

## Using the OracleReports Macro with Internet Explorer and MS Word

Even though you may have OracleReports installed on your Microsoft Word toolbar, when you click on it, nothing may happen. If that is the case, following the directions below.

### Single Use Solution

- In order to use the OracleReports macro with Internet Explorer and MS Word, click on the dropdown arrow next to the Word icon.



- Select **Edit with Microsoft Office Word**.



### Always Open Solution

If you always want to use Edit with Microsoft Office Word when the OracleReports Macro is available, then follow the instructions below.

**Print these instructions prior to beginning the process.**

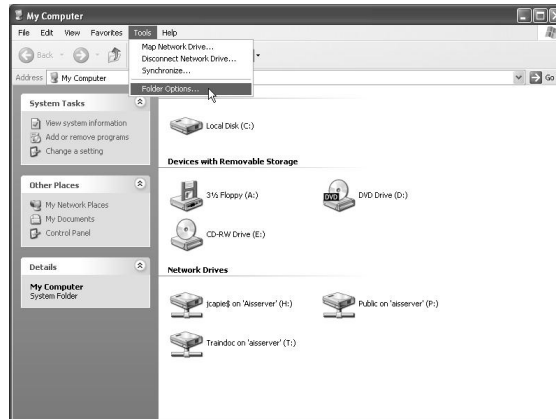
- Click the  button, select **My Computer**.



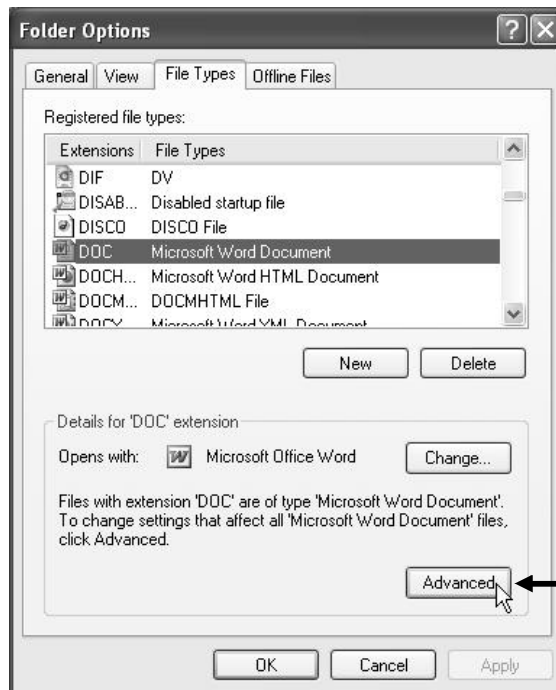
# Activating OracleReports Tool



- Click on the **Tools** menu and select **Folder Options**.



- In the Folder Options window, choose the **Files Type** tab.
- After the **Registered file types:** window populates, scroll down and highlight the **DOC** extension for **Microsoft Word Document**.



- Click on the **Advanced** button.

- The **Edit File Type** window opens.



- **Uncheck** the **Browse in same window** check box.
- Click **OK** on the Edit File Type window.
- Click **OK** on the Folder Options window.