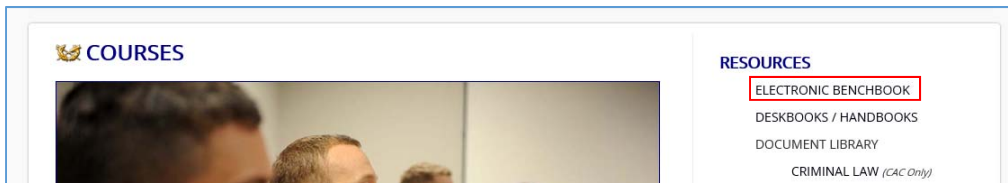# ELECTRONIC BENCHBOOK – SETUP

INTRODUCTION

The Electronic Benchbook (EBB) is a Microsoft Word based application that is used to generate a Bench Book for judges, attorneys, etc. Providing a preconfigured template allows the user to be sure that all of the pertinent documents are available and completed for use, in an easy-to-use format.
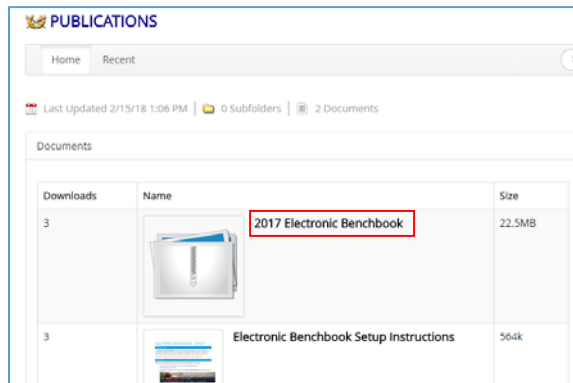
DOWNLOAD

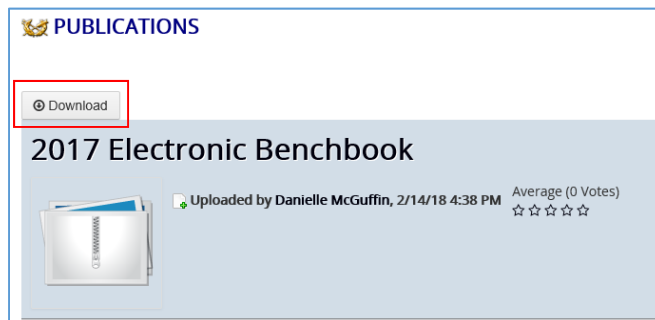Begin by downloading the Electronic Benchbook that is appropriate for your needs.

1. Navigate to the *TJAGLCS Criminal Law* website (https://tjaglcspublic.army.mil/adc)
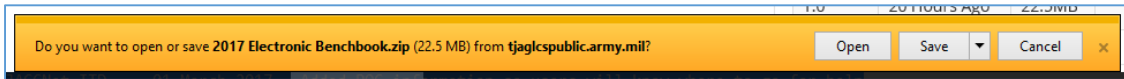2. Click on the link on the **Electronic Benchbook** under the *RESOURCES* section.

3. On the following page, click on the **2017 Electronic Benchbook**.

4. Then click on the **Download** button.

5. Your download will begin shortly. Depending on the browser, you may see a prompt similar to the below. If granted the option, choose **Save** or **Save As**.
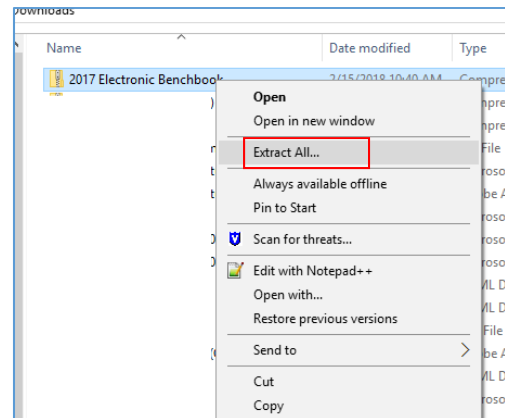

6. Select a destination where you wish to save the file. Since you'll need to access this file to complete the installation and setup of EBB, you need to make sure you remember where you save it so that you can easily locate it later. A great place to save it is to your Windows Desktop. **NOTE: Do NOT change the name of the file.**
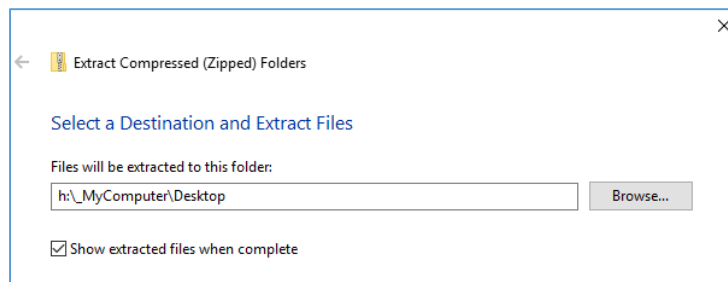
SETUP

