating reports and another template for creating opinions. Each template provides the necessary document structure and helps to ensure that the documents conform to the approved format for the Court. Each template includes options for caption type, standard language, and all of the tools that you will need each time you open Word and start a Court document.

COA staff attorneys, contract attorneys, interns and externs who prepare reports and opinions for the Court are expected to use these templates. Note that once the templates have been installed on your home computer, detailed instructions on how to use the templates will be available in a new “Court of Appeals” folder created on your computer.

Installation Process

Important Note: If you previously installed the templates on your computer, you must first uninstall the original template installation program. If you do not uninstall that program, you will likely encounter errors.

- 1) Choose **Start, Control Panel**, and locate the option to either **Uninstall a Program** or **Add/Remove Programs** (depending on your version of Windows).
- 2) Within the list, select **COATemplates** and click **Uninstall** or **Remove**.
- 3) When done, close any Control Panel windows.

Complete the following steps to install the COA templates. The goal is to download the zip file available from the website, unzip the file, and run the MSI file which installs the templates and user guides on your computer.

1. In your browser, go to <http://courts.mi.gov/courts/coa/pages/templates.aspx>.
2. Download the **COATemplates.zip** file to your desktop. Do not change the file name.
3. Double-click the zip file and click **Extract All Files**.
4. Follow the prompts to extract the contents of the compressed folder to your desktop.
5. Once the files have been extracted, double-click the **COATemplates.msi** file to run the template installer program.
6. If prompted that the publisher could not be verified, click **Run**.
(This step will depend on your version of Windows and your security settings.)
7. A dialog box will appear while the installation runs in the background. This will take only a few seconds and the dialog box will disappear once the installation is complete.
8. You can now close any windows opened in this process.

The installation steps continue on the next page. They differ slightly at this point depending on whether you have Word 2007 or Word 2010.

Word 2007 Only

If you are using **Word 2007**, the installation is complete. To verify that the installation was successful, open Word and select the **Office button, New, My Templates**. Locate the tab labeled **COA Templates**.



If this tab is missing, please restart your computer and repeat steps 1-8 on page 1.

Note: If you are still missing the COA Templates tab after repeating the installation process, contact the COA Information Systems Help Desk, which is available Monday through Friday between 8 AM and 5 PM at 517.373.6965.

Word 2010 Only

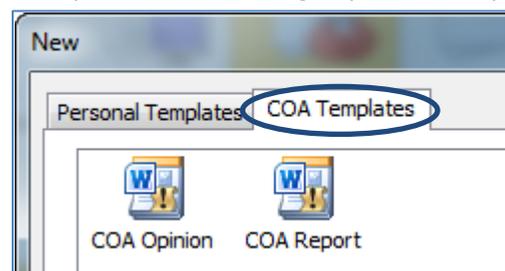
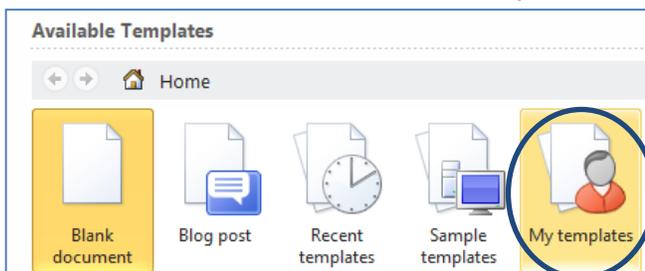
Additional steps are required if you use **Word 2010**. Our installation program cannot automate these settings.

NOTE: You must complete these steps for the templates to function properly. If you have previously installed the templates on your computer, you may just need to confirm that these settings are in place.

1. Open **Word**.
2. Click the **File** tab and click **Options**. The Word Options dialog box displays.
3. In the left pane, click **Advanced**.
4. Scroll to the bottom and click the **File Locations** button (under the General section).
5. Select **Workgroup templates** and click the **Modify** button.
6. In the Modify Location box, navigate to **Documents, Court of Appeals, COA Templates**.

Note: There will be a COA Templates sub-folder within the first COA Templates folder. Do not select the sub-folder. Select the first COA Templates folder.

7. Press **OK** twice.
Note: The Word Options box should still open be open at this point. If it is not, repeat steps 1-2.
8. In the left pane, click **Trust Center**.
9. Click the **Trust Center Settings** button.
10. In the left pane, click **Trusted Locations**.
11. Click the **Add new location** button.
12. Click **Browse**.
13. Navigate to **Documents, Court of Appeals, COA Templates, COA Templates**.
Note: This time you need to select the COA Templates sub-folder.
14. Press **OK** to return to Word. This completes the installation for **Word 2010**.
15. To verify that the installation was successful, select **File, New, My templates** and locate the tab labeled **COA Templates**. If the COA Templates tab is missing, repeat the steps above.



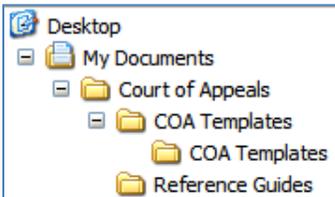
Working with the COA Templates

To create a Court document, double-click either the **COA Opinion** or **COA Report** template on the COA Templates tab and click OK. Specific directions on how to use either template are available in the **Opinion Template Guide** or **Report Template Guide**. These are available on your computer in the Documents folder, under the Court of Appeals, Reference Guides folder.

