



PERRLA

HOW TO INSTALL APA PERRLA

Our Tutorial Videos, Transcribed for You | PERRLA Support

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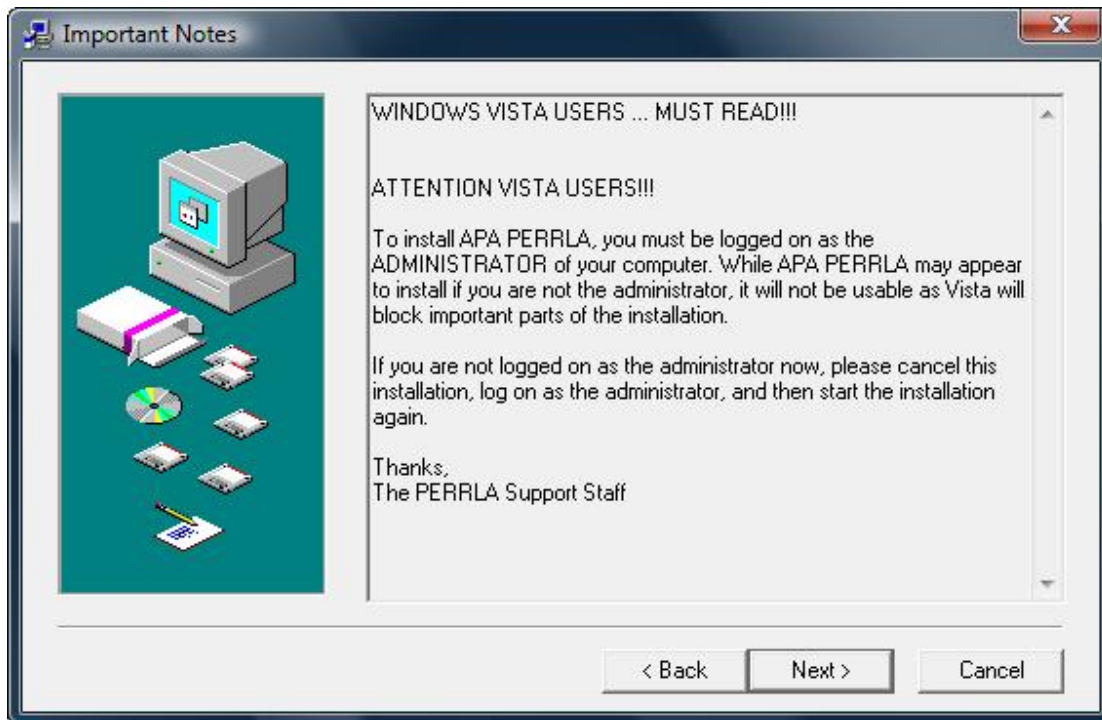
HOW TO INSTALL APA PERRLA

After downloading and clicking Run or double-clicking PERRLA.exe (depending upon your operating system and web browser) you may see a warning (or two) asking if you are sure that you want to run this executable file. **Please click OK to continue.** You can trust this file.

When you see the PERRLA logo, you're on your way. You will see several screens during the installation process. After reading each screen, **click** on the **Next** button in the lower-right corner to continue with the APA PERRLA Installation Wizard.



Note for **Windows Vista Users**: There is a screen with an important note. While you do not have to be logged on as the administrator to write a paper using APA PERRLA, **you do have to be logged on as the administrator while APA PERRLA is being installed**. If you are not the administrator, cancel the installation, log on as the administrator, and begin the installation again. By the way, the administrator is usually the person who originally set up your computer. If you are the only user, you are probably the administrator.

