

Glossar-Ease Software Manual
Tec-Ease, Inc.

After downloading, double click setup.exe to install the software

Once installed, you will need to activate the software before running.

Activating the Software Automatically:

- 1) Your computer must have access to the Internet to use this feature.
- 2) From the start menu choose Programs.... Glossarease.....Actman.exe.
- 3) Once in Actman click the Activate button.
- 4) Enter the product code provided.
- 5) The software will automatically activate and you are ready to start.

Activating the Software Manually:

- 1) From the start menu choose Programs...Glossarease....Actman.exe.
- 2) Once in Actman uncheck the Automatic button at the bottom of the screen.
- 3) Click the Activate button.
- 4) Actman will provide you with a user code.
- 5) You may use a computer with Internet access or call 888-832-3273 for this step.
 - a) From a computer with Internet access: From your Internet browser type <http://www.w3admiral.com/tecease>. Click on the activate software button. Enter your product code, and your user code provided by the Actman software. You will be given an activation code. WRITE IT DOWN and save it for future reference.
 - b) If you do not have access to the Internet, call 888-tec-ease or 716-785-6015. You will need both your user code and product code. We will give you an activation code.
- 6) Enter the activation code into the window provided in Actman and you are ready to start.

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Starting Software:

- 1) From the Start menu choose Programs.
- 2) Choose Glossar-Ease.

Uninstalling Software:

To uninstall software you MUST first deactivate using Actman.

Using Glossar-Ease™:

When you open the software you may choose “Search” or “Symbol”.

Choosing **Search**

Selecting **Search** from the opening screen will give you a page on which you may select any word from the index.

To choose the topic you would like to look up either double click on the word or click on the word once and then click the **Go To** button. This will take you to the definition screen for that topic.

Choosing **Symbol**

You can use the **Symbol** button from the Main Menu screen to instantly get help with most symbols found on a drawing.

Using either of these methods will get you into a typical page of the software.

This page has many features:

Search, **Symbol**, **Back** and **Print** buttons are located in the upper left of the screen. These buttons allow you to return to the Search or Symbol Help screens, go Back to the screen you just viewed, or Print out the current screen.

The buttons in the upper right side of the screen will take you to related help topics.

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The text of the page contains words in green. These are links to other pages or terms. There are two styles of Help available, pop up and full page.

Pop up pages provide a definition of the symbol or Hotword selected. Pop up pages do not link to other pages. Once you have reviewed a Pop up page, clicking anywhere on your screen will remove the page. All Pop up pages have a pale yellow background.

Full page Help windows contain hotwords and/or buttons that link to additional Help pages. A full page Help window will remain on your screen until you close that window.