



Contract Tools

Administrator Guide

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Chapter 1

Getting Started

Learn prerequisites for deploying Contract Tools. Learn where you can find more resources on the internet.

This guide describes how to deploy Contract Tools and use Contract Tools License Server. To understand this guide, you should be familiar with entering commands in PowerShell or Command Prompt. If you're using Contract Tools License Server, you should also be familiar with reading and editing XML files. If you're unfamiliar with either topic, there are resources available to help you; search the internet for "Windows PowerShell", "Windows Command Prompt", and "XML tutorial" to find many sources of information.

If you're using Contract Tools License Server: You should configure and install Contract Tools License Server before deploying Contract Tools. See Chapter 2, "Contract Tools License Server" on the next page to learn how.

If you're not using Contract Tools License Server: You can skip to Chapter 3, "Contract Tools" on page 9 to learn how to deploy Contract Tools.

Visit <https://papersoftware.com/support> to find many resources to help you get started with Contract Tools.

Chapter 2

Contract Tools License Server

Learn prerequisites for installing Contract Tools License Server. Configure and install the server. Update the server to a new version. Uninstall the server.

2.1 What's in the Contract Tools folder?

The Contract Tools folder contains:

- This guide
- PaperSoftwareContractTools.msi, an MSI file you can use to install Contract Tools
- PaperSoftwareContractTools.admx and PaperSoftwareContractTools.adml, administrative template files you can use with Group Policy
- A folder named Contract Tools License Server; see Section 2.2, "What's in the Contract Tools License Server folder?" on this page to learn more

You can move the Contract Tools folder wherever you'd like.

2.2 What's in the Contract Tools License Server folder?

The Contract Tools License Server folder contains several files.

configuration.xml is an XML file that contains configuration settings for Contract Tools License Server. See Section 2.3, "Configuring Contract Tools License Server" on the next page to learn about these settings.

stop.cmd and **start.cmd** are scripts you can use to stop and restart Contract Tools License Server when updating it. See Section 2.5, "Updating Contract Tools License Server" on page 7 to learn more.

TurboActivate.dat is a file that Contract Tools License Server reads when it runs. You must not edit this file.

The Contract Tools License Server folder also contains folders named x64 and x86. Each folder contains an executable named Contract Tools License Server.exe. Use the executable in the x64 folder on 64-bit operating systems, and the executable in the x86 folder on 32-bit operating systems. Both executables require Windows XP or later, or Windows Server 2003 or later. The x64 and x86 folders also contain identical copies of two scripts.

`install.cmd` is a script you can use to install Contract Tools License Server on your computer. See Section 2.4, "Installing Contract Tools License Server" on the next page to learn more.

`uninstall.cmd` is a script you can use to stop Contract Tools License Server from running when your computer starts. See Section 2.6, "Uninstalling Contract Tools License Server" on page 7 to learn more.

You can move the Contract Tools License Server folder wherever you'd like. However, it's not a good idea to move the files in the x64 and x86 folders to other folders. If you do this, scripts like `install.cmd` may not work.

2.3 Configuring Contract Tools License Server

You configure Contract Tools License Server by editing the XML file `configuration.xml` in the Contract Tools License Server folder. Here are the default contents of `configuration.xml`:

```
1 <?xml version="1.0" encoding="UTF-8"?>
2 <config>
3 <bind port="4"/>
4 <lease length="1800"/> <!-- seconds -->
5 <log file="Contract Tools License Server.log" level="notification"/>
6 <isgenuine days_between="90" grace="14"/> <!-- days -->
7 <cpu threads="0"/> <!-- 0 means one child thread per CPU core -->
8 <!--
9 <proxy url="http://username:password@127.0.0.1:8080"/>
10 -->
11 </config>
```

Typically, you need to change only the `port` attribute of the `bind` element in line 3.

`<bind port="4"/>` sets the port on which Contract Tools License Server communicates. You also use this port to configure Contract Tools; see Section 3.3, "Configuring Contract Tools" on page 10 to learn more. Using default settings, Contract Tools License Server communicates on port 4. The port number should not exceed 49151.

You should rarely need to change the values of the attributes in lines 4–7.

`<lease length="1800"/>` sets the amount of time a license provided by Contract Tools License Server to Contract Tools is valid. Using default settings, licenses are valid for 1,800 seconds (30 minutes), and Contract Tools will begin attempting to extend the duration of its license when approximately 15 minutes remain. You can use a minimum time of 30 seconds, but shorter times may increase traffic on your network to an unacceptable level.

`<log file="Contract Tools License Server.log" level="notification"/>` sets the path of the file to which Contract Tools License Server logs messages and the verbosity level of these messages. If the value of the `file` attribute is a relative path, the log is placed relative

to Contract Tools License Server.exe. The value of the `level` attribute can be, in order of increasing verbosity, `error`, `warning`, or `notification`. Using default settings, messages are logged in a file named *Contract Tools License Server.log* in the same folder as Contract Tools License Server.exe, and this file will contain errors, warnings, and notifications.

`<isgenuine days_between="90" grace="14"/>` sets the number of days between Contract Tools License Server's periodic verifications of your activation key. Using default settings, the number of days is at least 90 and at most 104. The value of the `days_between` attribute can be any whole number up to 90, and the value of the `grace` attribute can be any whole number up to 14.

`<cpu threads="0"/>` sets the number of child threads Contract Tools License Server spawns. If this number is 0, Contract Tools License Server spawns one child thread per CPU core. Using default settings, if your computer's CPU has 8 cores, Contract Tools License Server will use a total of 9 threads.

