

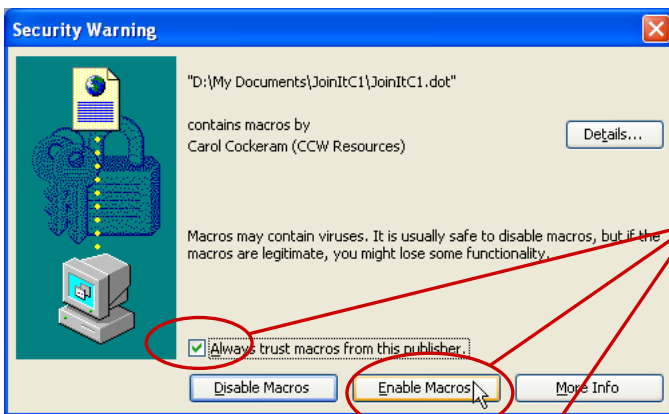
**Minimum system requirements: Windows XP or later and Microsoft Word 97 or later.**

## To start Joinit



After you have installed the Joinit package by running the .exe installation file, double-click the Joinit shortcut on your desktop or click the Joinit icon in your Programs menu.

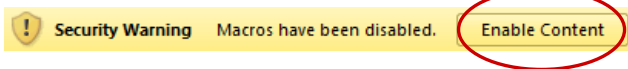
This will open a new document in Microsoft Word using the Joinit template which contains a macro to enable text to be joined.



Depending on your security settings and Microsoft Word version, you may get a warning message saying that the document contains macros.

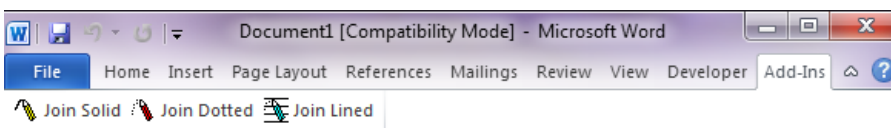
*Macros must be enabled otherwise Joinit will not be able to join up the text.*

**Click the checkbox to trust macros from this publisher – this will prevent the warning message from appearing every time you use Joinit.**

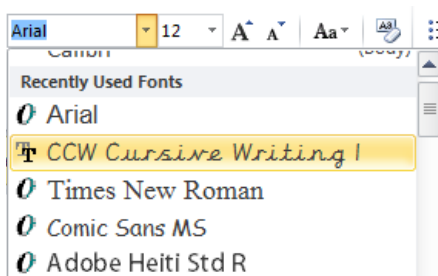


You will see the Joinit toolbar if you are using Microsoft Word 97 to 2003.

In Microsoft Word 2007 and 2010 click the Add-ins tab to see the Joinit toolbar:



## To produce unjoined text

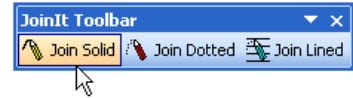


Use the dropdown font menu to select a CCW unjoined font, then type your text. You will be able to use all the usual font formatting such as bold, italic, underline, colour and size.

## To produce joined up text

First, type some text into your Word document or paste in some text that you have copied from elsewhere. It doesn't matter which font you use as it will be replaced by the joining font. Highlight the text which you want to join, then click one of the buttons on the Jointit toolbar to convert the text to one of the three joined styles.

Type your text in any font, highlight it and click a JoinIt button to convert it to a joined style.



The Join Solid button will produce text like this.



The Join Dotted button will produce text like this.



The Join Lined button will produce text like this.

You can change the size of the joined text by highlighting it and changing the font size as you would normally. To change joined text back to an unjoined style, highlight the joined text and change the font to any normal font, e.g. Comic Sans, Arial or a CCW unjoined font.

If you insert or delete any letters within joined text, it's best to reselect the whole text and click one of the Jointit buttons again to make sure that all of the joins are corrected.

The joined text can be copied and pasted into other applications, such as Microsoft PowerPoint or Publisher. However, changing the text in the new application may break the joins. You will need to edit the text back in Word, rejoin it using the Jointit toolbar and copy it across again.

If you accidentally close your Jointit toolbar in Word 2003, click View – Toolbars – Jointit Toolbar to bring it back again.

*If you would like the Jointit toolbar to be available every time you start Word, copy the Jointit template to your Word startup folder. To locate your startup folder, in Word, click Tools then Options. On the File Locations page, you should find a Startup entry. This is the folder where you should paste the Jointit template. You will need to change your desktop shortcut to point to this new location.*