Valpar Software and Microsoft Word

Word Macros

Microsoft Word is required to generate reports for Valpar software products and Word Macros must be enabled, at least to some extent. If you see text in square brackets, such as "[ReportDate]", then macros are not enabled. Below are the methods for enabling Macros for the versions of WORD.

WORD 2003:

1. Open WORD 2003
2. Click on Tools
3. Click on Macro then on security
4. Choose low or medium
5. Click OK and close WORD 2003

If you choose medium then each time you want to run a Joule report Word will ask if you want to enable Macros and you will need to enable them. A low setting just runs the Macro and opens the report.

Word 2007:

1. Open WORD 2007
2. Click on the Office type icon in the upper left corner to bring up the drop-down menu.
3. Click on Word options in the lower right corner of the drop-down menu.
4. Click the "Trust Center" link in the left pane.
5. Click on the "Trust Center Settings" button on right pane.
6. Select "Enable all Macros"
7. Put a check in the "Trust access to the VBA project object model" Check box
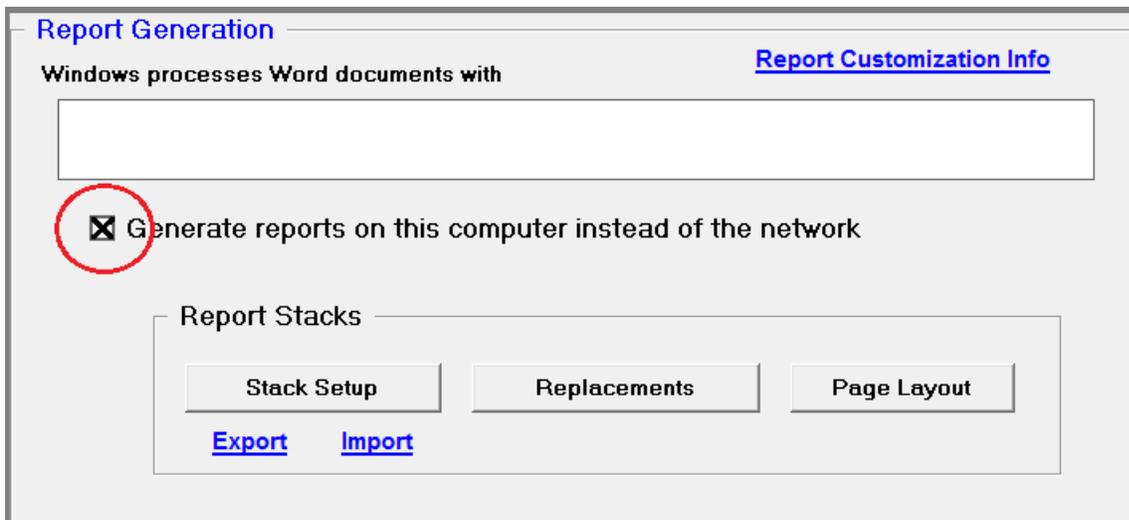8. Click Ok on this screen and then OK on the next screen and close WORD 2007

Word 2010 and later:

1. Open WORD
2. Click on the File Tab and then click on Options.
3. In the Options dialog box click the "Trust Center" link in the left pane.
4. Click on the "Trust Center Settings" button on right pane.
5. Select "Enable all Macros"
6. Put a check in the "Trust access to the VBA project object model" Check box
7. Click Ok on this screen and then OK on the next screen and close WORD

Word and Server Access for Network Versions of Valpar Products

Your IT department may have Windows policies in place for your server that prevent Word from accessing the DOCM files that are used to create reports. You can work around this as follows:

1) Login as the Manager

2) Click [Word & Reports] in the row of buttons across the middle of the screen

3) Check the box shown below and exit the Manager Menu.

Report Generation

Windows processes Word documents with

Report Customization Info

☒ Generate reports on this computer instead of the network

Report Stacks

| Stack Setup | Replacements | Page Layout |

Export   Import

Valpar Software generates reports by creating a DOCM (or DOC for older versions of Word) file, and one or more TXT files. It then starts Word, which opens the DOCM and populates it with data in the TXT files. Normally all of these files are created in the directory where Joule resides. Network versions of Joule are installed on a server.

With this checkbox checked, the software will create a path on the work station named

   C:\JouleReports

and will create the DOCM and TXT files there. Presumably, work station permissions can be set to allow this.

NOTE:- If Joule fails to create C:\JouleReports because of a security policy (runtime error 76, for example), a higher permissioned user can do the setup manually:

   1) create the folder.

   2) Set the security on the folder to give Joule users Modify rights.

   3) Copy file JWORD.DOT from the Joule folder on the network to C:\JouleReports .