The `proxy` element in line 9 is in a comment because it's optional. Use a `proxy` element and set its `url` attribute to a value appropriate for your proxy to allow Contract Tools License Server to verify your activation key through a proxy.

2.4 Installing Contract Tools License Server

After you configure Contract Tools License Server, you can install it by running the script *install.cmd*. To run this script, open an administrator PowerShell or Command Prompt in the `x64` folder on a 64-bit operating system or the `x86` folder on a 32-bit operating system, and then enter:

```
.\install
```

This script:

1. Activates Contract Tools License Server by sending your activation key over the internet
2. Configures Windows Firewall to allow inbound connections to Contract Tools License Server
3. Runs Contract Tools License Server as a Windows service
4. Installs Contract Tools License Server to run as a Windows service if the computer on which it is installed is restarted

To verify that Contract Tools License Server is running, enter in PowerShell or Command Prompt:

```
sc .exe qc TurboFloatServer-2942
```

If Contract Tools License Server is running, `sc .exe` will output the configuration of Contract Tools License Server.

The service name `TurboFloatServer-2942` contains `TurboFloatServer` because Contract Tools License Server.exe is a renamed executable from TurboFloat Server; see Section 2.7, "Contract Tools License Server is TurboFloat Server" on page 8 to learn more. The number 2942 is an identifier for Contract Tools.

If Contract Tools License Server is not running, examine Contract Tools License Server's log to diagnose the problem.

Note: Contract Tools License Server must be installed on real hardware, not on a virtual machine. If you believe that you're installing Contract Tools License Server on real hardware, but error messages appear that say that the server has failed to activate because your computer is a virtual machine, make sure that Hyper-V is disabled on your computer.

To disable Hyper-V:

1. Open Control Panel and choose Programs > Turn Windows features on or off.
2. Open Hyper-V, and then open Hyper-V Platform.
3. Deselect the Hyper-V Hypervisor checkbox.
4. Restart your computer.

After you install Contract Tools License Server, you can configure Contract Tools to connect to the server by modifying Registry values; see Section 3.3.3, "Connecting to Contract Tools License Server" on page 12 to learn more.

2.5 Updating Contract Tools License Server

Occasionally, you'll need to update Contract Tools License Server. It's a good idea to update Contract Tools License Server when usage of Contract Tools is at a minimum.

To update Contract Tools License Server:

1. Open PowerShell or Command Prompt in the Contract Tools License Server folder.
2. To stop Contract Tools License Server, enter:
`.\stop`
3. Replace the Contract Tools License Server executables with new versions.
4. To restart Contract Tools License Server, enter:
`.\start`

2.6 Uninstalling Contract Tools License Server

To uninstall Contract Tools License Server, open an administrator PowerShell or Command Prompt in the x64 folder on a 64-bit operating system or the x86 folder on a 32-bit operating system, and then enter:

```
.\uninstall
```

This script:

1. Stops Contract Tools License Server
2. Removes Contract Tools License Server configuration settings from Windows Firewall if possible
3. Removes Contract Tools License Server from the list of Windows services so that it does not run as a background process if the computer on which it is present is restarted
4. Deactivates Contract Tools License Server

Uninstalling Contract Tools License Server does not delete the Contract Tools License Server folder from your computer. To delete the Contract Tools License Server folder, move it to the Recycle Bin, and then empty the Recycle Bin.

2.7 Contract Tools License Server is TurboFloat Server

TurboFloat Server is part of LimeLM by wyDay, LLC. The Contract Tools License Server executables are the executables distributed with TurboFloat Server, renamed to identify them as Contract Tools' license server in case you administer other software that uses TurboFloat Server.

This Contract Tools License Server file	is this TurboFloat Server file, renamed
Contract Tools License Server.exe	TurboFloatServer.exe
configuration.xml	TurboFloatServer-config.xml

Visit <https://wyday.com/limelm/help/turbofloat-server/> to learn more about TurboFloat Server.

Chapter 3

Contract Tools

Learn prerequisites for installing Contract Tools. Configure proxies and firewalls. Configure and install Contract Tools. Uninstall Contract Tools.

3.1 Prerequisites for Installing Contract Tools

On all computers, Contract Tools requires Windows 7 or later, Word 2007 or later, Visual C++ 2010 Redistributable Package, and Visual Studio 2010 Tools for Office Runtime.

On computers with Windows 7 and 8.1, Contract Tools requires .NET Framework 4.5.2 or later. On computers with Word 2007, Contract Tools also requires .NET Framework 3.5.

To download an installer for this	Visit
Visual C++ 2010 Redistributable Package	https://www.microsoft.com/en-us/download/details.aspx?id=5555
Visual Studio 2010 Tools for Office Runtime	https://www.microsoft.com/en-us/download/details.aspx?id=56961
.NET Framework 4.5.2	https://www.microsoft.com/en-us/download/details.aspx?id=42643
.NET Framework 3.5	https://www.microsoft.com/en-us/download/details.aspx?id=21

Activating Contract Tools using an activation key requires real hardware; see Section 3.3.2, “Activating Contract Tools” on page 11 to learn more. To deploy Contract Tools on virtual machines, you can use Contract Tools License Server; see Chapter 2, “Contract Tools License Server” on page 4 and Section 3.3.3, “Connecting to Contract Tools License Server” on page 12 to learn more.

