# •Office Word-Vorlagen-System mit Outlookanbindung



## Inhalt der FAQ

In Datei Zvlg_koerner.dot ist schreibgeschützt (Windows 7 bzw Windows 8) Probleme beim Speichern des Lizenzcodes	2
Ermittele des Word Start Lie Ordnors	2
.Office Methode	3 3
Microsoft-Methode (Deutsch)	4
Microsoft-Methode (Englisch)	5
Windows Explorer: Zvlg_koerner.dot ist im Word-Start-Up-Ordner nicht zu sehen	6
Hinweise für Windows Vista Nutzer	7
Deaktivierung der Benutzerkontensteuerung unter Windows Vista	7

#### Nutzungsbedingungen/Haftungshinweis:

Irrtümer und Druckfehler vorbehalten. Änderungen der Produkte bzw. ihrer technischen Daten sind jederzeit und ohne vorherige Ankündigung möglich. Unterschiede zwischen Abbildungen und dem tatsächlichen Lieferumfang sind vorbehalten. Die auf diesen Web-Seiten verwendeten Logos, Firmen- und Produktbezeichnungen sind eingetragene Warenzeichen der jeweiligen Hersteller. Verfügbarkeit und Lieferzeiten sind herstellerabhängig. Beliefert werden ausschließlich gewerbliche Kunden und Behörden. Vervielfältigungen und Verbreitung - auch in Auszügen oder elektronischer Form - bedürfen unserer schriftlichen Genehmigung.



## In Datei ZvIg\_koerner.dot ist schreibgeschützt (Windows 7 bzw Windows 8) Probleme beim Speichern des Lizenzcodes

#### Die Software kann nicht auf einem MS Surface RT genutzt werden!

Sollten Sie Probleme bei der Lizenzcodeeingabe haben, liegt es meist daran, dass unter Windows 7 und 8.x der Word-Start-Up-Ordner schreibschützt ist. Bitte gehen Sie zur Lizenzcodeeingabe wie folgt vor:

- Drücken Sie bei geöffnetem Word die Tastenkombination <Alt> + <S> (siehe ggf. <u>Ermitteln des Word-Start-Up-Ordners)</u>
- 2. Notieren Sie den Word Startup-Ordner
- 3. Schließen Sie Word (Muss zwingend beendet sein! Ggf. über den Taskmanager prüfen!)
- 4. Wechseln Sie in den Windows Explorer in den Word Start-Up-Ordner
- 5. <u>Kopieren</u> Sie die "zvlg\_koerner.dot" zu Ihren Dokumenten (Beim Kopieren wird der Schreibschutz des Zielordners übernommen!)
- 6. klicken Sie die "zvlg\_koerner.dot" mit der rechten Maustaste an
- 7. Eigenschaften
- 8. Register Benutzerdefiniert
- 9. geben Sie bitte bei Benutzer und Code Ihre Lizenzdaten ein (weitere Infos unter http://www.dotoffice.de/modul\_konf.htm)
- 10. Schließen Sie die Dialogbox mit OK
- 11. Verschieben oder Kopieren Sie die "zvlg\_koerner.dot" zurück in den Word-Start-Up-Ordner und überschreiben Sie die alte Version ohne Lizenzcode!
- 12. Starten Sie Word