What Changes Does the Installation Program Make?

This section details the specific changes that the Installer program makes to your computer.

The Installer Program Creates a Court of Appeals Folder

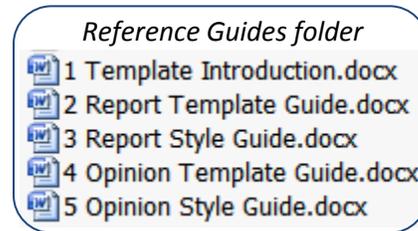
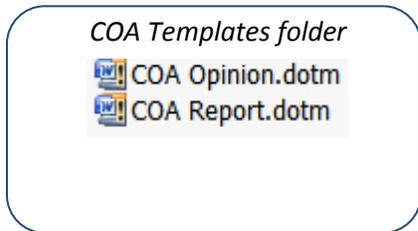


The Installer program creates a main folder named **Court of Appeals** in your **My Documents** or **Documents** folder (depending on Windows version). Within that main folder, there are 2 additional folders: **COA Templates** contains the template files and **Reference Guides** contains all accompanying documentation.

If you decide to reorganize the contents of this folder, keep in mind that other folders can be added under COA Templates and the Reference Guides folder can be moved. However, both of the COA Templates folders need to remain as originally installed for the templates to work properly.

The Installer Program Copies Files

The installation program also copies seven files to your computer. The templates themselves are copied to the nested COA Templates folder, while reference guides on how to use the COA Templates are copied to the Reference Guides folder. A detailed list is shown below:



The Installer Program Sets the Workgroup Templates Location in Word 2007

The final step in the installation process configures Word 2007 so that the COA Templates tab appears when you click the Microsoft Office Button and select **New, My Templates**. To verify this setting change, click the Microsoft Office Button and then click **Word Options**. In the left panel, select **Advanced** and then click the **File Locations** button. The option for **Workgroup templates** references the first COA Templates folder, as a result of the installation.

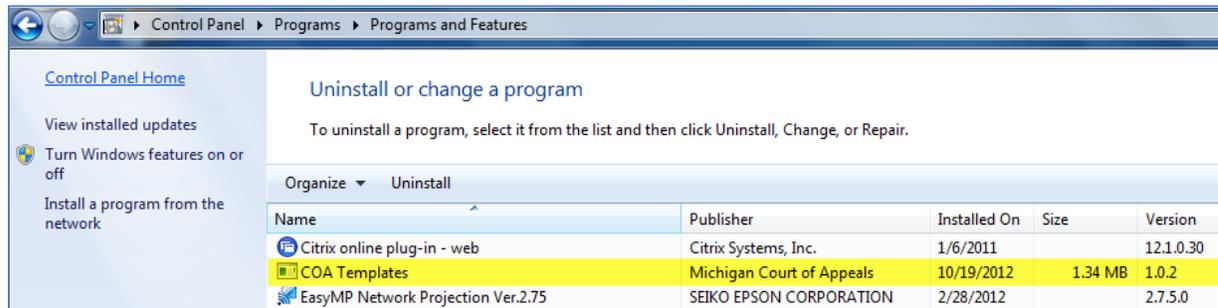


Note: If you have previously set the Workgroup templates path for other purposes, the installation program will overwrite the location with the COA Templates path. In that case, you may want to consider modifying the User templates location for pointing to personal templates.

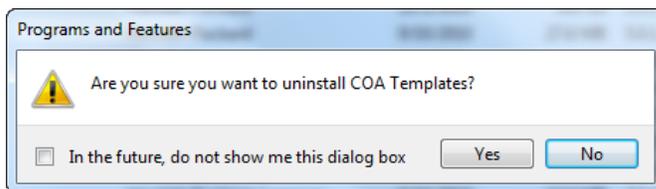
Uninstalling the COA Templates

An added benefit of the installation program is that the templates can be easily uninstalled if the need ever arises. The steps below will remove the templates, research guides and path setting for Workgroup templates in Word.

1. From the **Start** button, open the **Control Panel** and go to **Uninstall a Program or Add/Remove Programs**.
Note: The steps to access the Control Panel will vary slightly depending on your version of Windows.
2. In the list of available programs, select **COA Templates**.



3. Click **Uninstall** or **Remove**.
4. A dialog box will appear prompting **Are you sure you want to remove COA Templates from your computer?** Click **Yes**.



5. A dialog box will display while the templates are uninstalled from your computer. Once the uninstall process has completed, close any Control Panel windows.

Note: Document files (existing opinions and reports) that you have created based on these templates are not deleted during this process. You will be able to continue viewing and editing these files; however, the Court tab on the Ribbon will not be available, as the templates that contain this tab have been uninstalled.

Important Note: At any time, the Court may release an updated set of templates for home use. You will be notified when this occurs. It is your responsibility to repeat the Installation Process on page 1. When you download, save and run the Install program, the templates stored on your home computer will be updated.