3.2 Configuring Proxies and Firewalls

You may need to configure proxies and firewalls to allow communication from Word and Advanced Updater.

Contract Tools uses LimeLM by wyDay, LLC for license activation and management. If you're using an activation key to administer Contract Tools, you should configure proxies and firewalls to allow communication from Word and to allow access to wyday.com. You can configure an activation key by modifying Registry values; see Section 3.3.2, "Activating Contract Tools" on the next page to learn more.

Contract Tools uses Advanced Updater, renamed to PaperSoftwareContractToolsUpdater.exe, by Caphyon Ltd. to download and install updates. To allow Contract Tools to download updates, you should configure proxies and firewalls to allow communication from PaperSoftwareContractToolsUpdater.exe, which is located in Contract Tools' installation folder; see Section 3.5.4, "Installation Folder" on page 16 to learn about Contract Tools' default installation folder.

PaperSoftwareContractToolsUpdater.exe downloads files from Amazon S3 (<https://papersoftware.s3.amazonaws.com/>).

You can disable updating by modifying Registry values; see Section 3.3.4, "Configuring Other Settings" on page 13 to learn more.

3.3 Configuring Contract Tools

You can configure Contract Tools by modifying Registry values using Group Policy. Except for Contract Tools' LoadBehavior Registry value (see Section 3.3.1, "Configuring LoadBehavior" on this page to learn more), you create Registry values in the HKEY_CURRENT_USER hive with key path Software\Paper Software\Contract Tools.

See Section 3.3.5, "Modifying Registry Values" on page 13 for techniques you can use to modify Registry values using Group Policy.

3.3.1 Configuring LoadBehavior

You can change how Word loads Contract Tools by modifying its LoadBehavior Registry value; see *Registry Entries for VSTO Add-ins*

(<https://docs.microsoft.com/en-us/visualstudio/vsto/registry-entries-for-vsto-add-ins>) to learn more. Here is where you can find Contract Tools' LoadBehavior Registry value:

- If you install Contract Tools for all users of a computer (a *per-machine* installation), the LoadBehavior Registry value is stored in the HKEY_LOCAL_MACHINE hive.
 - On 64-bit operating systems with a 32-bit version of Office, the key path is SOFTWARE\WOW6432Node\Microsoft\Office\Word\Addins\Paper Software.Contract Tools.
 - On 64-bit operating systems with a 64-bit version of Office, and 32-bit operating systems with a 32-bit version of Office, the key path is SOFTWARE\Microsoft\Office\Word\Addins\Paper Software.Contract Tools.

- If you install Contract Tools for a single user of a computer (a *per-user* installation), the LoadBehavior Registry value is stored in the HKEY_CURRENT_USER hive with key path Software\Microsoft\Office\Word\Addins\Paper Software.Contract Tools.

As an alternative to modifying Contract Tools' LoadBehavior Registry value, you can set Contract Tools to be turned off by default; see Section 3.3.6, "Configuring Contract Tools to be Turned Off when Documents Open" on page 13 to learn how.

3.3.2 Activating Contract Tools

You can configure an activation key by creating this Registry value:

Name	Type	Data
Activation key	REG_SZ	Contract Tools' activation key

Note: When you configure an activation key using a Registry value, the activation key is hidden from your users.

Because Contract Tools sends and receives information over the internet to become activated using an activation key, you may need to change Contract Tools' proxy settings if your users connect to the internet through a proxy. To do this, create this Registry value:

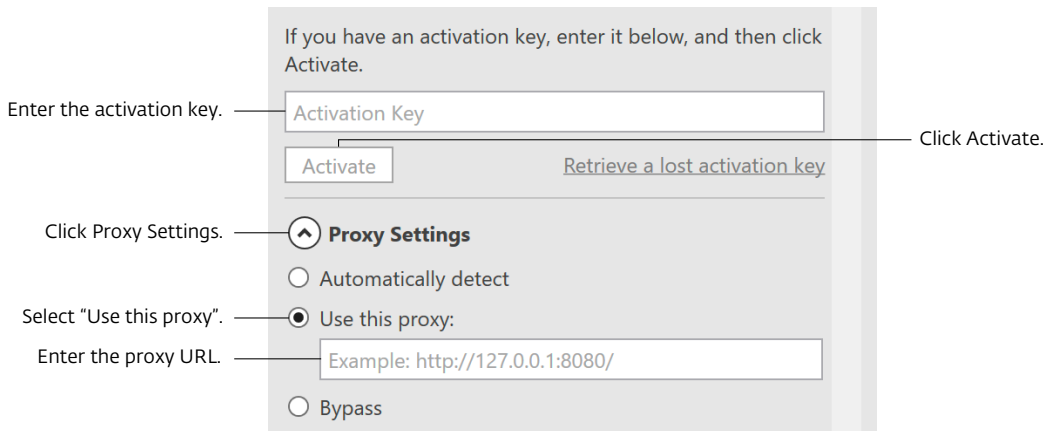
Name	Type	Data
Proxy URL	REG_SZ	For example, http://username:password@127.0.0.1:8080/

See Section 3.2, "Configuring Proxies and Firewalls" on the previous page for more information about configuring proxies when using an activation key.

As an alternative to using Registry values, your users can activate Contract Tools by using the controls in the Contract Tools pane. Here are instructions you can offer to your users:

To activate Contract Tools:

1. Open a document or create a new document in Word.
2. Enter Contract Tools' activation key.
3. Click Proxy Settings, select "Use this proxy", and then enter the proxy URL.
4. Click Activate.



