

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.

Installing and setting up the EBB is pretty simple; simply follow the steps outlined below.

DOWNLOAD

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

1. Open a browser and navigate to the [U.S. Army Trial Judiciary](http://www.jagcnet.army.mil/usatj) website (www.jagcnet.army.mil/usatj)
2. Once the site has loaded, click on the link on the **Electronic Benchbook** link towards the top of the page



3. You're now on the *DOWNLOAD ELECTRONIC BENCHBOOK* page. There are four links available on this page, one for each service branch – **Army**, **Air Force**, **Coast Guard**, and **Navy/Marine Corps**. Click on the appropriate file needed for your service branch.

DOWNLOAD ELECTRONIC BENCHBOOK

Electronic Military Judges' Benchbook and Installation Instructions

[2015 Electronic Benchbook - Army v15.3](#)

[2015 Electronic Benchbook - Air Force v15.3](#)

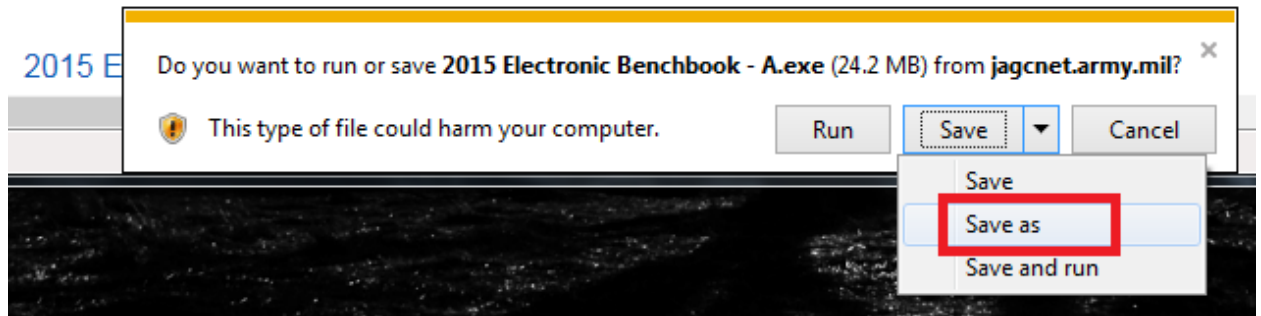
[2015 Electronic Benchbook - Coast Guard v15.3](#)

[2015 Electronic Benchbook - Navy Marine Corps v15.3](#)

NOTE: The links you find on the *Download Electronic Benchbook* page may have a slightly different name, since these names reflect the current version. While the names may be different, these steps still apply.

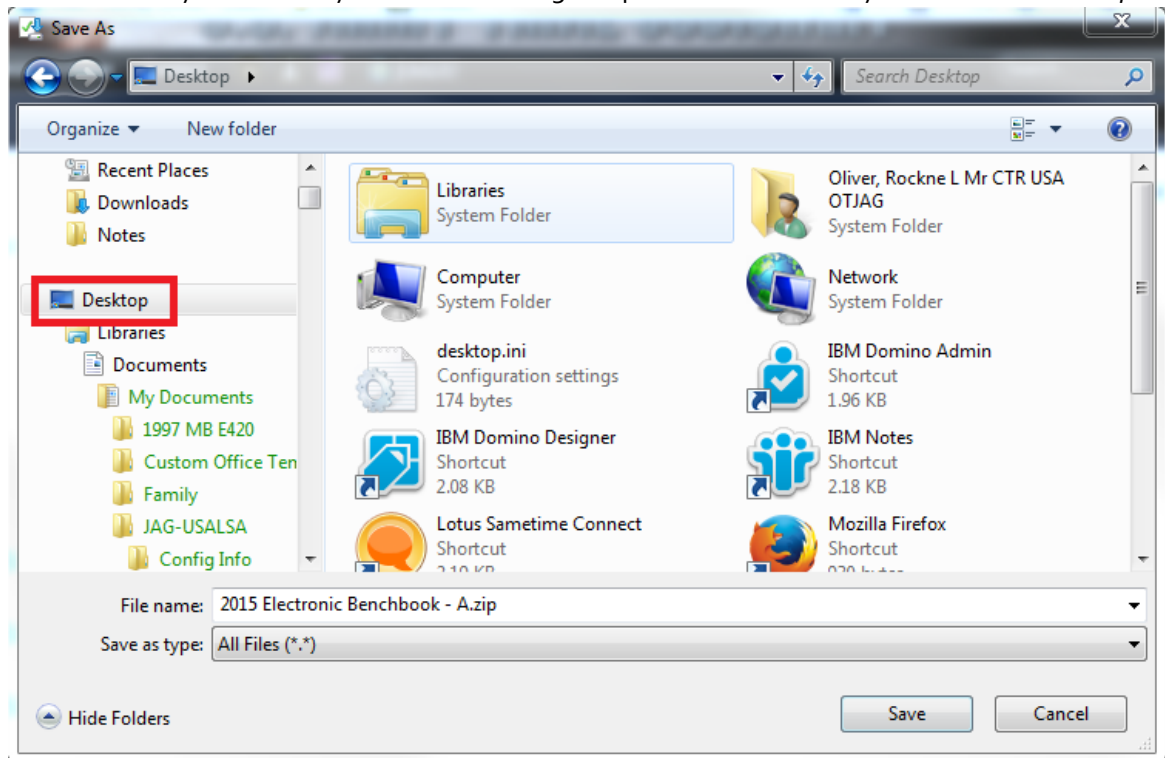
4. After clicking on the desired file link, you are presented with a small dialog where you choose how you want to handle the download of your file. Click on the drop-down button on the right side of the **Save** button, and select **Save As**

