easytools
word made easy

EasyTools Word Add-in (De)Installation manual

Applies to: EasyTools 2020.44 and higher

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Note to corporate users

Corporate organizations may impose restrictions on users and devices that make it impossible to install and run add-ins such as EasyTools. Although this manual provides tips and tricks for most possible issues, this manual should not be considered as a guide to work around corporate restrictions.

Use the trial period to validate that EasyTools will install and will run on your device.

1 How to (de)install?

Installing EasyTools Word add-in **does not require administrator rights** because it is not a standalone application but instead it is a local user add-in governed by MS Office's security settings.
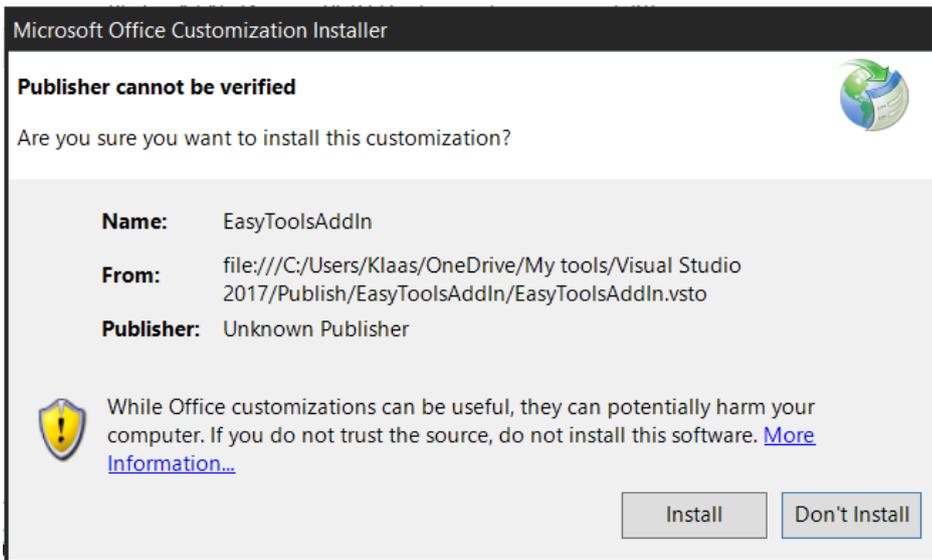
This chapter describes how to install and how to deinstall.

In exceptional cases an installation could fail. All currently known error causes and workarounds are described in the next chapter 'If setup fails'.

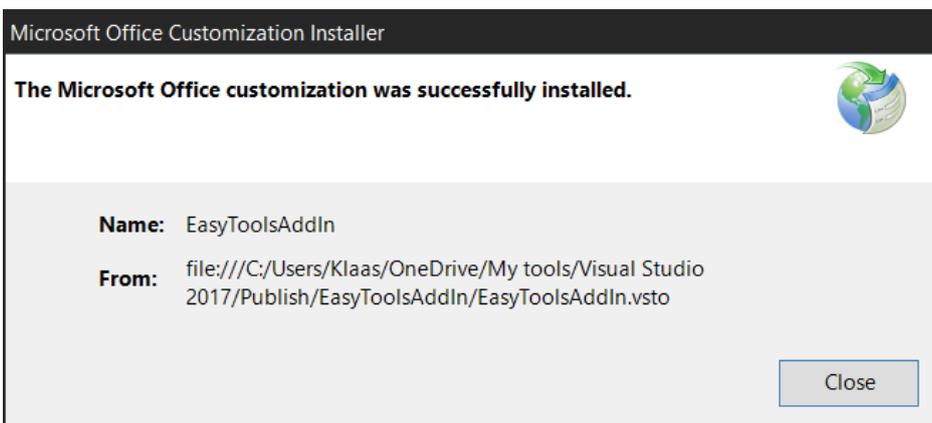Deinstallation **does not require administrator rights**.

1.1 To install run setup

Unzip the zipfile to the desktop, go to file setup.exe and double click it. If all goes well, the following screen is presented. Click 'Install'. If instead an error is produced, goto 'If setup fails' and follow instructions

1.1.1 Close setup

Followed by the following. Click close and start Word.