You can use Contract Tools to see how many activations are available on your activation key; see Section 3.6, "Monitoring Activations" on page 17 to learn how.

See Section 3.7, "Deactivating Contract Tools" on page 17 to learn how to deactivate Contract Tools.

3.3.3 Connecting to Contract Tools License Server

You can configure Contract Tools to connect to Contract Tools License Server by creating these Registry values:

Name	Type	Data
License server IP address	REG_SZ	The address of the computer running Contract Tools License Server
License server port	REG_DWORD	Contract Tools License Server's port

Note: You can set the data of the "License server IP address" Registry value to a domain name instead of an IP address.

Use the port you set when you configured Contract Tools License Server; see Section 2.3, "Configuring Contract Tools License Server" on page 5 to learn more.

By default, Contract Tools connects to Contract Tools License Server when Word loads Contract Tools (see Section 3.3.1, "Configuring LoadBehavior" on page 10 to learn how to configure when Word loads Contract Tools). To make Contract Tools connect to Contract Tools License Server only when Contract Tools is turned on in a document, create this Registry value:

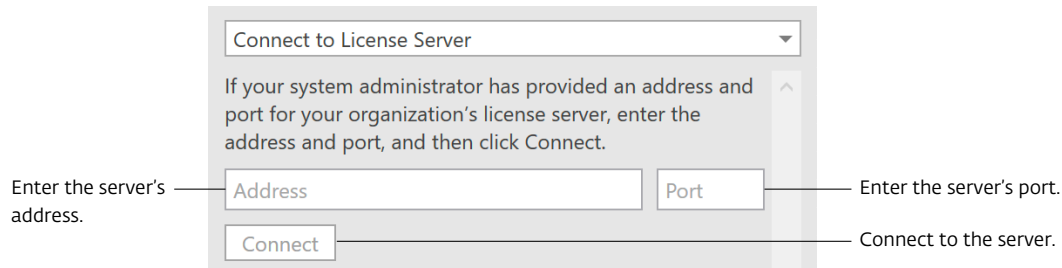
Name	Type	Data
Connect to license server only when enabled	REG_SZ	True

See Section 3.3.6, "Configuring Contract Tools to be Turned Off when Documents Open" on the next page to learn how to set default user preferences so that Contract Tools is turned off when documents open.

As an alternative to using Registry values, your users can connect Contract Tools to Contract Tools License Server by using the controls in the Contract Tools pane. Here are instructions you can offer to your users:

To connect Contract Tools to Contract Tools License Server:

1. Open a document or create a new document in Word.
2. Choose "Connect to License Server" from the pop-up menu at the top of the Contract Tools pane.
3. Enter Contract Tools License Server's address and port, and then click Connect.



See Section 3.8, “Disconnecting from Contract Tools License Server” on page 17 to learn about disconnecting Contract Tools from Contract Tools License Server.

3.3.4 Configuring Other Settings

Contract Tools can periodically check for updates and prompt the user to install them. To disable updating, create this Registry value:

Name	Type	Data
Disable updating	REG_SZ	True

If you disable updating, it's a good idea to sign up to receive email notifications when updates to Contract Tools are released so that your users have access to the latest version of Contract Tools. Visit <https://papersoftware.com/contract-tools-admin> to get started.

In Word 2010 and later, Contract Tools can save analysis settings as custom XML data. To disable saving analysis settings, create this Registry value:

Name	Type	Data
Disable saving analysis settings	REG_SZ	True

3.3.5 Modifying Registry Values

You can use a variety of techniques to modify Contract Tools Registry values using Group Policy.

Here are ways to modify Contract Tools Registry values using Group Policy:

- Use the Group Policy administrative template defined by PaperSoftwareContractTools.admx and PaperSoftwareContractTools.adml (available at <https://papersoftware.com/support>).
- Use a script. For example, you can disable automatic updating of Contract Tools with this PowerShell script:

```
$keyPath = 'HKCU:\Software\Paper Software\Contract Tools'  
if (!(Test-Path $keyPath)) { New-Item $keyPath -Force }  
New-ItemProperty $keyPath 'Disable updating' -Value True -Force
```

or this batch script:

```
set keyPath="HKCU\Software\Paper Software\Contract Tools"  
reg add %keyPath% /v "Disable updating" /d True /f
```

- Use the Group Policy Management Console; search the internet for “Group Policy Management Console” to learn more.

3.3.6 Configuring Contract Tools to be Turned Off when Documents Open

By default, Contract Tools turns on automatically when documents open. If your users work with contracts and similar documents only occasionally, they may prefer to turn on Contract Tools manually. Whether Contract Tools turns on automatically is a user preference, and you can configure default user preferences before Word loads Contract Tools for the first time by modifying PaperSoftwareContractTools.dll.config in Contract Tools' installation folder (see Section 3.5.4, “Installation Folder” on page 16 to learn more).

For example, when Contract Tools is installed for all users on a 64-bit operating system, you can configure Contract Tools to be turned off when documents open with this PowerShell script:

```
$installationFolder = "${env:ProgramFiles(x86)}\Paper Software\Contract Tools"  
$absolutePath = "$installationFolder\PaperSoftwareContractTools.dll.config"  
[xml]$xml = Get-Content $absolutePath  
$xml.SelectSingleNode('//setting[@name="EnableAutomatically"]').Value = 'False'  
$xml.Save($absolutePath)
```

Your users can turn Contract Tools on or off by clicking the On / Off button in the Contract Tools ribbon tab.