2015 Electronic Benchbook - Army v15.3



NOTE: This example demonstrates how the *Run/Save* dialog appears in Microsoft Internet Explorer. If you are using a different browser the dialog might appear differently; however, the same ability to choose **Save As** should still be available.

5. 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: It is highly recommended that you do NOT change the name of the file. Doing so may make it harder to locate, and could possibly make it extremely difficult to complete the setup.

Now that you have the desired EBB file on your computer, it's time to set it up for use.

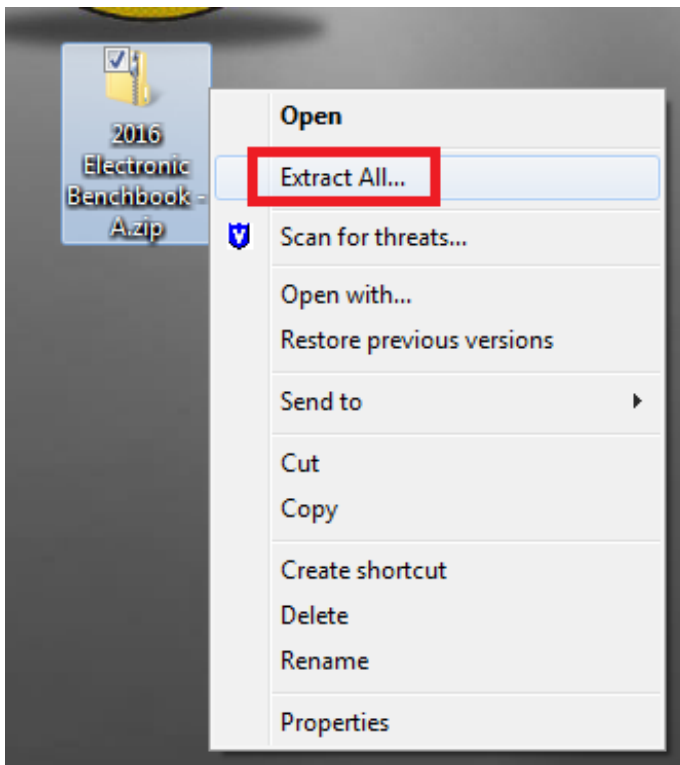
SETUP

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.