1.2 To deinstall EasyTools Word add-in

Deinstallation can be done in 2 ways:

1. With administrator rights via the Win10 Settings menu
2. Without administrator rights via the Win10 Control Panel

1.2.1 Win10 Settings menu

Open the settings via the Windows start menu or via Windows Key + I.

Go to Apps, then find EasyTools and choose to deinstall.
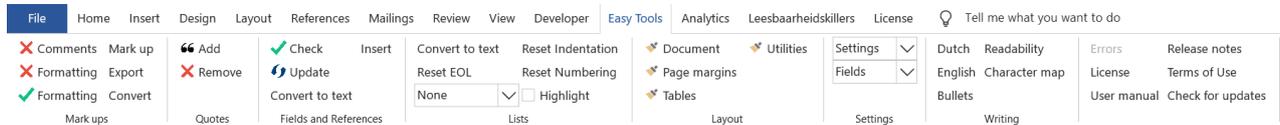
1.2.2 Win10 Control Panel

Open the Control Panel via the Windows start search.

Go to Uninstall Programs (or the local language equivalent)

2 Use the application

2.1 Normal situation

Just start Word and open a document (or vice versa). When Word has started, the ribbon should have a new option called 'EasyTools', and look like this:
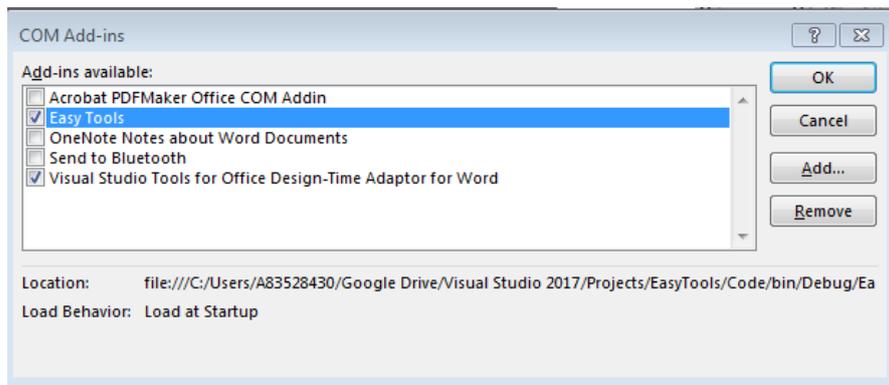

Every option has a tooltip when hovering the mouse over it or when clicked provides additional guidance and feedback. Some more elaborate functions have a separate Help option.

All actions from the application that change document can be undone with a single undo (CTRL + Z or via the undo menu).

2.2 EasyTools menu not available

When the EasyTools menu is not available then:

1. In Word, goto to File → Options → Add ins
2. Confirm that EasyTools is not listed as 'Active'
3. Check the fix under 3.4 and apply the fix
4. Redo 1
5. In the 'Manage' option, select COM addins (next window will appear) and select 'EasyTools' and hit OK
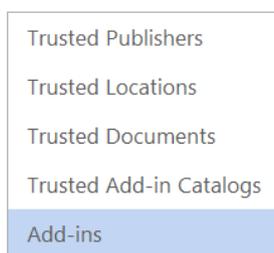