By default, Contract Tools connects to Contract Tools License Server when Word loads Contract Tools, even if Contract Tools is configured to be turned off when documents open. You can configure Contract Tools to connect to Contract Tools License Server only when Contract Tools is turned on; see Section 3.3.3, “Connecting to Contract Tools License Server” on page 12 to learn how. To learn how to configure when Word loads Contract Tools, see Section 3.3.1, “Configuring LoadBehavior” on page 10.

3.4 Configuring iManage Software

An issue with iManage Integration for Office (a Word add-in distributed with some versions of iManage FileSite and DeskSite) can cause Word to temporarily become unresponsive when closing documents while using Contract Tools. A solution is available in versions of iManage Integration for Office distributed with FileSite and DeskSite 9.3.5 and later.

When a document closes, iManage Integration for Office sets the property of a *range* (similar to a selection in Word) to the property’s current value. In computer programming, this is called a *self-assignment*. A self-assignment typically has no effect, but in this case, it causes Word to perform a time-consuming task with data that Contract Tools uses to sync defined terms, drafting errors, and other items with documents while there are unanalyzed changes. As a result, Word may temporarily become unresponsive.

iManage tracks this issue using reference number NT-72170. For more information, see *Quick Update CSAR-2626 for FileSite and DeskSite 9.3.5 with Office Integration*, available at <https://help.imanage.com>.

With versions of iManage Integration for Office distributed with FileSite and DeskSite 9.3.5 and later, you can resolve this issue by creating this Registry value:

Name	Type	Data
RemoveRangeSelfAssignment	REG_SZ	Y

You create this Registry value in the HKEY_LOCAL_MACHINE hive. The key path of this Registry value depends on whether you use 32-bit or 64-bit software.

- If you use the 64-bit version of Windows with 32-bit versions of iManage software, the key path is SOFTWARE\WOW6432Node\Interwoven\WorkSite\8.0\Integration\Options.
- If you use the 64-bit version of Windows with 64-bit versions of iManage software, or the 32-bit version of Windows with 32-bit versions of iManage software, the key path is SOFTWARE\Interwoven\WorkSite\8.0\Integration\Options.

3.5 Installing Contract Tools

You can install Contract Tools with an MSI file (PaperSoftwareContractTools.msi) or an executable (PaperSoftwareContractToolsSetup.exe). Installation resources, including an MSI file and an executable, are available at <https://papersoftware.com/support>.

To install Contract Tools using Group Policy, you must use an MSI file.

3.5.1 Installing with an MSI File

You can use PaperSoftwareContractTools.msi with Group Policy to install Contract Tools. You can also use PaperSoftwareContractTools.msi with `msiexec` to install Contract Tools. To do this, enter in PowerShell or Command Prompt:

```
msiexec /i PaperSoftwareContractTools.msi /q /log setup.log /noRestart
```

- `/q` prevents Windows Installer dialogs from appearing.
- `/log setup.log` creates a log named `setup.log` in the same folder as `PaperSoftwareContractTools.msi`.
- `/noRestart` prevents an automatic computer restart if one is required.

See Section 3.5.3, “Resources about Installation Parameters” on the next page for resources that describe additional `msiexec` parameters.

3.5.2 Installing with an Executable

You can use PaperSoftwareContractToolsSetup.exe from PowerShell or Command Prompt to install Contract Tools. Here is a typical installation command:

```
.\PaperSoftwareContractToolsSetup /exeNoUI /q /log setup.log /noRestart
```

The `/exeNoUI` parameter prevents Contract Tools Setup from appearing. The other parameters are passed to `msiexec`:

- `/q` prevents Windows Installer dialogs from appearing.
- `/log setup.log` creates a log named `setup.log` in the same folder as `PaperSoftwareContractToolsSetup.exe`.
- `/noRestart` prevents an automatic computer restart if one is required.

Letting `/•` mean any parameter, PaperSoftwareContractToolsSetup.exe commands generally look like:

```
.\PaperSoftwareContractToolsSetup /• /• /• // /• /•
```

PaperSoftwareContractToolsSetup.exe handles these parameters directly.

These parameters are passed to `msiexec`.

This is replaced by the path to a temporary MSI file.

You pass two groups of parameters to PaperSoftwareContractToolsSetup.exe:

1. The first group of parameters is handled directly by PaperSoftwareContractToolsSetup.exe. When installing Contract Tools, this group will typically contain only `/exeNoUI`.

2. The second group of parameters, beginning with /• //, is passed to msiexec. PaperSoftwareContractToolsSetup.exe replaces // with the path to a temporary MSI file.

If you leave out /• //, PaperSoftwareContractToolsSetup.exe uses /i //. For example:

```
.\PaperSoftwareContractToolsSetup /exeNoUI /q
```

is the same as

```
.\PaperSoftwareContractToolsSetup /exeNoUI /i // /q
```

All parameters are optional. Entering .\PaperSoftwareContractToolsSetup in PowerShell or Command Prompt starts Contract Tools Setup as if you double-clicked PaperSoftwareContractToolsSetup.exe.

See Section 3.5.3, “Resources about Installation Parameters” on this page for resources that describe additional PaperSoftwareContractToolsSetup.exe parameters.