## Ermitteln des Word-Start-Up-Ordners

Normalerweise: C:\Users\[USER]\AppData\Roaming\Microsoft\Word\STARTUP

#### .Office Methode

Betätigen Sie in MS Word die Tastenkombination: Alt + S





## Microsoft-Methode (Deutsch)

1. Datei → Optionen





## Microsoft-Methode (Englisch)

1. File  $\rightarrow$  Options

General       Imbed linguistic das         Display       Provide feedback with yound         Stee       Impediate deback         Advanced       Impediate deback         Outchange       Impediate deback         Int Center       Im		Word Options	
Diphy       Control ing         See       Provide feedback with poind         Outcome       Confirm file feedback with poind         Control ing       Provide feedback with poind         Add ins       Provide feedback with poind         Control ing       Provide feedback with poind         Add ins       Provide feedback with poind         Trut Center       Provide feedback with poind         Image       Provide feedback with poind         Convert backslach characters into yen signs       Onewaters         Do on't poind character space on a line that ends with SHIFT-RETURN       OK         Do on't poind character space on a line that ends with SHIFT-RETURN       OK         Piel Locations       Piel Locations       Piel Locations         File Locations       Cill/Sersily       Documents         Documents       Cill/Sersily       Documents         Images       Cill/Sersily       Documents         Safricip       Cill/Sersily       Documents	General		
Provide reading with parameters         Stree         Provide reading with parameters         Confirm file format congenies on open         Update aglematic links at open         Confirm file format congenies on open         Update aglematic links at open         Confirm file format congenies on open         Update aglematic links at open         Confirm file format congenies on open         Update aglematic links at open         Controlle packspround regagination         Show add-ing part interface errors         Maling agdress:         Update aglematic links at open         Owner aglestation for:         Windows         Owner aglestation         Owner aglestation characters paces on a link that ends with SHIFT-RETURN         Down underline on training spaces         Up gine-breaking rules:         Owner aglestation characters paces on a link that ends with SHIFT-RETURN         Down underline on training spaces         Up gine-breaking rules:         Owner aglestation character spaces on a link that ends with SHIFT-RETURN         Downernts         Images         Ci.Users?       Documents         Images       CiRoaming?Microsoft.Yemplates         Workgroup templates       CiRoaming?Microsoft.Yemplates	Display		
Provide feedback with gound Provide feedback with gound Provide feedback with ginnation Provide feedback with ginnating with ginnation Provide feedback with	Proofing	General	
Sole       Provide feedback with primation         Confirm file format correction open       Outputs auformatic inits at open         Cutotion to follow       Initial provide feedback with primation         Cutotion to follow       Enable background repagination         Cutotion to the provide feedback with primation       Enable background repagination         Add inst       Trust Center         Use data user interface errors       Web Ogtions	frooming .	Provide feedback with sound	
	Save	Provide feedback with animation	
Advanced	eongoirge	Confirm file format conversion on open	
Cutemete Robon       Image: Cutemete Robon         Quick Access Toolbar       Show add-in get interface errors         Add-ins:       Trust Center         Image: Cutemete Robon       Image: Cutemete Robon         Image: Cutemete Robon       Cutemete Robon         Image: Cutemete Robon       Cutemeter Robon         Image: Cutemete Robon       Cutemeter Robon         Image: Cutemeter Robon       Cutemeter Robon         Image: Cutemeter Robon       Cutemeter Robon         Image: Robon       Cutemeter Robon <td< td=""><td>Advanced</td><td>✓ Update automatic links at open</td><td></td></td<>	Advanced	✓ Update automatic links at open	
Quick Access Toolbar       Image of the base deforground repagnation         Add-ins       Image of the base deforground repagnation         Tust Center       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base deforground repagnation       Image of the base deforground repagnation         Image of the base of the	Customize Ribbon	Allow opening a document in Draft view	
Add-ins Trust Center Weiling address: Weiling address: Convert packatash characters and DBCS characters: Once Weiling address: Convert packatash characters paces: Once Weiling address: Convert packatash characters: Once Telle Locations: Discuments: Marges: User Ineplates: Columents: Colum	Quick Access Toolbar	Enable background repagination	
Tuck Center          Tuck Center       Maining aggress:         Layout options for:       Web Ogtions         Layout options for:       Windows3         Adjust [ine hight to gid height in the table       Balance \$8CS characters and DBCS characters         Don't paped character spaces on Bite that ends with SHIFT-RETURN       Draw gundeline on trailing spaces         Draw gundelines for:       Windows3         Ele Locations       OK         File Locations       OK         File Locations       C:\Users\)         Documents       C:\Users\)         Images       C:\Roaming\Microsoft\Yemplates         Workgroup templates       C:\Roaming\Microsoft\Yemplates         Adductrosoft\Word\STARTUP       Modify         The default location is treated as a trusted source for opening files. If you	Add-los	Show add-in user interface errors	
