



Installing the Productivity Tools Utility

The Productivity Tools Utility runs the BayScribe Audio Player, Spellcheck, Word Expander, and Physician Lists and must be installed on your system. Follow the directions below.

- 1) Launch Internet Explorer, go to www.bayscribe.com/expander, and click on BayScribe Productivity Tools (number 2). This will start the file download and installation. You will probably see a *File Download Security Warning*. You may then choose to *RUN* or *SAVE* the file. We recommend that you choose *RUN*. (If you choose to *SAVE*, you must pay close attention to the location you have chosen to save the file. You will need to go there and run it after it is saved. It is easiest to save it to your desktop).
- 2) When you run the file, you will see an *Internet Explorer Security Warning*. Click *RUN* again and the installation will begin. Go through the installation and be sure to close all your Internet Explorer Windows before hitting OK.
- 3) If you see a *Hardware Installation* box, be sure to click *CONTINUE ANYWAY*.
- 4) Click *NEXT, NEXT, NEXT* through the installation, then *CLOSE* to complete installation.
- 5) Installation of the Productivity Tools Utility is now complete. Please reboot your computer.