3.5.3 Resources about Installation Parameters

To learn more about msiexec parameters, enter in PowerShell or Command Prompt:

```
msiexec /?
```

To learn more about PaperSoftwareContractToolsSetup.exe parameters, enter:

```
.\PaperSoftwareContractToolsSetup /?
```

You can also use these resources:

To learn about	See
msiexec parameters	<i>Command-Line Options</i> (https://docs.microsoft.com/en-us/windows/desktop/Msi/command-line-options) <i>Standard Installer Command-Line Options</i> (https://docs.microsoft.com/en-us/windows/desktop/Msi/standard-installer-command-line-options) <i>Msiexec.exe Command Line</i> (https://www.advancedinstaller.com/user-guide/msiexec.html)
PaperSoftwareContractToolsSetup.exe parameters	<i>EXE setup file</i> (https://www.advancedinstaller.com/user-guide/exe-setup-file.html)

3.5.4 Installation Folder

The default location of Contract Tools’ installation folder depends on how Contract Tools is installed.

- If you install Contract Tools for all users of a computer (a *per-machine* installation):
 - On 64-bit operating systems, Contract Tools’ installation folder is %ProgramFiles(x86)%\Paper Software\Contract Tools.
 - On 32-bit operating systems, Contract Tools’ installation folder is %ProgramFiles%\Paper Software\Contract Tools.
- If you install Contract Tools for a single user of a computer (a *per-user* installation), Contract Tools’ installation folder is

%LOCALAPPDATA%\Programs\Paper Software\Contract Tools.

3.6 Monitoring Activations

If you're using an activation key to administer Contract Tools, you can use Contract Tools to see how many activations are available on your activation key.

To see how many activations are available on your activation key:

1. Make sure that Contract Tools' activation key is not specified in the Registry (see Section 3.3.2, "Activating Contract Tools" on page 11 to learn more). You cannot use Contract Tools to see how many activations are available on your activation key when it's specified in the Registry.
2. Show the Contract Tools pane in Word.
3. If Contract Tools is deactivated, activate Contract Tools by entering your activation key in the Activation Key field.
4. Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view. Information about your activation key appears at the top of the view.

See Section 3.3.2, "Activating Contract Tools" on page 11 to learn about activating Contract Tools using an activation key.

3.7 Deactivating Contract Tools

An activation key can be used to activate Contract Tools on a certain number of computers (see Section 3.6, "Monitoring Activations" on this page to learn how to find the number of activations available on your activation key). You can deactivate Contract Tools on some computers to free up activations for use on other computers.

To deactivate Contract Tools:

- Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view, and then click the Deactivate button.

Note: Uninstalling Contract Tools does not deactivate Contract Tools. Before you uninstall Contract Tools, you should deactivate it. See Section 3.9, "Uninstalling Contract Tools" on the next page to learn how to uninstall Contract Tools.

If you need to deactivate Contract Tools on computers that you don't have access to, email support@papersoftware.com.

See Section 3.3.2, "Activating Contract Tools" on page 11 to learn about activating Contract Tools using an activation key.

3.8 Disconnecting from Contract Tools License Server

Contract Tools disconnects from Contract Tools License Server (and stops using a license) when Word quits, when a user logs out of a session, and when a session is locked (for example, when the lid of a notebook computer is closed). A user can also disconnect Contract Tools from

Contract Tools License Server by clicking the Disconnect button in the Subscription view. Here are instructions you can offer to your users:

To disconnect Contract Tools from Contract Tools License Server:

- Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view, and then click the Disconnect button.

In addition, if Contract Tools is configured to connect to Contract Tools License Server only when Contract Tools is turned on in a document (see Section 3.3.3, “Connecting to Contract Tools License Server” on page 12 to learn more), Contract Tools disconnects from Contract Tools License Server when Contract Tools is turned off in all documents. However, due to limitations of Word, Contract Tools cannot disconnect from Contract Tools License Server when a user closes the last document in which Contract Tools is turned on if other documents remain open. For example, if Contract Tools is turned on in Document.docx and turned off in all other documents:

- If a user turns off Contract Tools in Document.docx, Contract Tools disconnects from Contract Tools License Server
- If a user closes Document.docx (without turning off Contract Tools), Contract Tools does not disconnect from Contract Tools License Server

See Section 3.3.3, “Connecting to Contract Tools License Server” on page 12 to learn about connecting Contract Tools to Contract Tools License Server.

3.9 Uninstalling Contract Tools

You can use PaperSoftwareContractTools.msi or PaperSoftwareContractToolsSetup.exe to uninstall Contract Tools.

Note: If you’re using an activation key to administer Contract Tools, you should deactivate Contract Tools before you uninstall it; see Section 3.7, “Deactivating Contract Tools” on the previous page to learn how.

3.9.1 Uninstalling with an MSI File

If you used PaperSoftwareContractTools.msi to install Contract Tools, you can uninstall Contract Tools by entering in PowerShell or Command Prompt:

```
msiexec /x PaperSoftwareContractTools.msi /q
```

3.9.2 Uninstalling with an Executable

If you used PaperSoftwareContractToolsSetup.exe to install Contract Tools, you can uninstall Contract Tools by entering in PowerShell or Command Prompt:

```
.\PaperSoftwareContractToolsSetup /x // /q
```

While this command will uninstall Contract Tools without prompting a user, Contract Tools Setup will appear. To uninstall Contract Tools without showing Contract Tools Setup, you can pass a Contract Tools product code to msiexec. For example, to uninstall Contract Tools v1.29.0.0 without user interaction, enter in PowerShell or Command Prompt:

```
msiexec /x "{DC288CF8-F861-4FF4-83CA-0B7C60C59A7C}" /q
```

To find the product code of your version of Contract Tools, enter in PowerShell 3.0 or later:

```
$filter = 'Name="Contract Tools" AND Vendor="Paper Software LLC"'  
$instance = Get-CimInstance Win32_Product -Filter $filter  
$instance | Format-Table IdentifyingNumber, Version
```

or in PowerShell 2.0 or earlier:

```
$filter = 'Name="Contract Tools" AND Vendor="Paper Software LLC"'  
Get-WmiObject Win32_Product -Filter $filter
```

or in Command Prompt:

```
set filter="Name='Contract Tools' AND Vendor='Paper Software LLC'"  
wmic product where %filter% get IdentifyingNumber, Version
```

The IdentifyingNumber in the output is the product code.