6. Close the Add ins and Options windows
7. Now the EasyTools menu should be available

2.3 Error message upon startup – solution cannot be signed

EasyTools is not yet listed as a Trusted Publisher – this is in the making for future releases. If on your device in Word, the option 'Require Application Add-ins to be signed by Trusted Publisher' is set, then EasyTools will not run and an error message is displayed. If you are able and are allowed this option, then EasyTools will run.
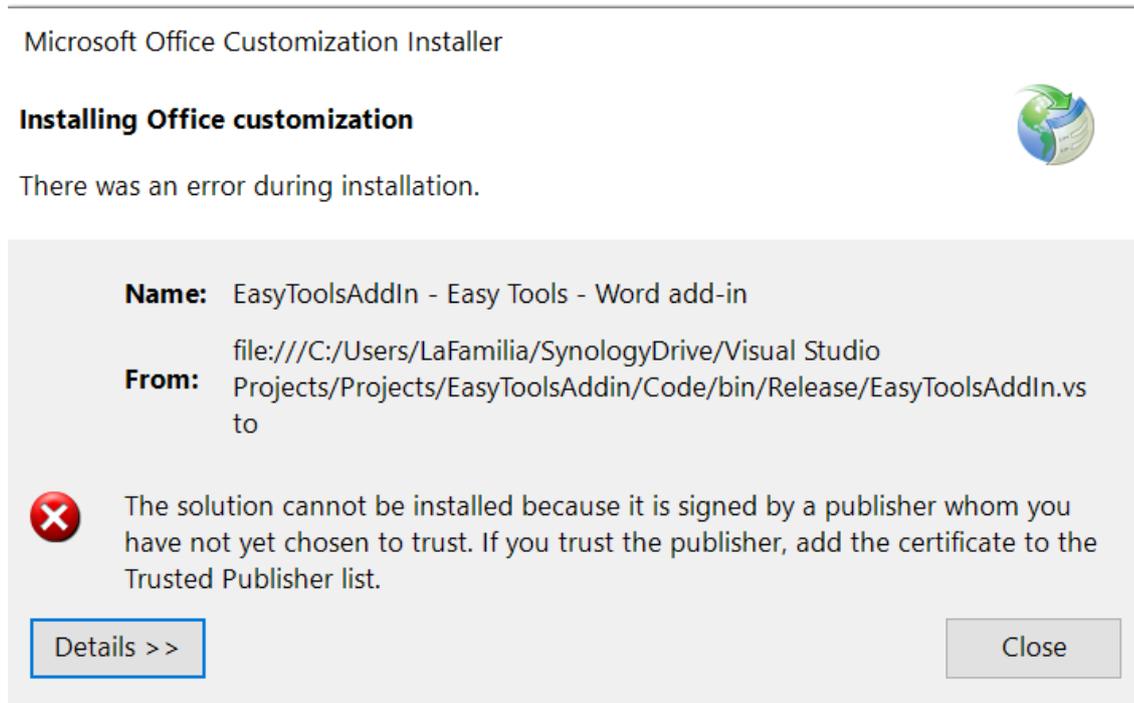

If the option 'Disable all Application Add-ins' then EasyTools (and any other add-in) will not work.

Error message in case the option 'Require Application Add-ins to be signed by Trusted Publisher' is set.

Microsoft Office Customization Installer

Installing Office customization

There was an error during installation.

Name:	EasyToolsAddIn - Easy Tools - Word add-in
From:	file:///C:/Users/LaFamilia/SynologyDrive/Visual Studio Projects/Projects/EasyToolsAddin/Code/bin/Release/EasyToolsAddIn.vsto

❌ The solution cannot be installed because it is signed by a publisher whom you have not yet chosen to trust. If you trust the publisher, add the certificate to the Trusted Publisher list.

Details >>   Close

Use the trial period to validate that EasyTools will install and will run on your device.

3   If setup fails

3.1 Error – Security

This is caused by a user setting in Windows Defender. Open Windows Defender Security Center and click *App & browser control*. Under the sub-heading *Check apps and files*, select the *Off* button.

See instructions below.

Error – Property 'type' error

If the setup.exe produces an error like below, then follow the steps under 'Fix it'

The value of the property 'type' cannot be parsed. The error is: Could not load file or assembly 'Microsoft.Office.BusinessApplications.Fba, Version=14.0.0.0, Culture=neutral, PublicKeyToken=71e9bc3111e9429c' or one of its dependencies. The system cannot find the file specified (C:\Program Files (x86)\Common Files\Microsoft Shared\VSTO \10.0\VSTOInstaller.exe.Config line 10).

