



Installing and upgrading the v2.4 sfn Add-Ins for Microsoft Office

Important: This document refers to the v2.4 versions of the Add-Ins (identifiable by the revisioning “2-4” in their filenames). It describes how to install the Add-Ins from scratch, and how to upgrade from previous **v2** versions (version 2.0.0.0 and later, up to v2.4).

About the Add-Ins

A common requirement is to embed signalsfromnoise® (sfn) dial, chart and table images into Microsoft Office documents, and to be able to refresh those images to bring the documents up to date.

The sfn image Add-Ins for Microsoft Office provide an easy way to get sfn dial and chart images into Office applications and let users refresh these dials and charts at the click of a button. There are separate Add-Ins for Excel, Word and PowerPoint, all of which are application specific Add-Ins. The Add-Ins are built with MSI administrator-only installers for centralised deployment.

The Add-Ins have been developed to work with desktop versions of Microsoft Office, from version 2007 up to and including Office 365.

Note: the Add-Ins do not work with the web version of Office 365.

Note: The Add-Ins will require Administrator privileges to install on a PC.

Before beginning the installation

- Choose a common installation folder to use for all destination PCs
- For each destination PC, identify whether it contains older (pre-v2) versions of the customisations. (You can check the version of an installed program using Windows’ *Add or Remove Programs* or *Programs and Features*.) If the PC contains an older version, upgrade using the instructions given in the document *Migrating to the v2 versions of the sfn image Add-Ins for Microsoft Office*



Installing and upgrading the Add-Ins

The Add-Ins are available for download from the Lightfoot Solutions website, at www.lightfootsolutions.com/downloads.

You install or upgrade Add-Ins by performing an installation (when upgrading, the installer automatically performs an upgrade). You run the relevant MSI installer as an administrator, which allows you several installation options (such as installing on individual PCs or central deployment).

There are 64-bit and 32-bit versions of each installer; run the version that is appropriate for your version of Office:

- **Excel** – *ExcelSfnImageAddIn2-4(x64).msi* (64-bit) and *ExcelSfnImageAddIn2-4(x86).msi* (32-bit)
- **Word** – *WordSfnImageAddIn2-4(x64).msi* (64-bit) and *WordSfnImageAddIn2-4(x86).msi* (32-bit)
- **PowerPoint** – *PowerPointSfnImageAddIn2-4(x64).msi* (64-bit) and *PowerPointSfnImageAddIn2-4(x86).msi* (32-bit)

Note: Add-Ins installation requires administrator privileges on the destination PC.

Central deployment

In addition to manually running the MSI installer on destination PCs, the MSI packaged files enable installation via central deployment methods such as Group Policy or Microsoft Intune. This can be achieved by assigning the MSI file as an installation package on Windows-based endpoints. Please see the *Central Deployment Guide* for further information.

Installation on an individual PC

To install or upgrade an Add-In:

1. Run the Add-In's MSI installer (e.g. *ExcelSfnImageAddIn2(x64).msi*) and complete all the steps.
2. Run the relevant Office application (e.g. Excel).
3. Check that the productivity ribbon contains an *Add Ins* tab. Open the tab to ensure that it contains an icon for the sfn Add-In task bar.

If the *Add Ins* tab is missing, or if it does not contain the sfn icon, it is likely that there are some entries in the registry that relate to old versions of the customisations. See the document *Migrating to the v2 versions of the sfn image Add-Ins for Microsoft Office* for details of how to remove old versions.

4. Close the Office application.

Uninstalling the Add-Ins

You can uninstall one or more of the Add-Ins, if required.

Centralised uninstallation

There is currently no way to uninstall centrally, although some central deployment systems have a built-in uninstallation method.



Uninstallation on an individual PC

Each Add-In can be uninstalled separately, using Windows Settings Panel. To uninstall an Add-In:

1. Open Settings Panel and choose *Apps*.
2. In the list of installed programs, scroll to the Add-In:
 - The Excel Add-In is called `ExcelSfnImageAddIn2`
 - The Word Add-In is called `WordSfnImageAddIn2`
 - The PowerPoint Add-In is called `PowerPointSfnImageAddIn2`
3. Click on the Add-In program and choose *Uninstall*.
4. Confirm that you want to uninstall the Add-In.
5. Close the Settings Panel once uninstallation has completed.

Note: Any pre-requisites installed along with the Add-Ins are not uninstalled automatically. We recommend that you leave them installed, but if you want to remove them from your PC then you can remove them manually using the Settings Panel's *Apps* page.