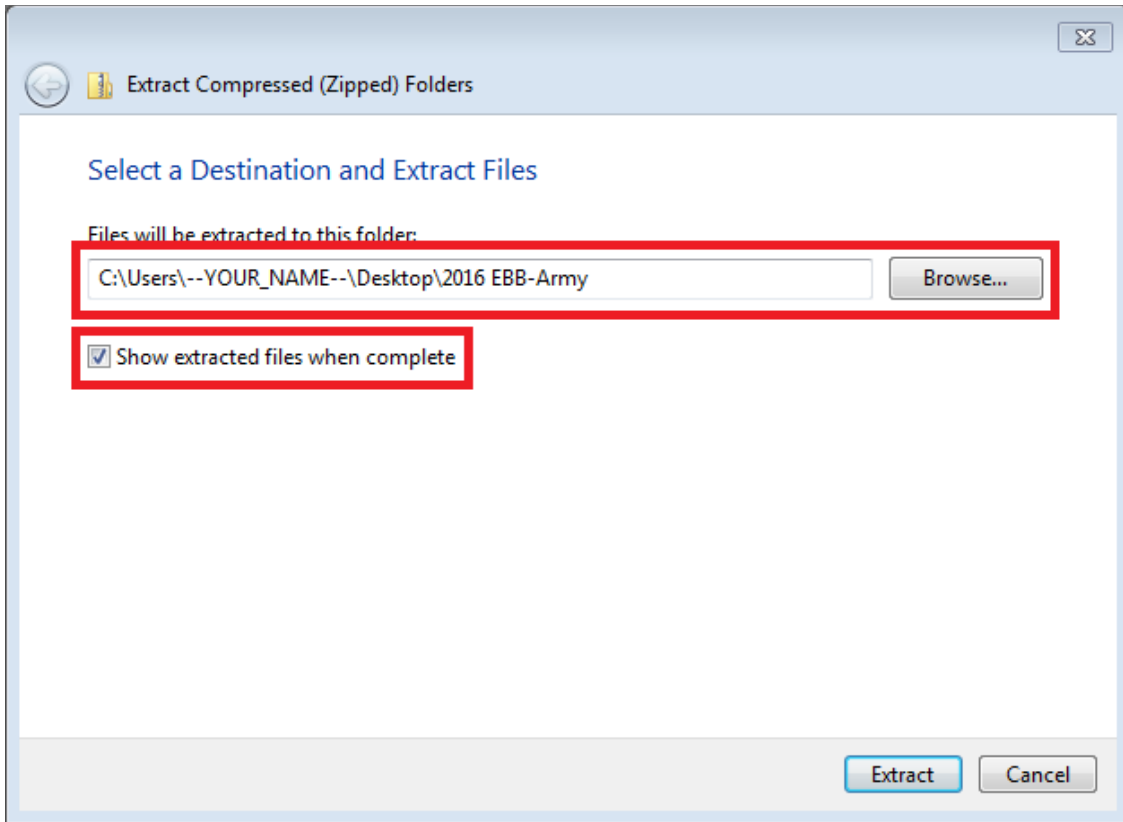
EXTRACTING THE FILES

NOTE: The following steps utilize the native *compressed file* support that is built into Microsoft Windows. However, you may prefer to use an alternative compressed file manager such as [WinZip](#) or [7-ZIP](#) instead; if so, keep in mind the use of these compressed file managers is outside the scope of this document.

1. If you saved the EBB file to your Desktop, *Right-Click* on the file and select **Extract All...** ; if you saved the file in a location other than the Desktop, open *Windows File Explorer* and navigate to the location where you saved the downloaded EBB file, then *Right-Click* on it to select **Extract All...**



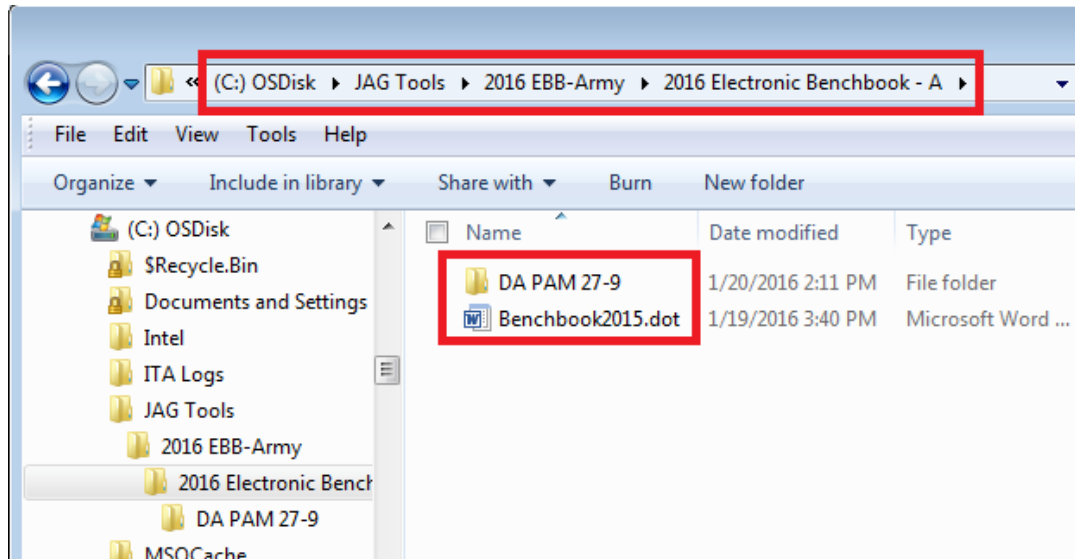
2. You are presented with the *Extract Compressed (Zipped) Folders* dialog. This is where you choose the directory where you want your EBB files to be stored. The default folder is the same folder location of the compressed EBB file you downloaded, with the new folder having the same name as the compressed file (e.g. the default subdirectory for the file *2016 Electronic Benchbook – A.zip* is *.../2016 Electronic Benchbook – A*).