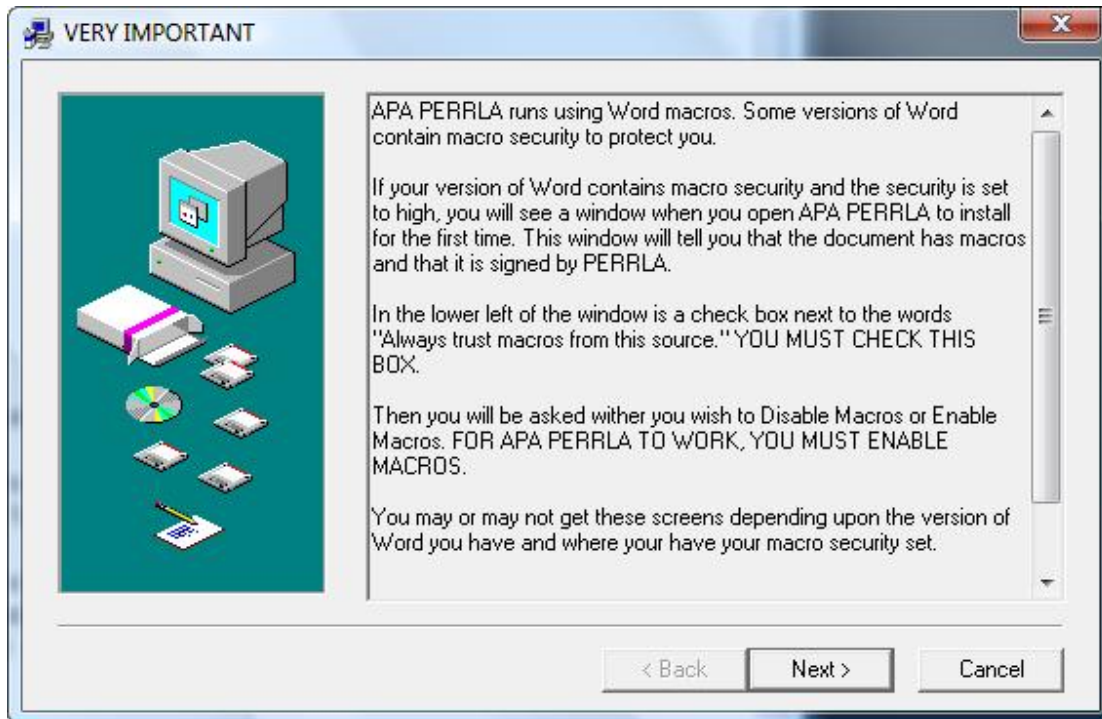


The next screen you'll see is the APA PERRLA End User License Agreement. This screen tells you that APA PERRLA is copyrighted software and is for your use only. This is a standard software license agreement and contains no surprises. You must **click Yes** that you accept the license agreement to continue.

You are now prompted for the location where you wish to install the APA PERRLA files. The default location of C:\PERRLA will be shown. It is not necessary to change this location unless you feel that you have a compelling reason.

The next screen will tell you that, the **APA PERRLA Installation Wizard** will have gathered all the information it needs and will begin installing components. **Click Next** and the components will be installed and it will also read and write information to the Windows Registry.

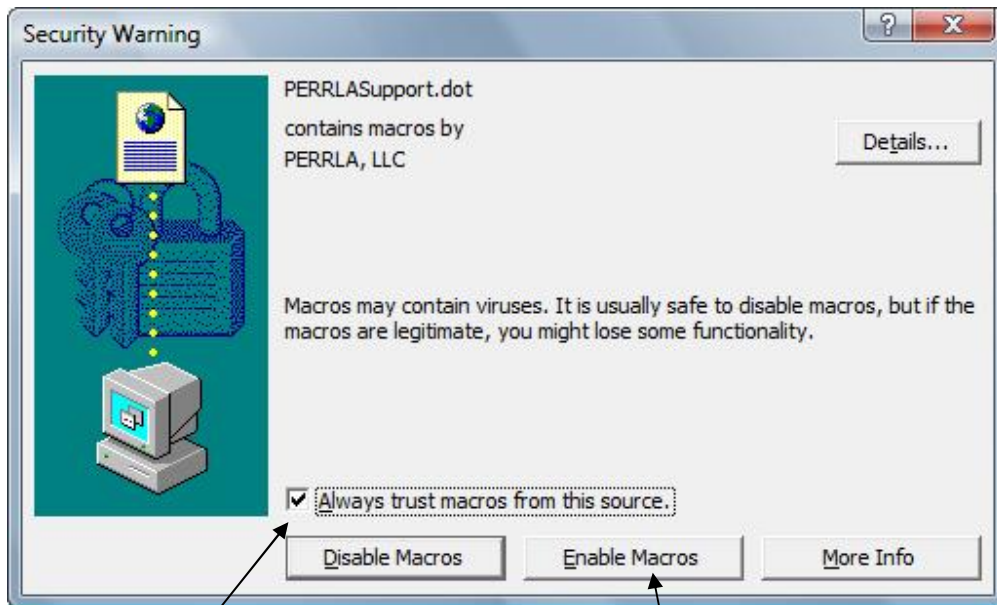
The next screen, marked **Very Important**, tells you that APA PERRLA runs in Word using Macros. You must allow these macros for APA PERRLA to run. **Click Next.**



Now, let's start APA PERRLA so that we may finish the installation process. On the window that popped up during installation, **double-click the PERRLA Pencil**. You may also close this window if you wish and **double-click the PERRLA Pencil** on your Desktop.

Note: Clicking on the PERRLA Pencil actually runs Microsoft Word. A temporary document is used as a test to assure that your installation of Microsoft Word is working properly and that your macros are enabled for APA PERRLA.

Note: If your security is not configured to accept macros from APA PERRLA, you will see the screen (shown below) that warns you about running macros. Macros are the way that APA PERRLA runs within Microsoft Word, so you must enable macros for APA PERRLA to work. **Click** on the check box in the lower-left corner of the warning that says, “Always trust macros from this source,” and then **click** on the **Enable Macros** button. You shouldn’t have to see this warning again.



1) Check this checkbox...

2) ...then click here!

If Microsoft Word is running properly, you will see a note that tell you that each time you begin by clicking on the PERRLA Pencil, some text will be displayed briefly and will then disappear. This temporary text is part of a test that APA PERRLA performs to make sure things are working properly.

Click OK and then APA PERRLA will copy the template to the Microsoft Word template folder. If you get a warning about this activity, it’s OK and you should allow it. If you are using a work computer, you might get an error message at this time. If this happens, contact your IT staff to help you with the installation.

A screen with the words “What would you like to do today?” will pop up. For a new installation, **click on Start a New PERRLA Paper**. A screen will tell you that a new version of APA PERRLA has been installed and the installation will need to finish. When you **click OK**, you will be notified that the installation is complete. **Click OK** again and APA PERRLA will close.

Now the installation of APA PERRLA is complete. The only remaining task before you may begin writing your paper is the Activation process - which only takes a few seconds if your computer is connected to the internet.

If you need additional help, see our help resources on our website at <http://www.PERRLA.com>