For a table of Contract Tools version numbers and corresponding product codes, see Appendix A, "Contract Tools Product Codes" on the next page.

Appendix A

Contract Tools Product Codes

Learn Contract Tools version numbers and corresponding product codes.

Here are Contract Tools version numbers and product codes. If you used PaperSoftwareContractToolsSetup.exe to install Contract Tools, you can pass a Contract Tools product code to msiexec to uninstall Contract Tools without showing Contract Tools Setup; see Section 3.9.2, “Uninstalling with an Executable” on page 18 to learn how.

Contract Tools version	Product code
1.29.0.0	{DC288CF8-F861-4FF4-83CA-0B7C60C59A7C}
1.28.10.0	{8178CE3B-8DDF-4A3C-B501-716D6D8445F5}
1.28.9.0	{7CA82501-6DEA-481F-8E5D-7ADA24018F0F}
1.28.8.0	{D18B9A97-ACFA-4EF7-810E-97AE04A38243}
1.28.7.0	{E61BDD0D-609C-4AFD-9920-BB3FEF085685}
1.28.6.0	{ABC44349-1E04-4A62-A55A-5A3128234BDF}
1.28.5.0	{2F9D4E3C-C34F-4181-97B1-8DF7D6ABBDB3}
1.28.4.0	{09B9607F-6FA1-4C73-9C38-01B1F1609D17}
1.28.3.0	{908460A9-197E-43F4-9258-8179F216B2D6}
1.28.2.0	{7CBCAF4C-FAC9-476F-BA5F-98D567781043}
1.28.1.0	{4F04E8AB-2EC1-4CE1-A363-0F364C0291C4}
1.28.0.0	{BF9B896F-1C98-4402-985B-1BA6747E6BFE}
1.27.5.0	{8A708616-11B7-492D-BAEC-DD88163BBA4E}
1.27.4.0	{132ADDB5-A514-4543-986C-53674B06CBD3}
1.27.3.0	{EB41E010-044F-4BD4-B12A-7B524D5B85A0}
1.27.2.0	{65BC795A-FB57-470C-B0EC-8D63E87A9B51}

Contract Tools version	Product code
1.27.1.0	{2F3EC94C-D5FE-42DA-9A7C-FFED65CBAC88}
1.27.0.0	{B1336BDD-85F8-492A-BCC9-57128B213F0F}
1.26.4.0	{43457065-AE19-49CD-BA39-E2F05BBE7D89}
1.26.3.0	{64BA8903-07D2-4E6E-AD4E-1201DF6F0BA0}
1.26.2.0	{35D2B311-6AEC-4767-9922-70F47EEC2310}
1.26.1.0	{30D8B7E9-6F78-45E9-B17E-A3491F789390}
1.26.0.0	{6E44FE77-C823-483C-AE18-8242124C3307}
1.25.3.0	{003E928D-D4AF-4D53-928B-854BB71C65E7}
1.25.2.0	{73F6C0C9-65F0-4587-B223-6879C0176A34}
1.25.1.0	{C52AFC7B-F44E-44BD-9F8D-4706799ACACO}
1.25.0.0	{D0A55E68-98A9-44D1-8FD8-478305DF0720}
1.24.5.0	{CF0FEEDA-2196-4D3B-8228-B2DE37AEBE81}
1.24.4.0	{E549C859-3C35-4E7B-9D1A-F9AB48C46C68}
1.24.3.0	{825DF421-05D6-4738-8602-29FECF61C503}
1.24.2.0	{94915F56-5671-47A8-82A2-DF99B01E8ABC}
1.24.1.0	{EAD211B0-64A3-4FFF-B513-8B40A1E97F02}
1.24.0.0	{C41BACF6-DEA8-4E20-92FF-D49058F7C11B}
1.23.3.0	{DF73C6B9-C7D7-49B9-8813-C2F7AD914799}
1.23.2.0	{8C920507-5F6E-4DFD-A79C-47B05D40A913}
1.23.1.0	{00CEE861-8A9A-4950-90A4-7442A4658D71}
1.23.0.0	{CCB435FE-FD6C-4854-891A-47804C699894}
1.22.4.0	{199BBBA4-778F-47FA-9FC1-D53052601F06}
1.22.3.0	{7FB9A73F-D1AF-4F93-A295-719FD080D1FC}
1.22.2.0	{4F4CC560-0BD1-4EF5-9EB0-795A12AB4DFD}
1.22.1.0	{BE941628-E16E-4352-8A41-8D4AF49AFDBD}
1.22.0.0	{4B52C4EF-6764-4C18-8FC2-DE1060CDB5FC}
1.21.4.0	{04392077-CDD5-4476-B8E9-2A4C3CDC0293}
1.21.3.0	{132F369F-8C3C-469D-B2B0-21D5C7369A9A}
1.21.2.0	{833BBAAB-9E0B-44C6-AA7D-8BE4727A7B20}
1.21.1.0	{E6C4BCCD-FB94-4AD6-A6BA-00F87C7DEDB8}
1.21.0.0	{8D94BC8C-D3C8-45F9-BEBB-639D7AE9BDB0}
1.20.1.0	{B4CE72E7-5C45-4D6A-B7BE-EE8FFA1065B3}

