

James Abela ELT



ReadMe

Please read the instructions very carefully before using the template and ensure you have an up to date virus checker running. If you have not directly downloaded this from jamesabela.co.uk please check the source very carefully.

Requirements

Before attempting to use this template, please check that you have MS Word 2000+.

DO NOT ATTEMPT TO OPEN WITH OPEN OFFICE!

The following Software is FREEWARE!

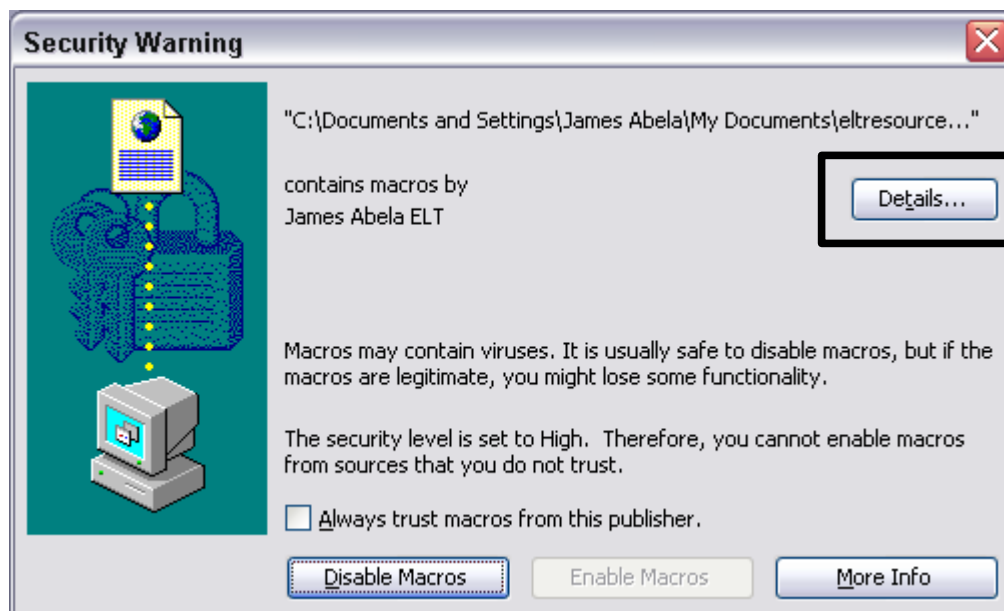
This software is being given to you for free and it is up to you how you use it with that in mind we can not offer support for it beyond the standard instructions and FAQs. If professional support is required you should consult with your local IT support people. Anybody with an Advanced knowledge of Microsoft Word should be able to help you.

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Installing The Template

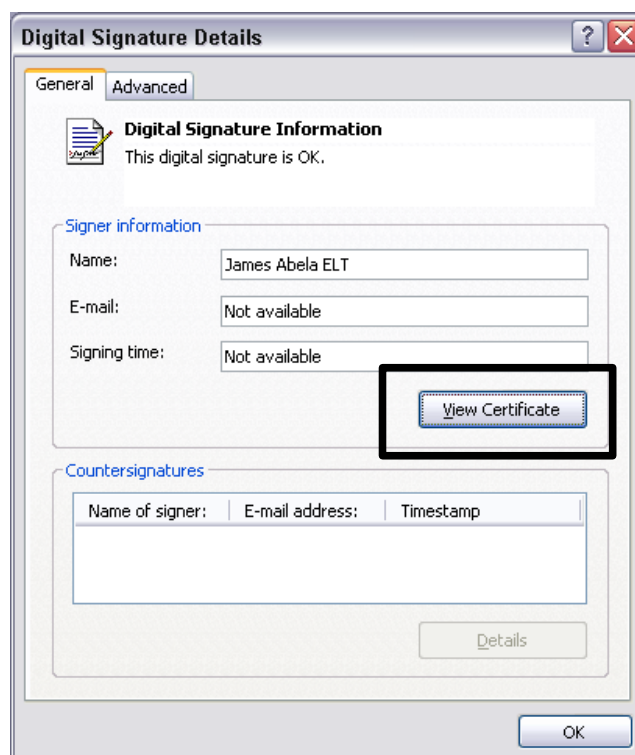


When the template first loads you should receive a warning that looks like this.