Instrume       Web Options.         Isyout options for:       windows8         Isyout options for:       windows8         Image Set Sectors       Image Sectors         Image Sectors       Image Sectors	Tourt Contac	Mailing agdress:	
Image:       Image:         Image:       Civilian         Im	Trust Center		
File Location:       Web Options.         Image:       Add space for underlines         Image:       Add space for underlines         Image:       Add space for underlines         Image:       Image:         Image:       Compatibility options for:         Image:       Image:         Image:       Column         Image:       Column </td <td></td> <td></td> <td></td>			
Image: Solution of the second seco		File Locations Web Options	
Image:       Location:         Occuments       C'Users\)         Documents       C'Users\)         Documents       C'Users\)         Documents       C'Users\)         Documents       C'Users\)         District       C'Users\)			
Add gase for underlines         Adjutt line height to grid height in the table         Balance SBCS characters and DBCS characters         Convert gasclisch characters into yen signs         On't grand character spaces on a line that ends with SHIFT-RETURN         Draw gndefine on trailing spaces         Use fine-breaking rules         @empatibility options for:		Layout options for: 😸 windows8 💌	
Adjust [ine height to grid height in the table         Balance §8CS characters and DBCS characters         Convert Jackslash characters into yen signs         Don't gyand character spaces on a line that ends with SHIFT-RETURN         Draw yindefine on trailing spaces         Use jine-breaking rules         Compatibility options for:         Image:         OK         File Locations         Prile Locations         C:\USers\)         \Documents         C:\USers\)         User templates         Autory templates         AutoRecover files         C:\USers\)         Vord         Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		Add space for underlines	
Balance SBCS characters and DBCS characters         Convert Backlash characters since yon signs         Don't gepand character spaces on a line that ends with SHIFT-RETURN         Draw undefine on trailing spaces         Compatibility options for:         File Locations    File Locations         File Locations    File toppates    C:\u.:Vacation:    Documents      File toppates      C:\u.:Vacation:    Documents      C:\u.:Wacation:    Documents      C:\u.:Wacation:    Documents    C:\u.:Wacation: Documents Workgroup templates AutoRecover files C:\u.:Waterosoft:Word Idoutify The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		Adjust line height to grid height in the table	
Convert backslash characters into yen signs Convert backslash characters into yen signs Convert backslash characters spaces on a line that ends with SHIFT-RETURN Convert backslash characters into yen signs Converts Convert backslash characters into yen signs Converts		Balance SBCS characters and DBCS characters	
Image: Compatibility options for: Compatibility options for: Image: Compatibility options for: Compatibility options for: Compatibility options for: Image: Compatibility options for: Compatibility options of Compatib		Convert backslash characters into yen signs	
□ Uraw ginderine on training spaces         □ Compatibility options for: windows8         ▼         OK         File Locations         File Locations         File Locations         Eile types:       Location:         Documents       C'\Users\] \Documents         Images       C'\\Roaming\Microsoft\Templates         Workgroup templates       C'\\Roaming\Microsoft\Word\STARTUP         Itous       C'\\Microsoft\Word\STARTUP         Intop       C'\\Microsoft\Word\STARTUP		Don't expand character spaces on a line that ends with SHIFT-RETURN	
Gempatibility options for:       windows8         OK         File Locations         File Locations         File Locations         File Locations         C\USers\)       Documents         Images         User templates         AutoRecover files       C\\Roaming\Microsoft\Word\STARTUP         Startup       C\\Microsoft\Word\STARTUP         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		Draw underline on trailing spaces	
Compatibility options for:       windows8         OK         File Locations         File Locations         File Locations         C:\Users\)       \Documents         Images         User templates       C\\Roaming\Microsoft\Word         AutoRecover files       C\\Roaming\Microsoft\Word         Itops       C.\Roaming\Microsoft\Word         Startup       C\\Microsoft\Word\STARTUP         Modify       The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
OK         File Locations         File Locations         Elie types:       Location:         Documents       C:\Users\)       \Documents         Images       C:\\Roaming\Microsoft\Templates         User templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Roaming\Microsoft\Word         Startup       C.\\Microsoft\Word\STARTUP         Modify       Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		Compatibility options for: 🗑 windows8 🗸	