3.1.1   How to fix it

If file VSTOInstaller.exe.config is present in either of below directories, just rename the **VSTOInstaller.exe.Config** to **VSTOInstaller.exe.Config.old** and then run the setup.
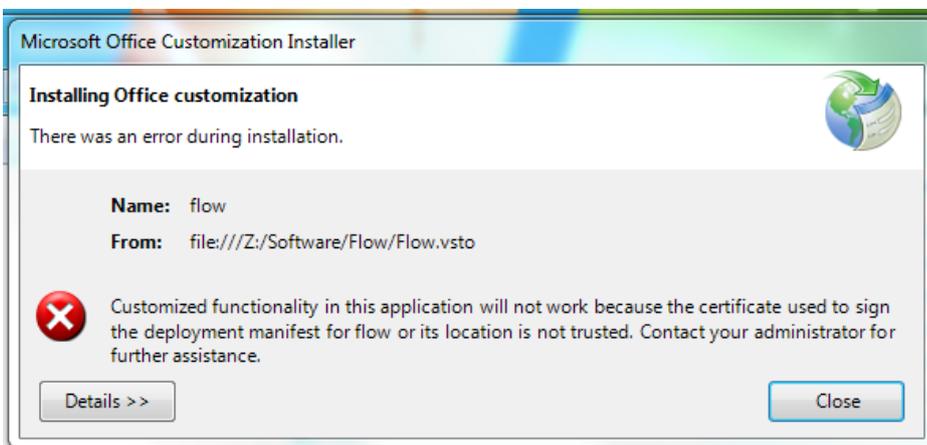
// In case of 32-bit Office

C:\Program Files (x86)\Common Files\Microsoft Shared\VSTO\10.0)

// In case of 32-bit Office

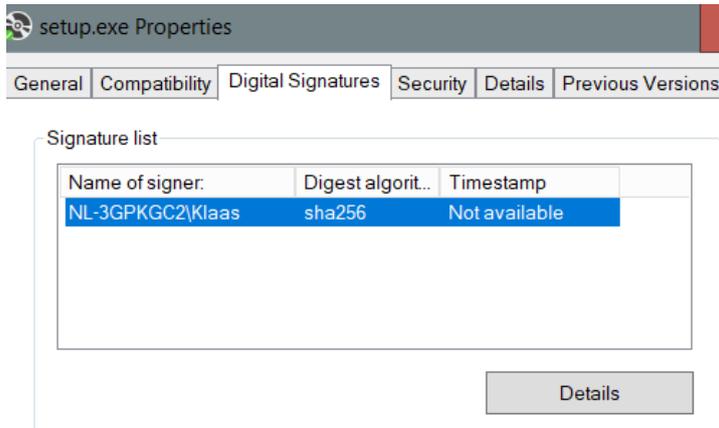C:\Program Files\Common Files\Microsoft Shared\VSTO\10.0)

3.2 Error – Certificate

If the setup fails with an error like below, that means that the certificate that the app is signed with isn't trusted by Windows
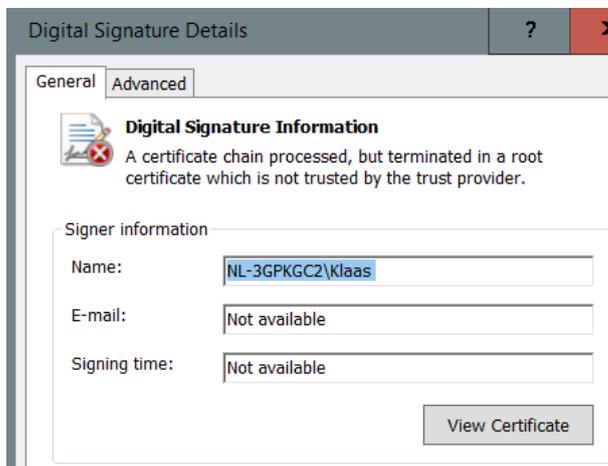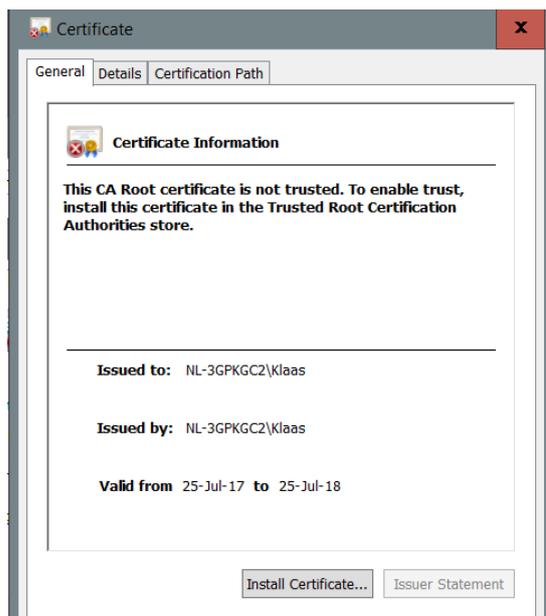
3.2.1 How to fix it