NOTE: In the graphic above, the subdirectory *--YOUR_NAME--* is simply a placeholder for the purposes of this example; in reality it would actually be a variation of your user name on your workstation.

Feel free to use the suggested default, or enter a new location. In the graphic above the target subdirectory *2016 EBB-Army* is used. You can also click *Browse...* to select a new location – just remember where you put the files so you will be able to use them when needed. Finally, make sure that you check *Show extracted files when complete* before you click the **Extract** button so you can complete the next step.

3. Once the extraction is complete and the destination folder you provided is opened in *Windows Explorer*, you should validate that everything was extracted successfully, and are in the right subdirectories:
 - a. You should find a directory with the same name as the ZIP file you downloaded, but without the *.ZIP* extension. For instance, let's say you downloaded the file *2016 Electronic Benchbook 2016.zip*, and you used the destination directory *C:\JAG Tools\2016 EBB-Army* when you extracted the file. The results should be that the extracted files are located in *C:\JAG Tools\2016 EBB-Army\2016 Electronic Benchbook – A*.
 - b. Within the extracted files directory you should see the subdirectory *DA PAM 27-9*, and the file *Benchbook____.dot*.

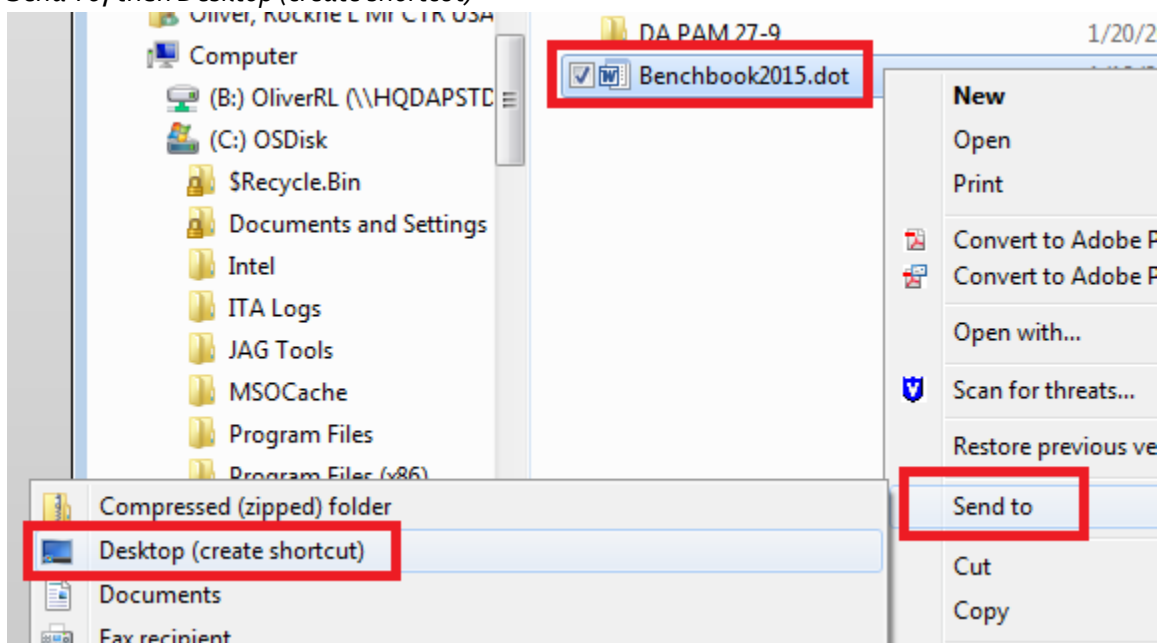


NOTE: The actual name of the *Benchbook____.dot* file may or may not match up to the corresponding date or year – that’s perfectly fine. As long as the file is present, then all is well.