OK         File Locations       ?         File Locations       ?         File Locations       C:\Users\) \Documents         Documents       C:\Users\) \Documents         Images       C:\\Roaming\Microsoft\Templates         Workgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Windrosoft\Word\STARTUP         Startup       C\\Microsoft\Word\STARTUP         Image a location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
File Locations         File Locations         Eile types:       Location:         Documents       C:\U.Sers\)       \Documents         Images       C:\\Roaming\Microsoft\Templates         Workgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Roaming\Microsoft\Word\STARTUP         Istartup       C.\\Microsoft\Word\STARTUP         Modify       The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		OK	
File Locations         File Locations         Elle types:       Location:         Documents       C:\Users\J \Documents         Images       User templates         Vorkgroup templates       C:\\Roaming\Microsoft\Templates         AutoRecover files       C:\\Roaming\Microsoft\Word         Itops       C:\\Nucrosoft\Word\STARTUP         Startup       C:\\Microsoft\Word\STARTUP         Modify       The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
File Locations         File Locations         Eile types:       Location:         Documents       C:\Users\)       \Documents         Images       C:\\Roaming\Microsoft\Templates         Workgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Windrosoft Office\Office15         Startup       C:\\Microsoft\Word\STARTUP         Image a location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		File Locations ?	x
File Locations         Elle types:       Location:         Documents       C:\Users\)       \Documents         Images       C:\\Roaming\Microsoft\Templates         Vorkgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Roaming\Microsoft\Word         Tools       C:\\Microsoft\Word\STARTUP         Startup       Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		File Locations	
File types:       Location:         Documents       C:\Users\/ \Documents         Images       C:\\Roaming\Microsoft\Templates         Workgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Roaming\Microsoft\Word         1001s       C:\\Microsoft\Word\STARTUP         Startup       C:\\Microsoft\Word\STARTUP         Modify       The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	File Locations		
File types:       Location:         Documents       C:\Users\\ \Documents         Images       User templates         Vorkgroup templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Microsoft Office(Office15)         Startup       C:\\Microsoft\Word\STARTUP         Images       Images         Images       Images         Images       C:\\Microsoft Office(Office15)         Startup       C:\\Microsoft\Word\STARTUP         Images       Images         Images       Images         Images       Images         Images       Images         Images       C:\\Roaming\Microsoft\Word\Startup         Images       C:\\Microsoft\Word\Startup         Images       Images         Images			
File types:       Location:         Documents       C:\Users\/ \Documents         Images       C:\\Roaming\Microsoft\Templates         Workgroup templates       AutoRecover files         AutoRecover files       C:\\Roaming\Microsoft\Word         Tools       C:\\Microsoft\Word\STARTUP         Startup       C:\\Microsoft\Word\STARTUP         Modify       Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
Documents       C:\Users\)       \Documents         Images       C:\\Roaming\Microsoft\Templates         User templates       C:\\Roaming\Microsoft\Word         AutoRecover files       C:\\Roaming\Microsoft\Word         Tools       C:\\Microsoft\Word\\STARTUP         Startup       C:\\Microsoft\Word\\STARTUP         Modify       Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	File types:	Location:	
User templates Vorkgroup templates AutoRecover files C:\\Roaming\Microsoft\Word Tools C:\\Roaming\Microsoft\Word Tools C:\\Microsoft\Word\STARTUP Modify The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	Documents	C:\Users\/ \Documents	
Workgroup templates AutoRecover files       C:\\Roaming\Microsoft\Word         Tools       C:\\Microsoft Office(Office15)         Startup       C:\\Microsoft\Word\STARTUP	User templates	C:\\Roaming\Microsoft\Templates	
Items       C:\\Microsoft OnterOfficers         Startup       C:\\Microsoft\Word\STARTUP         Modify       Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	AutoRecover files	tes C:\\Roaming\Microsoft\Word	
Startup       C:\\Microsoft\Word\STARTUP         Modify         The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	TOOIS		
Modify The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.	Startup	C:\\Microsoft\Word\STARTUP	
Modify The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
<u>Modify</u> The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
<u>Modify</u> The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
<u>Modify</u> The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.		Modify	
The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.			
	The default location	is trasted as a trusted course for opening files if you	
	change a location	nake sure that the new location is secure.	
	change a location, n	nake sure that the new location is secure.	
	change a location, r	nake sure that the new location is secure.	
	change a location, r	nake sure that the new location is secure.	
OF Class	change a location, r	nake sure that the new location is secure.	



