



1 Install Home Reporter Plus 2011 Tryout

Download the file HR2011PlusTryout.exe to your hard drive and then run HR2011PlusTryout.

Setup by default will install our files in a folder on your hard drive called c:\hr2011tryout.

2 Make sure macros are enabled in Word

You **must** have macros **enabled** in Word for our software to work properly. You should check this **before** opening the template – otherwise you may encounter problems.

To enable macros, you **must** be in a blank document and not in a HomeBuyer Report. Then:

- With Word 2003, click on Tools>Macro>Security and switch to "low" or "medium" – "high" security will disable our software.
- With Word 2007, click the Office Button, click Word Options (at the bottom of the pane), choose Trust Center and click Trust Center Settings, and switch to "Enable all macros".
- With Word 2010, click File and then Options (towards the bottom of the sidebar) , choose Trust Center and click Trust Center Settings, and switch to "Enable all macros".

3 Try the software by doing a partial report

Here is a quick guide:

1 Double click the folder icon for **Home Reporter Plus 2011 Tryout** on your desktop and then double click the Word icon for **Home Reporter 2011 Tryout**. This will bring up part of a new blank HomeBuyer Report – this tryout version runs only as far as section E.

2 Enter the full property address and press Tab.

Note – always use the Tab key to move forward in your Report. Shift Tab goes backwards.

3 Enter a one-line abbreviated address in the dialog box that comes up and click OK. This will be entered at the foot of each page.

4 Enter the name of the client and press Tab.

5 Enter the date of the inspection and press Tab.

6 You are now in the body of the report and the first of our HBR SurveyAssist complementary sets of paragraphs will appear. Edit this as appropriate and press **Alt T**. This will insert your edited paragraphs into your Report. You may still type directly into the Report but do not try to format the text at this stage.

Note – the blue shaded lines in the HBR SurveyAssist paragraphs are for guidance only and will not transfer to your Report. The \$ signs are there to tell the software to ignore the line.

Press Tab to move to the next comment area. Most of the elements of the Report are linked to HBR SurveyAssist paragraphs, although there are just a few where all you need do is type directly into the Report.

You are not obliged to complete the elements in order and you can move to another element simply by clicking in the appropriate field.

Note – if the associated HBR SurveyAssist paragraphs do not come up when you move to another element out of order, try pressing Shift Tab and then Tab. If at any time the paragraphs appear for an element you have already completed or wish to leave until later, simply close the paragraph file without saving and you will be back in your Report.

7 When you reach the end of your Report and tab out of the last field, the field shadings will be removed automatically and your Report is then editable just like any other Word document.

8 Alongside those elements that have them, **Home Reporter Plus 2011** will enter a Condition Rating. Simply press **Alt C** whilst the cursor is anywhere in the text of the element you want to rate.

You can enter Condition Ratings as you type the Report or later as part of the final review, as you prefer.

9 When you reach the end of your Report and tab out of the last field (E9), the field shadings will be removed automatically and your Report is then editable just like any other Word document.

10 When the Report is completed and ready for final production, **Home Reporter Plus 2011** will substitute the simple numbers entered for overall Condition Ratings for traffic lights and will also automatically populate section C for you. To do this, press **Alt F8**, select the macro **ConditionRatings** and click **Run**.

Er that's it. If you like what you see, contact us to discuss buying the full version.