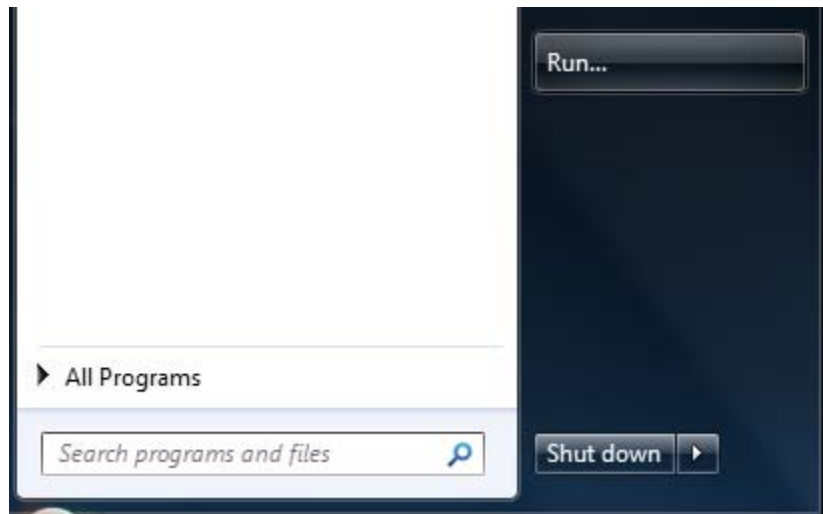


# Starting Wordsmith

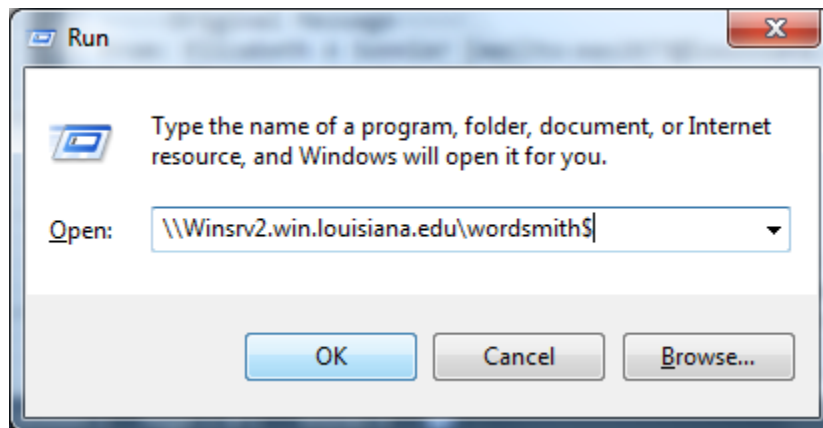
Getting to the Wordsmith directory

The easiest way to open up a Windows Explorer window to the Wordsmith directory on the network is to:

1. Click on the **Start** button, then click **Run...** from the Start Menu (if **Run** is not listed in the Start Menu, see below: **Making the “Run...” Selection Visible**)