1. Right click on `setup.exe`,
2. Select `properties` then the `Digital Signatures` tab
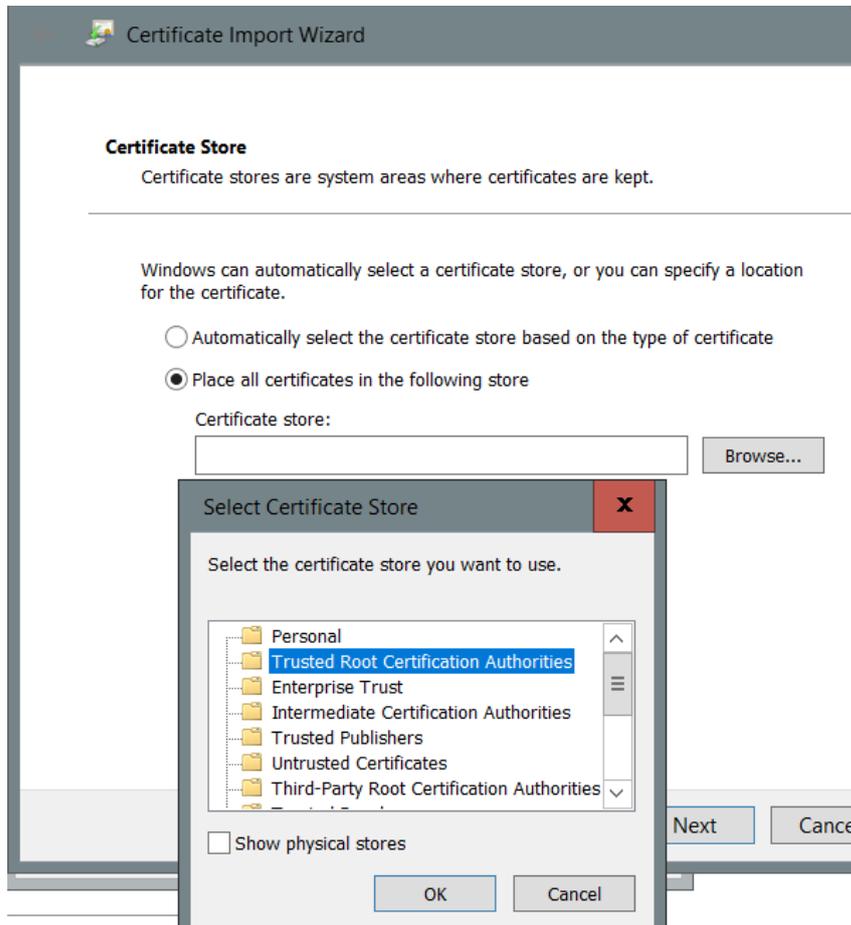3. Select the signature then click `Details`
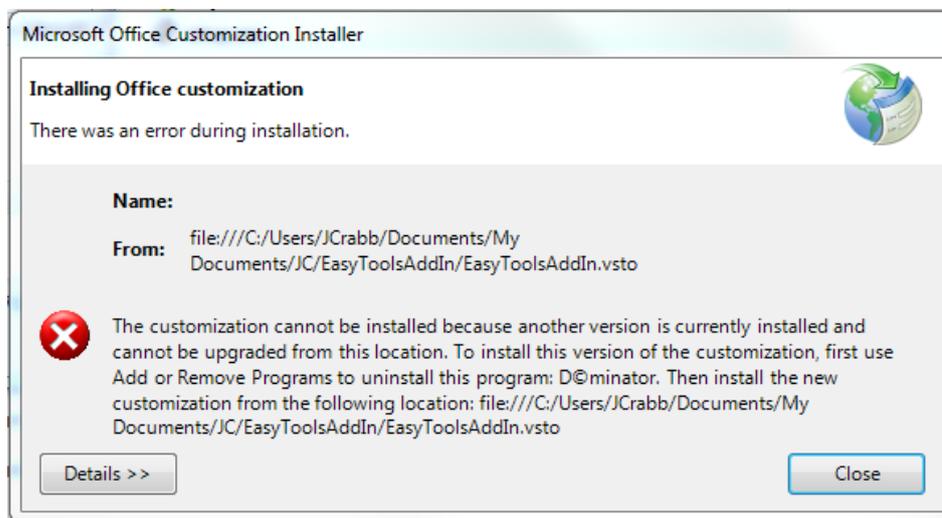