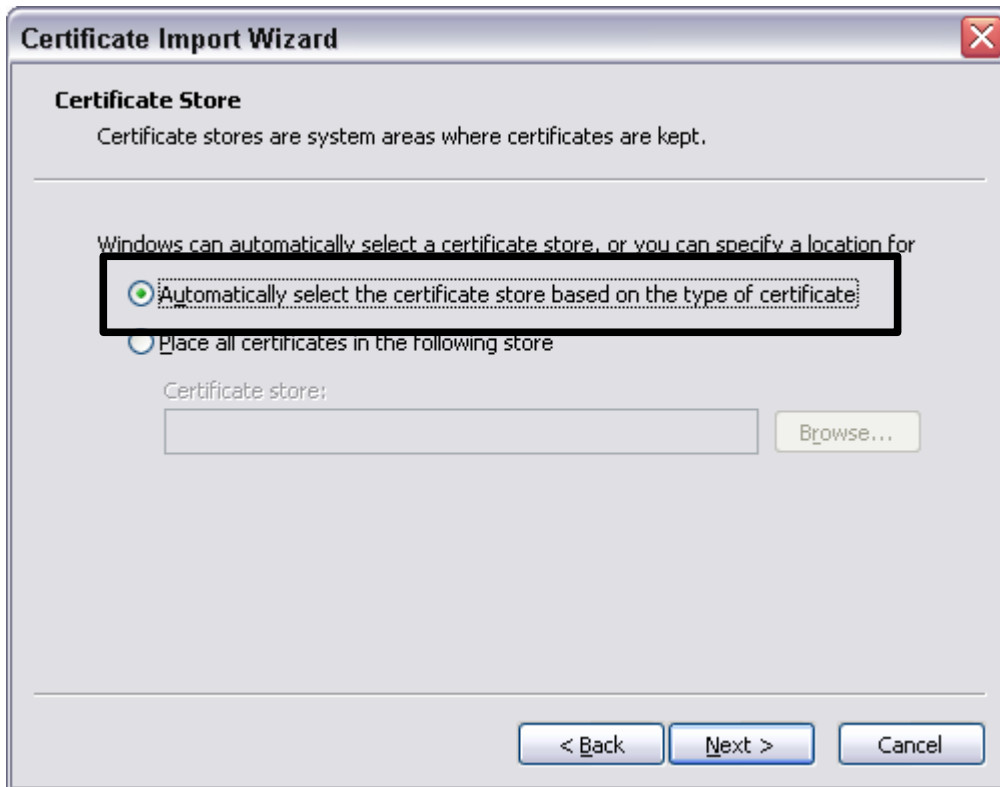
Unfortunately a few virus writers have used features within Macros to write viruses.

Click The Details button.

Examine the certificate, which should say it came from jamesabela.co.uk. Depending on your computer it will encourage you to trust it or not. Click View Certificate.



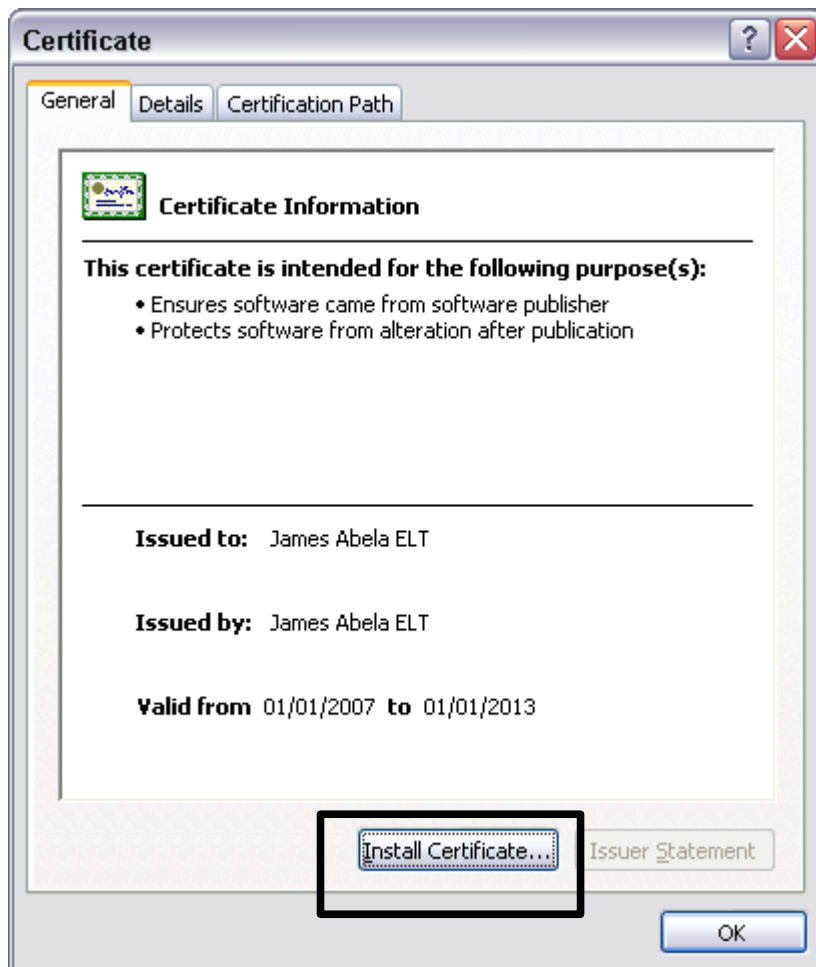
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Click "Automatically select the certificate based on the type of certificate"