The next phase of the Electronic Benchbook setup involves extracting the individual EBB files from the downloaded compressed file, and setting up EBB for use.
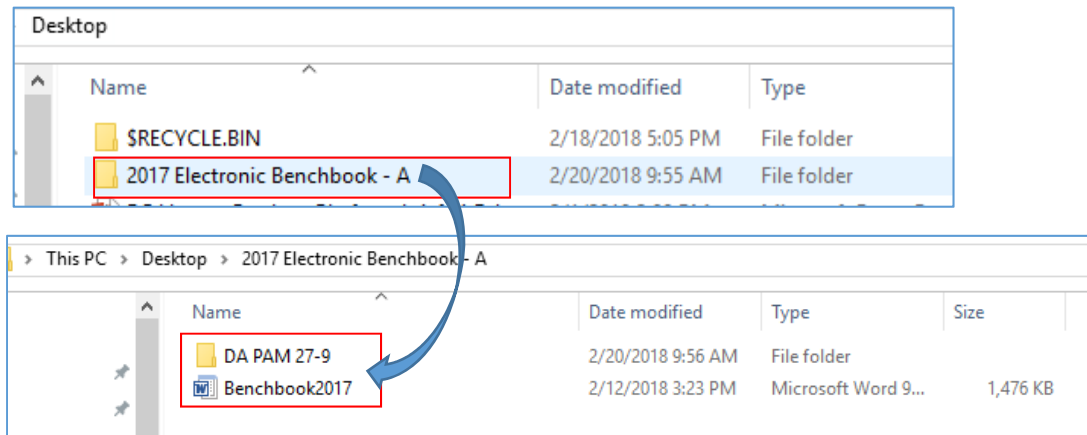
EXTRACTING THE FILES

1. Right-click on the EBB file on your Desktop (or wherever it was saved), and select Extract All…

2. You will then be presented with the Extract Compressed (Zipped) Folders dialog. This is where you choose the directory where you want your EBB files to be stored. It is best to keep it on your desktop.
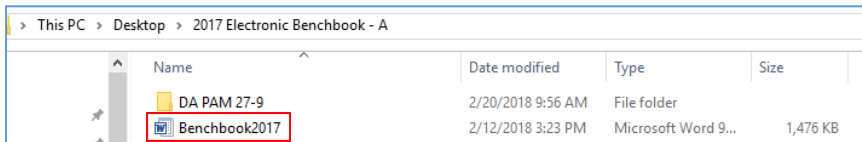
3. Once the extraction is complete, a new folder will be created on your desktop. Open the created folder, which will contain the DA PAM 27-9 and the file Benchbook.dot.
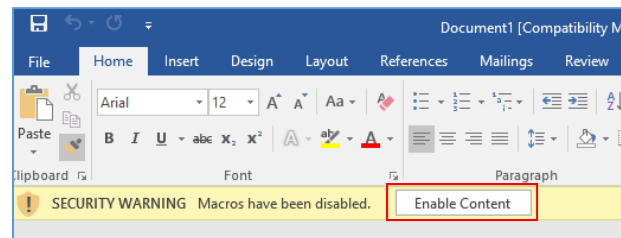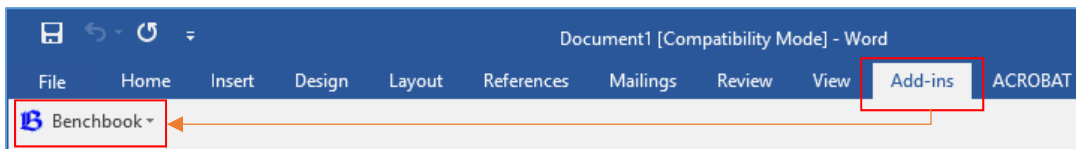

USAGE

1. Open on the Benchbook2017 file.

2. Once the file opens in MS Word, you might be presented with a Security Warning that macros have been disabled. If this happens, simply click the Enable Content button. You will very likely need to enable this everytime you use the EBB.

3. Once the macro has been enabled, click on the Add-Ins menu item to display the Benchbook custom toolbar. Then click the Benchbook dialog by clicking on the stylized "B" icon.

NOTE: Use the drop-down button next to the Benchbook title to access various other menu options.

Now you are able to utilize your new Electronic Benchbook application whenever needed. Remember that the Electronic Benchbook is updated regularly, so check back occasionally to make sure you're using the latest version, and make sure you download the updated version of these instructions as well.