Click `View Certificate`

4. Click `Install Certificate`, choose current user

5. Do not let it automatically choose where to store the certificate, install the certificate in the Trusted Root Certification Authorities Store. Once the cert is installed the app should install so go back to 1.1 To install run setup and try again.
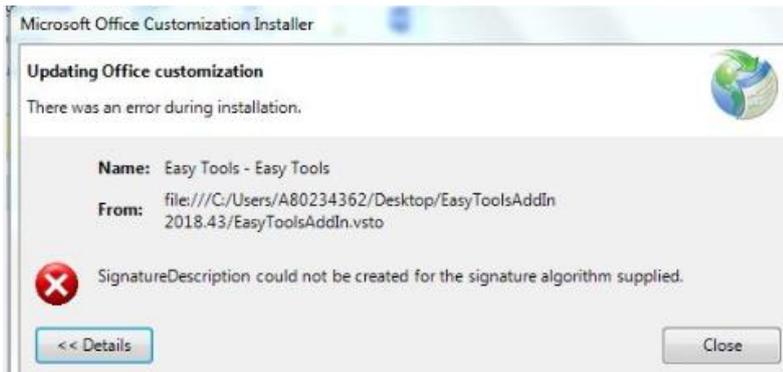
3.3 Error – Customization
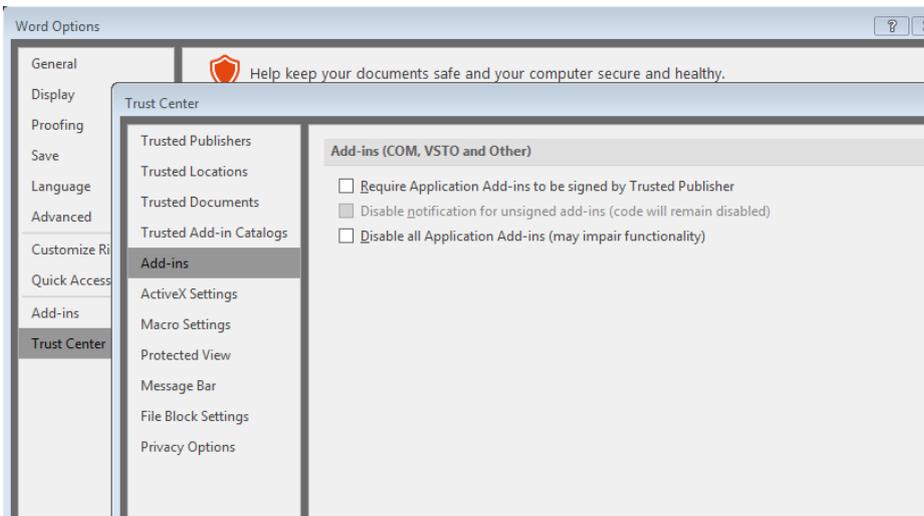

3.3.1 How to fix it

This error may occur when the add-in is previously installed under another name. To resolve the error, uninstall the add-in first, using the original name.