FINAL SETUP

Now that the compressed EBB file has been successfully extracted and validated, you can finish the installation by making the application readily available from your Windows Desktop.

1. Open *Windows Explorer* (if you’ve previously closed it), and then open your EBB directory.
2. *Right-click* on the **Benchbook____.dot** file (remember, ____ in the file name is a year), select *Send To*, then *Desktop (create shortcut)*

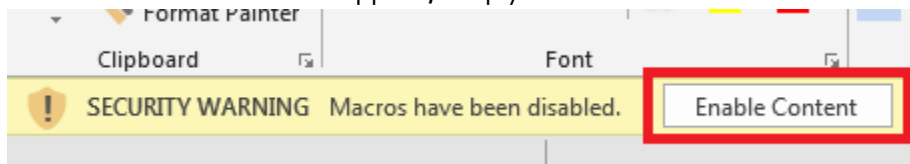


3. On your Windows desktop you should now have a file entitled something like *Benchbook2015.dot – Shortcut*. Feel free to rename it by *right-clicking* on it and selecting **Rename**.

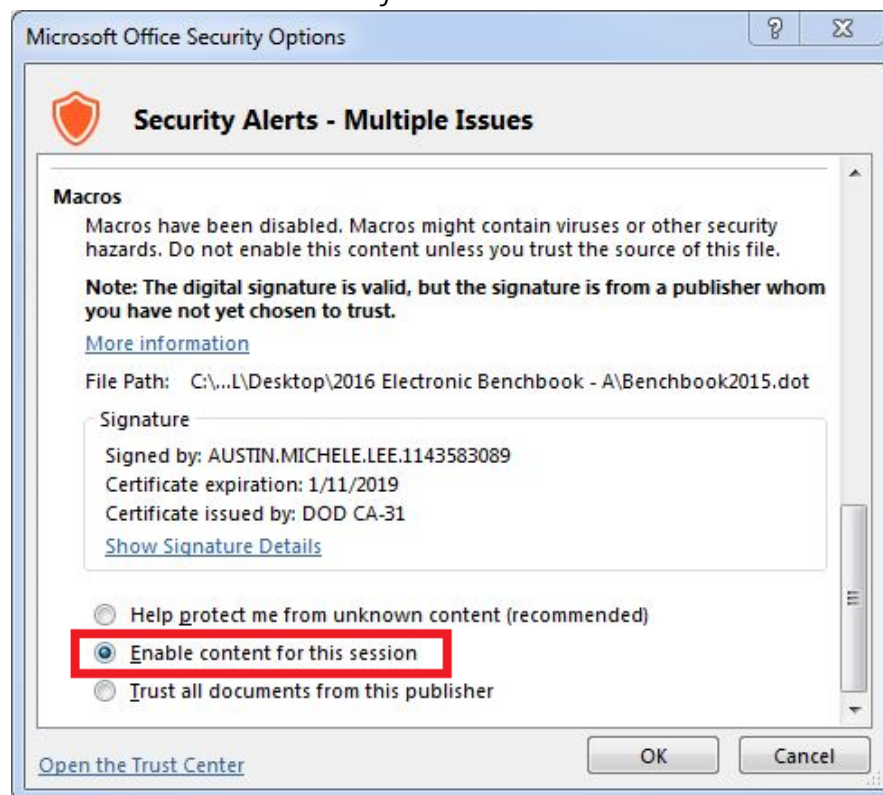
USAGE

Using the EBB application can be confusing if you don't know how to use it. Here's how:

1. *Double-click* on the **Benchbook**_____ shortcut you created on your Windows Desktop.
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.

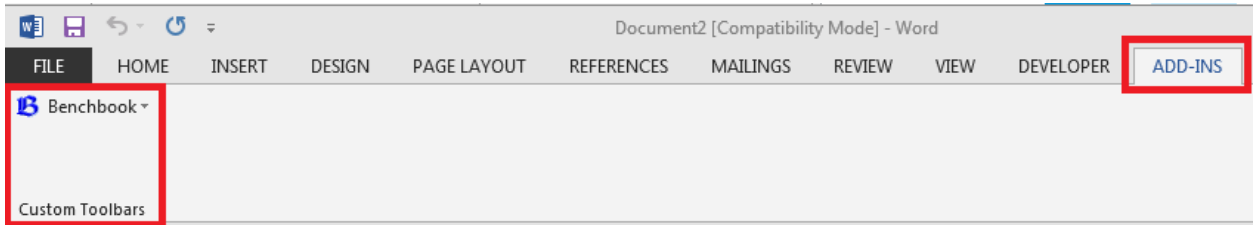


- a. Your *Security Warning* prompt may be different from the one pictured above. If so, go ahead and click whatever button is presented with it.
- b. You may be presented with an additional dialog that requires you to choose the duration of this security setting. Unfortunately, if you choose to *Trust all documents from this publisher*, you will receive an error that this is prohibited. Therefore you will need to choose *Enable content for this session*.