And then click *Next*

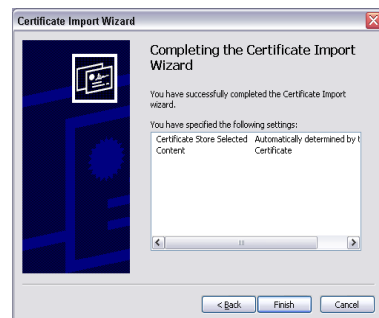
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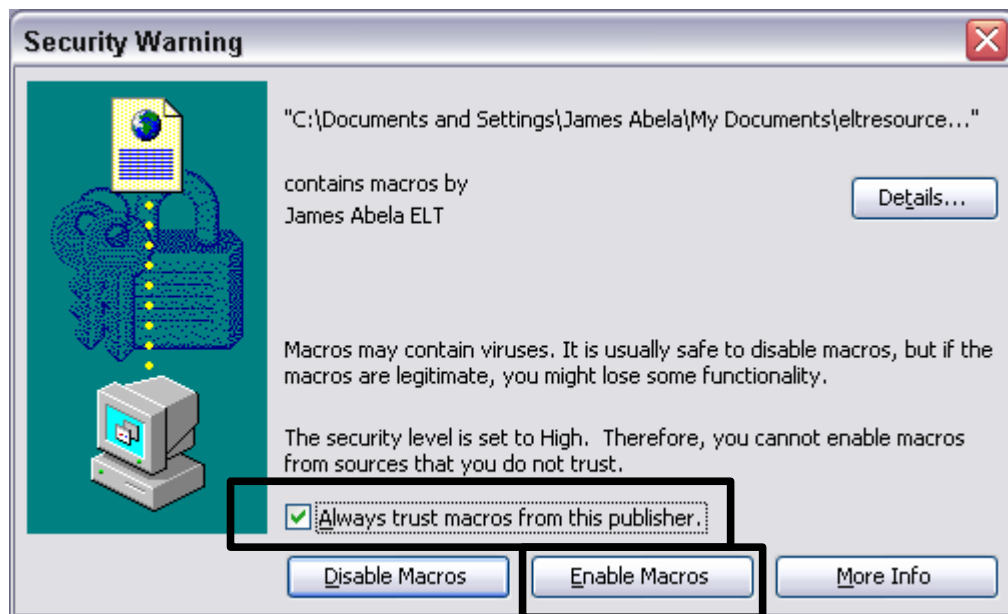
Click Install Certificate a Wizard will then open up. Click *Next*.



Click *Finish*



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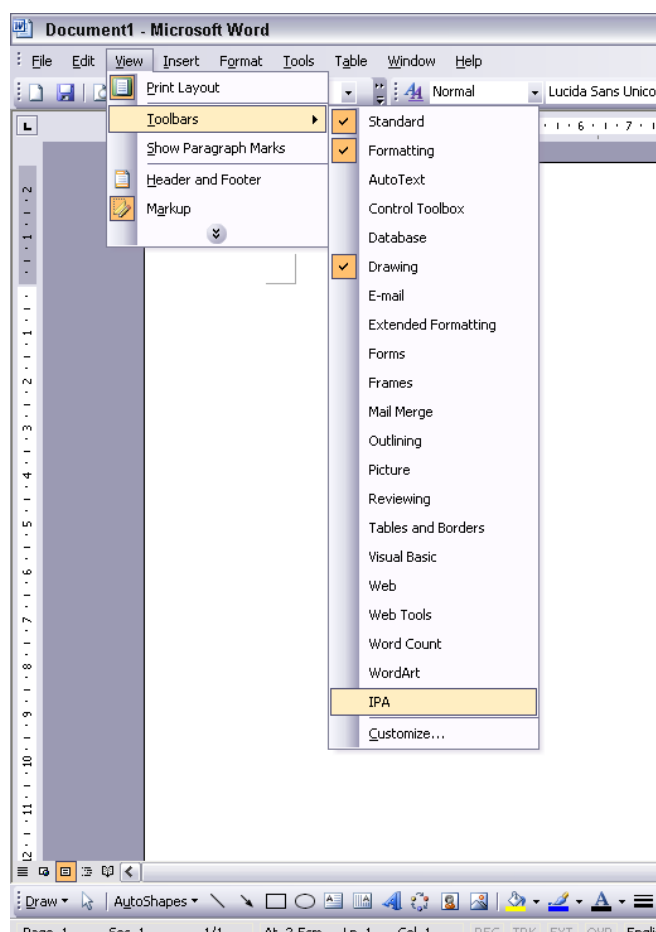


Go back to the original screen.

1. Click always trust macros from this publisher.
2. Click Enable Macros.

If the IPA Toolbar does not appear immediately.

Click on View -> Toolbars -> article removal to make it appear.





How to use it

The toolbar has three buttons:

- Remove articles – This button removes, a, an or the
- Double Line Space – Makes the file double line spaced so that students can insert their corrections
- Remove Spaces – Removes double spacing so that students can not see exactly where the articles came from. You may need to press this button twice to ensure complete removal of extra spaces.