3.4 Error – Security Signing

3.4.1 How to fix it

In Word Settings make sure all options are de-selected under 'Add-ins'

3.5 Error – Remove old version first

When the new version has major new components is is required to uninstall the old version before installing the new version.

When this is required, then during installation of the new version, a message will be displayed informing you that the upgrade is not possible until the current installed version is removed.

3.5.1 How to fix it

1. Abort installation
2. Remove current installed version as follows:
   a) **English**: Windows Start menu → Control Panel → Programs and Features → locate 'EasyTools' → right mouse button → 'Uninstall'**German**: Windows Start menu → Systemsteuerung → Alle Systemsteuerungselemente → Programme und Funktionen
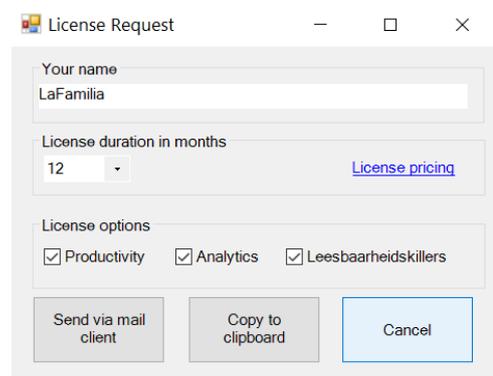3. Redo installation by double clicking on setup.exe (see 1.1)

4   Requesting and Installing a License

To obtain a license, you need to send a request to info@easytoolswordaddin.com.

With this request a license key can be generated.

4.1 Requesting

To make a request, navigate to the License ribbon in the Word menu bar and click the **Request** button. The following form appears. Fill out the form and choose either the Send or the Copy button and proceed to send the request to info@easytoolswordaddin.com.
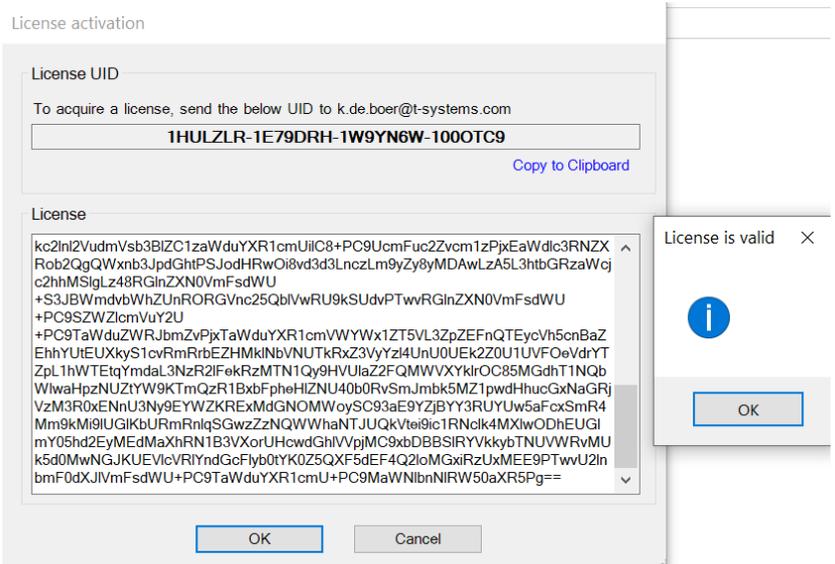
4.2 Installing the license

After payment of the license fee you will receive a text file with an encoded license key that only works on the computer on which the request was generated.

Navigate to the License ribbon in the Word menu bar and click the License button. If you don't already have a valid license, a message will first appear.

Your copy of this application is not activated. Purchase a license and enter it in the license activation window, then press OK

Then a form is displayed as is shown below. Paste the license key that you received in it. After clicking **OK**, the license will be validated.

After successful validation, the license details are shown so you can verify that the license is correctly issued.