2. In the **Run box**, paste in this link: `\\Winsrv2.win.louisiana.edu\wordsmith$`

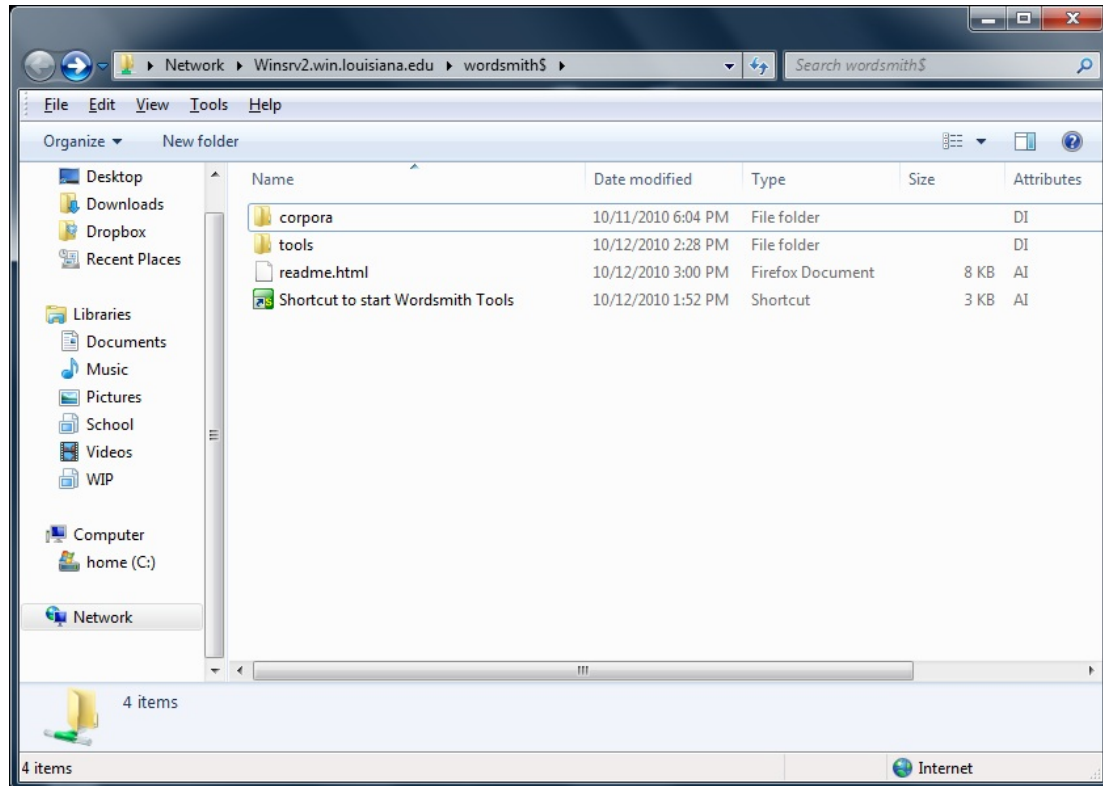


3. Click the **OK** button (or just press the **ENTER** key)

If you are accessing this from UWIN, you may be prompted for your WIN login id (CLID). Be sure to type in **win\** in front of your id (without spaces).

For example: **win\123abc**

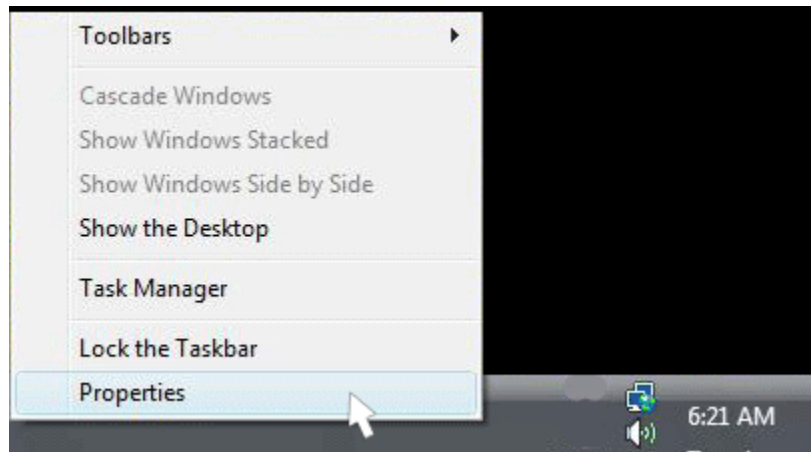
4. A Windows Explorer windows should open up to the Wordsmith\$ directory.



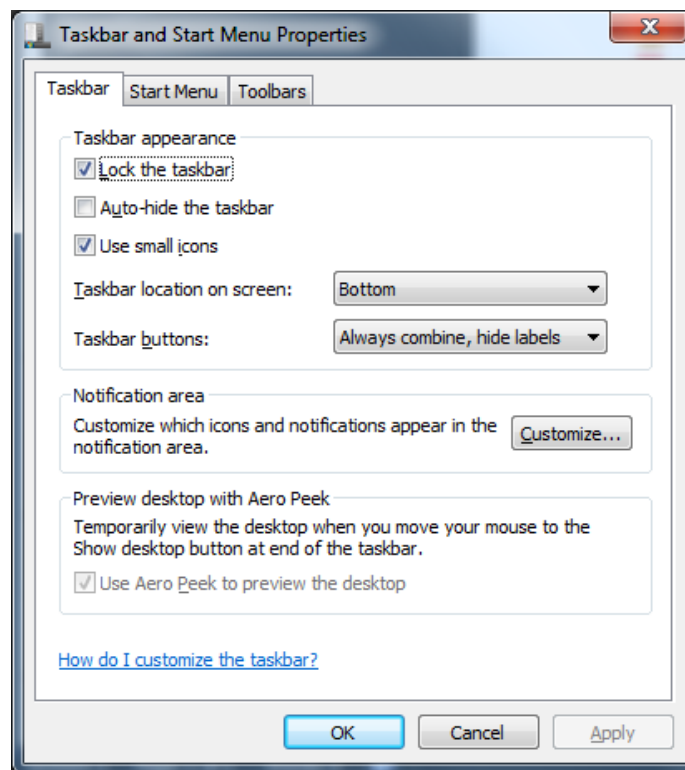
5. To start using Wordsmith Tools, click the **Shortcut to start Wordsmith Tools** shortcut

