

Reinstalling Expired Time Matters Add-ins for Microsoft Office

Summary

Time Matters add-ins for some Microsoft Office applications (Word, Excel, and PowerPoint) might become unavailable after the digital certificate expires. If this happens, you should download and install new add-in files.

Check your add-in settings

First, ensure that the add-ins are enabled in Time Matters:

1. In Time Matters, click **File > Setup > General > Workstation Level**.
2. On the General tab of the Workstation Level Setup window, click **Word Processor Setup**.
3. Ensure that a check mark is shown beside your version of Microsoft Word.
4. Click **OK** to close the Word Processor Setup window.
5. Click **Additional Program Setup**.
6. Ensure that check marks are shown beside your versions of Excel and PowerPoint.
7. Click **OK** to close the Additional Integration Setup window.
8. Click **OK** to close the Workstation Level Setup window.

If you enabled the add-ins during this procedure, see if they are now available.

If they are still not available, check your macro settings in each Microsoft Office application:

Microsoft Office 2003

1. Click **Tools** and then select **Macro** and **Security**.
2. On the Security window, click **Security Level**.

Microsoft Office 2007

1. Click the **Office** button and select **Word Options**.
2. On the left side of the Word Options window, click **Trust Center**.
3. Click the **Trust Center Settings** button.
4. On the Trust Center window, click **Macro Settings**.

Microsoft Office 2010

1. Click **File > Options**.
2. On the left side of the Word Options window, click **Trust Center**.
3. Click the **Trust Center Settings** button.
4. On the Trust Center window, click **Macro Settings**.

If both of the following are true...

- Time Matters add-ins appear on the Office ribbon when all macros are enabled
-and-
- Time Matters add-ins disappear from the Office ribbon when only digitally signed macros are enabled

...then the digital certificate of your Time Matters add-ins has expired. The rest of this document describes how to obtain and install new add-in files.

Download new add-in files

Use the following links to download the files for your version of Time Matters. Save the files to a temporary location. (**Do not unzip the files yet.** Follow the installation instructions below.)

Time Matters 9

http://support.lexisnexis.com/InDownload/software/tmaddins/tm9_certfix.zip

Time Matters 10

http://support.lexisnexis.com/InDownload/software/tmaddins/tm10_certfix.zip

Microsoft Office 2010 users also download:

<http://support.lexisnexis.com/InDownload/software/tmaddins/unregisterworddll.zip>

Time Matters 11

http://support.lexisnexis.com/InDownload/software/tmaddins/tm11_certfix.zip

Microsoft Office 2010 users also download:

<http://support.lexisnexis.com/InDownload/software/tmaddins/unregisterworddll.zip>

Install the add-in files

Perform only the tasks for your version of Microsoft Office.

Microsoft Office 2010	Microsoft Office 2003 / 2007
A. Disable existing Time Matters add-ins	A. Disable existing Time Matters add-ins
B. Run UnRegisterWordDll.bat	
C. Place downloaded files in the Time Matters program folder	C. Place downloaded files in the Time Matters program folder
D. Run RegisterWordDll.bat	
E. Enable Time Matters add-ins	E. Enable Time Matters add-ins

A. Disable existing Time Matters add-ins

1. In Time Matters, click **File > Setup > General > Workstation Level**.
2. On the General tab of the Workstation Level Setup window, click **Word Processor Setup**.
3. Clear the box beside your version of Microsoft Word.
4. Click **OK** to close the Word Processor Setup window.

5. Click **Additional Program Setup**.
6. Clear the boxes beside your versions of Excel and PowerPoint.
7. Click **OK** to close the Additional Integration Setup window.
8. Click **OK** to close the Workstation Level Setup window.
9. Close Time Matters.

B. Run the batch file UnRegisterWordD11.bat (Microsoft 2010 users only)

1. Ensure that you are logged in with Windows administrator privileges.
2. Unzip the downloaded file `unregisterwordd11.zip` and place the contents in the main Time Matters program folder.

The default locations of the Time Matters program folder are:

Time Matters 9 Professional	C:\TMW9
Time Matters 9 Enterprise	C:\TMW9E
Time Matters 10 (32 bit OS)	C:\Program Files\LexisNexis\Time Matters
Time Matters 10 (64 bit OS)	C:\Program Files (x86)\LexisNexis\Time Matters
Time Matters 11 (32 bit OS)	C:\Program Files\LexisNexis\Time Matters 11
Time Matters 11 (64 bit OS)	C:\Program Files (x86)\LexisNexis\Time Matters 11

3. In Windows Explorer, locate the file `UnRegisterWordD11.bat` in the main Time Matters program folder.
4. Run `UnRegisterWordD11.bat` as an administrator.
 - Windows Vista or Windows 7: Right-click the file and select **Run as Administrator** on the shortcut menu. If prompted to confirm, click **Yes**.
 - Windows XP: Double-click the file.
5. Check the resulting message to ensure that the file was successfully unregistered.
6. Press any key to close the window.

C. Place downloaded files in the main Time Matters program folder

Unzip the downloaded file `tmxx_certfix.zip` (where “xx” is your Time Matters version) and place the contents in the main Time Matters program folder.

The default locations of the Time Matters program folder are:

Time Matters 9 Professional	C:\TMW9
Time Matters 9 Enterprise	C:\TMW9E
Time Matters 10 (32 bit OS)	C:\Program Files\LexisNexis\Time Matters
Time Matters 10 (64 bit OS)	C:\Program Files (x86)\LexisNexis\Time Matters
Time Matters 11 (32 bit OS)	C:\Program Files\LexisNexis\Time Matters 11
Time Matters 11 (64 bit OS)	C:\Program Files (x86)\LexisNexis\Time Matters 11

D. Run the batch file RegisterWordDll.bat (Microsoft 2010 users only)

1. Ensure that you are logged in with Windows administrator privileges.
2. In Windows Explorer, locate the file RegisterWordDll.bat in the main Time Matters program folder.
3. Run RegisterWordDll.bat as an administrator.
 - Windows Vista or Windows 7: Right-click the file and select **Run as Administrator** on the shortcut menu. If prompted to confirm, click **Yes**.
 - Windows XP: Double-click the file.
4. Check the resulting message to ensure that the file was successfully registered.
5. Press any key to close the window.

E. Enable Time Matters add-ins

1. Open Time Matters and go to **File > Setup > General > Workstation Level**.
2. On the General tab of the Workstation Level Setup window, click **Word Processor Setup**.
3. Ensure that a check mark is shown beside your version of Microsoft Word.
4. Click **OK** to close the Word Processor Setup window.
5. Click **Additional Program Setup**.
6. Ensure that check marks are shown beside your versions of Excel and PowerPoint.
7. Click **OK** to close the Additional Integration Setup window.
8. Click **OK** to close the Workstation Level Setup window.

The Time Matters add-ins should now appear in your Microsoft Office applications.

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