Contract Tools version	Product code
1.20.0.0	{FA9FB2A6-2816-4DFA-9032-8285AD3C2532}
1.19.4.0	{B86D2EC8-C902-4893-A84D-B27F99F44C85}
1.19.3.0	{57C1157D-60C9-4C5E-B199-BB99FB63BFE4}
1.19.2.0	{D99CBFC0-0D2B-4E53-BF4F-A0B349BD1D82}
1.19.1.0	{D53C1295-3F74-4735-875D-E9349C204485}
1.19.0.0	{64CAE0BC-3F97-4938-A3CC-5E907C8C0BF2}
1.18.6.0	{69F2B766-A061-4F9F-8887-85019897D33E}
1.18.5.0	{3493D517-F429-4FD8-9E75-42524180441D}
1.18.4.0	{BB36FCB3-BE0A-4910-BCD2-1A7EEF132415}
1.18.3.0	{7C80F46E-5CC2-4F48-9A2C-CBBB8176F4C6}
1.18.2.0	{1EF788E5-2D3A-4C6E-BFE1-2861A64B391F}
1.18.1.0	{61CF5353-89B8-49D2-9D52-954ABE187F3B}
1.18.0.0	{A8608D32-D590-4596-BB67-D78DFB881E07}
1.17.8.0	{86A21335-6227-42F5-B8ED-E517EFD9EDBF}
1.17.7.0	{2E8A3C7C-CD97-451B-8245-959CC45323B4}
1.17.6.0	{EF862871-258C-45E6-B37A-D2C5B116D03B}
1.17.5.0	{D034D9E8-6854-48B4-9DCF-B34CA1402233}
1.17.4.0	{C6B8EFA4-1A2B-44E9-96B3-OCA6D1A7DE36}
1.17.3.0	{26FD68B8-910F-43FA-943B-BE3C56D85883}
1.17.2.0	{D9586ACB-44E5-4D98-8262-B835538F0736}
1.17.1.0	{216F95BC-7D1D-493B-ACC1-5849466D5AF3}
1.17.0.0	{0CDF4A42-164B-40BC-9171-7CDF3FBB3714}
1.16.5.0	{AC41251D-3340-46E6-81F4-47A034783E4E}
1.16.4.0	{B6209071-4FC5-4039-96F1-AEE939C61DD9}
1.16.3.0	{33D2E91C-430A-4AF1-A0DD-874BAB3CCFB1}
1.16.2.0	{8219C72E-D659-4AF1-B9C7-616F2D889E0C}
1.16.1.0	{B60971B5-D8B2-45D8-8ECF-73C83B1F89BA}
1.16.0.0	{8618D9E9-051F-4A04-A889-847BE918CC13}
1.15.12.0	{36F5E732-F411-43B4-9488-E3FEAE197007}
1.15.11.0	{E03F1D66-A306-43B8-A248-A779F0F73C4E}
1.15.10.0	{8A7001E9-F228-4CDD-92F8-9DC5176AD81B}
1.15.9.0	{0B53425D-076C-4D74-9BAD-804FC208C8DD}

Contract Tools version	Product code
1.15.8.0	{91CF89DF-2909-49EB-9DE2-COCED6714388}
1.15.7.0	{811928AC-BB01-47C1-B15F-FD1A8865DCA9}
1.15.6.0	{E6DC5A97-B0E0-4628-971E-37F812893A9C}
1.15.5.0	{CE38A45E-AB39-4106-A53E-COF132103C1F}
1.15.4.0	{A639DA03-156C-4D3A-B682-6DB7E9252976}
1.15.3.0	{4AF837D6-5A36-4779-8BF8-4A0542B6E6AA}
1.15.2.0	{DC1F7C51-9F8C-46D5-A706-B9E0A1251A5A}
1.15.1.0	{2DB12D18-9320-4A1C-AB69-88EFA5D9050B}
1.15.0.0	{9D34107E-D752-4491-AE40-4E3452042228}
1.14.2.0	{C0436F1D-1264-4A99-908C-88B5B9314805}
1.14.1.0	{8E28B9EE-1A85-495C-B8F9-BA1DC9F10C4E}
1.14.0.0	{B9974EAB-15F4-493F-B76E-441156E09D8A}
1.13.0.0	{04A52A26-933D-4B63-98A0-C365041A46B5}
1.12.0.0	{14D5A1A7-6377-4C0B-817F-00F5B6A977CC}
1.11.1.0	{4FC989AE-B926-4B25-B1E0-3807B5369509}
1.11.0.0	{A70F3A5B-6586-4D99-87D2-EE856FE11250}
1.10.2.0	{A3308E2A-5F7F-49CB-A210-309D5711CDA0}
1.10.1.0	{873AB223-AA1F-4A6C-B9A2-26FE47FE7000}
1.10.0.0	{110E07B3-B4C2-4119-9CA0-DA192656B554}

Contract Tools v1.9.0.0 and earlier use Microsoft ClickOnce installation and cannot be uninstalled using msiexec.