## Making the “Run...” Selection Visible

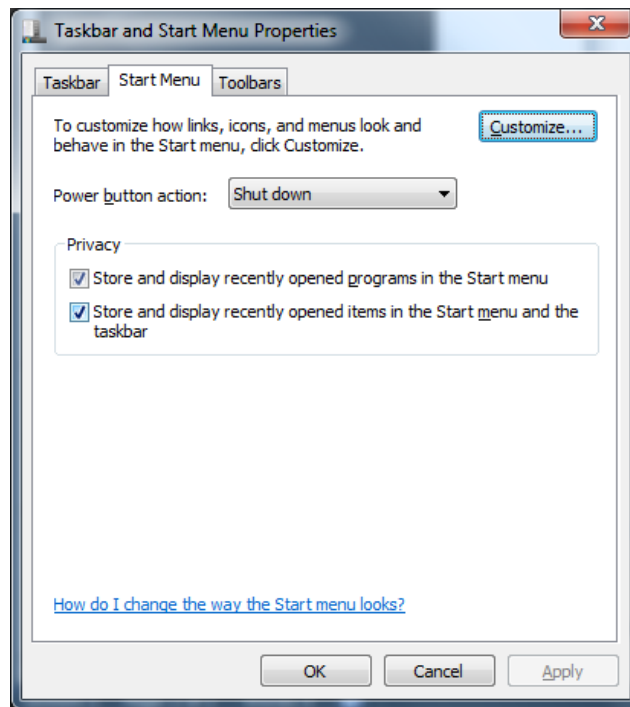
1. From the Task bar, right-click a blank area of it to display the popup menu



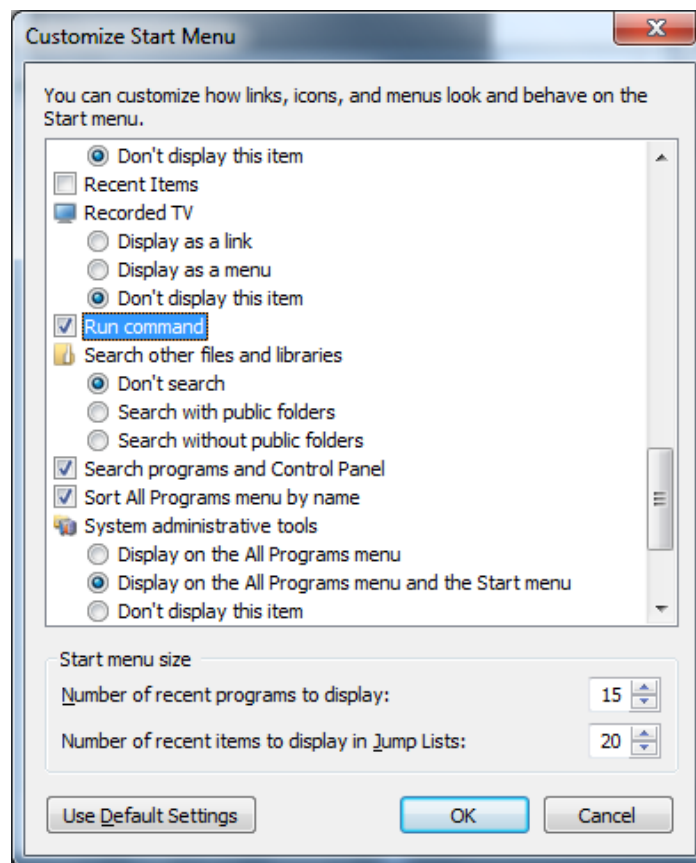
2. then click **Properties**



3. Click the **Start Menu** tab (located at the top)



4. From within the **Customize Start Menu** box, scroll down until you see the **Run command** check box, and make sure there is a check in its box



5. Click the **OK** button for this box and then for the **Task and Start Menu Properties** box.