## Windows Explorer: Zvlg\_koerner.dot ist im Word-Start-Up-Ordner nicht zu sehen

- 1. Organisieren
- 2. Layout
- 3. Menüleiste

In der nun sichtbaren Menüleiste

4. Extras

6.

5. Ordneroptionen



#### Hinweise für Windows Vista Nutzer

Um die Eigenschaften des Vorlagensystems zu ändern oder den Lizenzcode zu speichern ist die Benutzerkontensteuerung zu deaktivieren. Nach erfolgreicher Eingabe kann diese dann wieder aktiviert werden.

Die ist eine bequemere aber fehleranfälligere Methode um die Schritte unter "In Datei Zvlg\_koerner.dot ist schreibgeschützt (Windows 7 bzw Windows 8) Probleme beim Speichern des Lizenzcodes" beschrieben. Zum Schützen des Systems sollte nach Speicherung des Lizenz Codes die Benutzerkontensteuerung wieder aktiviert werden.

Wir bitten um Verständnis, das ein Schreiben in die installierte Programmdatei durch das Betriebssystem von Microsoft unterbunden wird.

#### Deaktivierung der Benutzerkontensteuerung unter Windows Vista

- 1. Start
- 2. Systemsteuerung
- 3. Benutzerkonten
- 4. Benutzerkontensteuerung ein und ausschalten

					×
🚱 🗢 🗟 🕨 Systemsteuerung	<ul> <li>Benutzerkonten</li> </ul>	<b>▼</b> <sup>4</sup> 7	Suchen		٩
Coord Co	<ul> <li>Benutzerkonten</li> <li>Änderungen am eigenen Konto durchfü Eigenes Kennwort ändern Eigenes Kennwort entfernen Eigenes Bild ändern</li> <li>Eigenen Kontonamen ändern</li> <li>Eigenen Kontotyp ändern</li> <li>Anderes Konto verwalten</li> <li>Benutzerkontensteuerung ein- oder ausschalter</li> </ul>	✓ 4y	Suchen	demo Administrator Kennwortgeschützt	





5. Benutzerkontensteuerung verwenden, um zum Schutz des Computers beizutragen → deaktivieren

C→ 200 -	Benutzerkontensteuerung ein- oder ausschalten 🗸	47	Suchen	٩
	Benutzerkontensteuerung einschalten, um den Computer s	icher	rer zu machen	
	Die Benutzerkontensteuerung kann dazu beitragen, dass nicht autorisiert Änd verhindert werden. Es wird empfohlen, dass Sie die Benutzerkontensteuerung Schutz des Computers beizutragen.	erung einge	en an dem Computer schaltet lassen, um zum	
	Benutzerkontensteuerung verwenden, um zum Schutz des Computers beiz	utrag	en	
			OK Abbrechen	

- 6. OK
- 7. Neustart