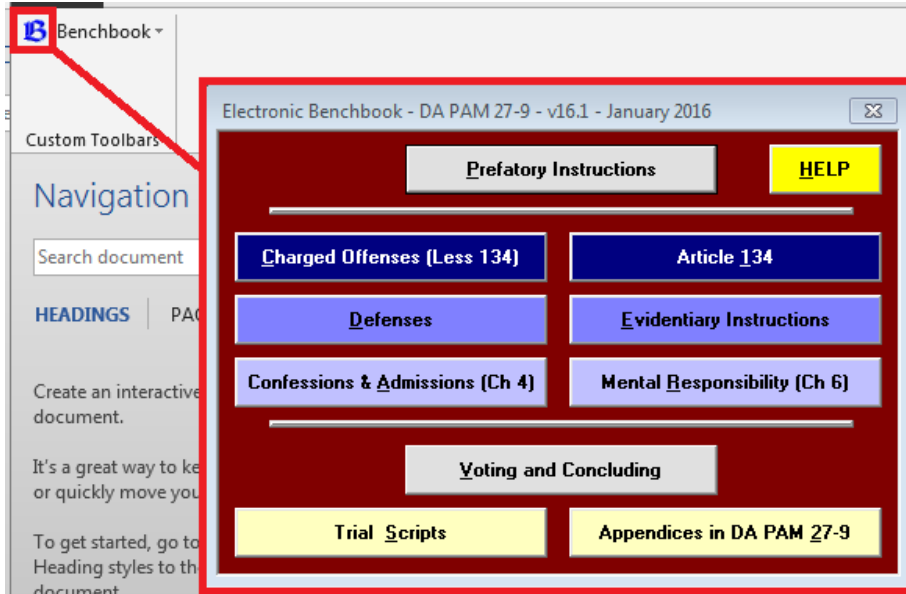


- c. Regardless of how you're asked to enable macros in MS Word, there's a good chance that you will need to do this each time you open this file to use EBB.

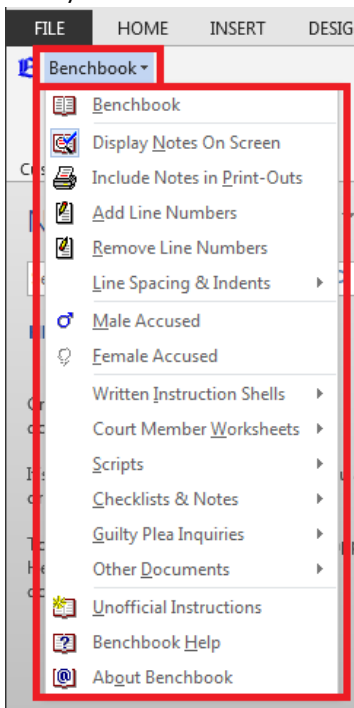
3. Now that macros have been enabled, click on the **Add-Ins** menu item to display the *Benchbook* custom toolbar



4. Now you can open the Benchbook dialog by clicking on the stylized "B" icon...



5. ... or you can access various other menu options by clicking the **Benchbook** drop-down menu



That's it! 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.

- U.S. Army Office of the Judge Advocate General, Information Technology Division

IF YOU NEED HELP...

Should you have any questions or concerns, please contact the **JAGCNet Service Desk** at usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil or call us at **703-693-0000 DSN 223**

Version	Author	Date	Summary
1.0.0	JAGCNet ITD	20 January 2016	Created
1.0.1	JAGCNet ITD	21 January 2016	Corrected grammatical errors, clarified some instructions
1.0.2	JAGCNet ITD	21 January 2016	Corrected numbering issue
1.0.3	JAGCNet ITD	21 January 2016	Added instructions dealing with macro security in MS Word
1.0.4	JAGCNet ITD	01 March 2017	Added POC information so users will know where to go for help