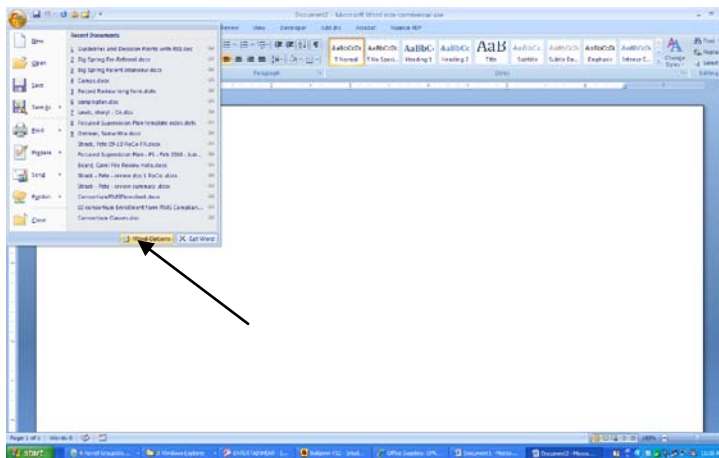


Enabling Macros in Word '07

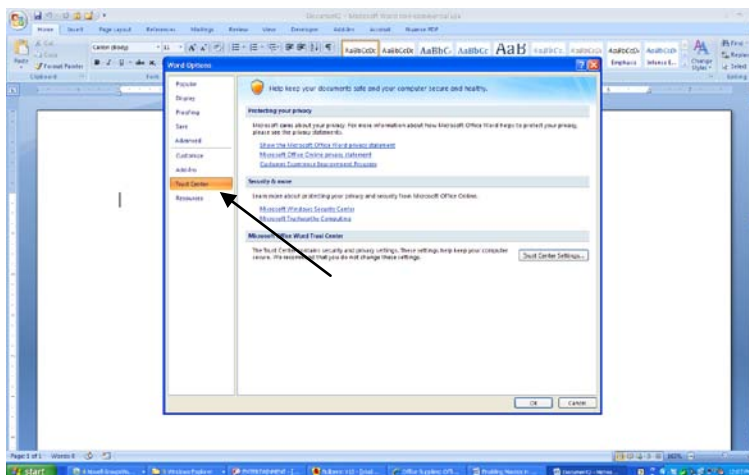
(On the Big Spring Network)

If you are having issues with macro security please use the following steps to correct (note some steps are specific to Big Spring's network and may not work exactly the same at home.)

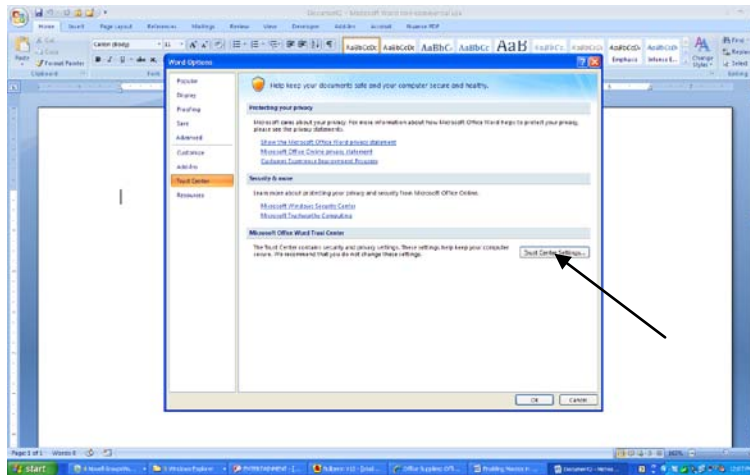
- 1) Open Microsoft word 07 (any file will do) and click the office button
- 2) Click Word options



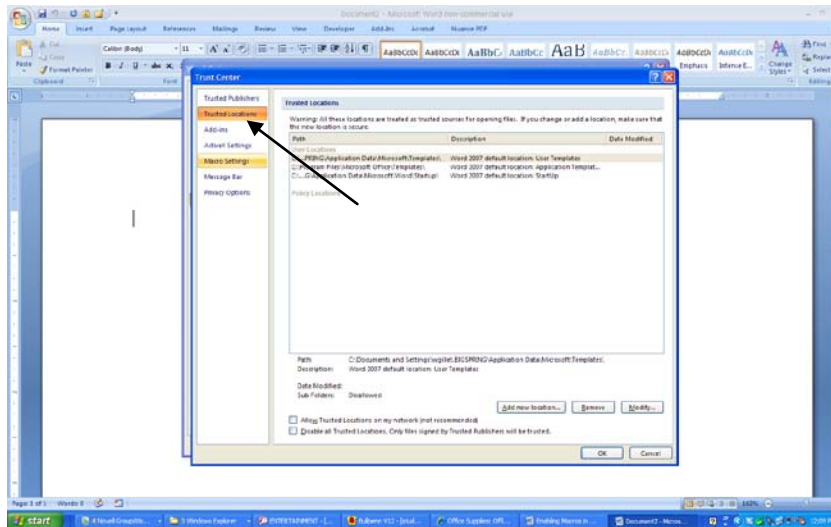
- 3) Click trust center



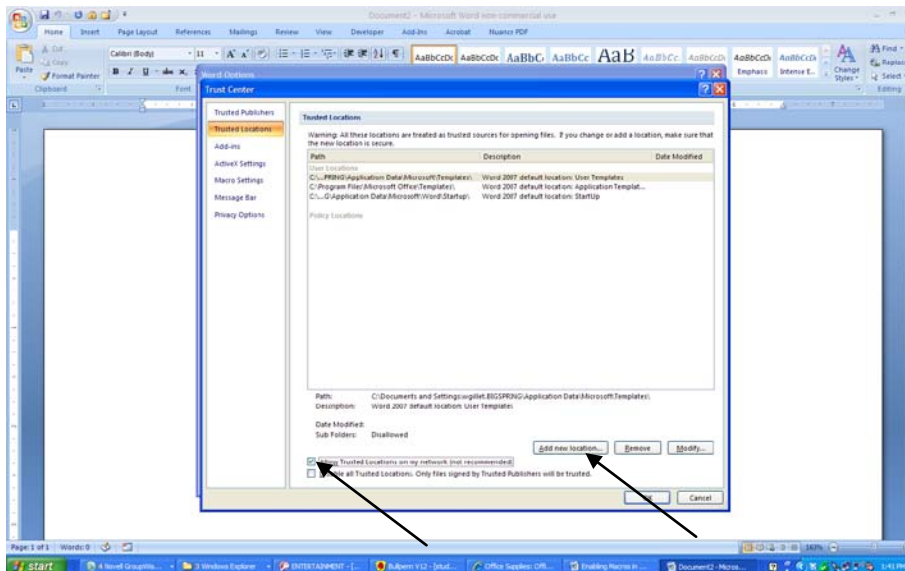
4) Click Trust Center settings



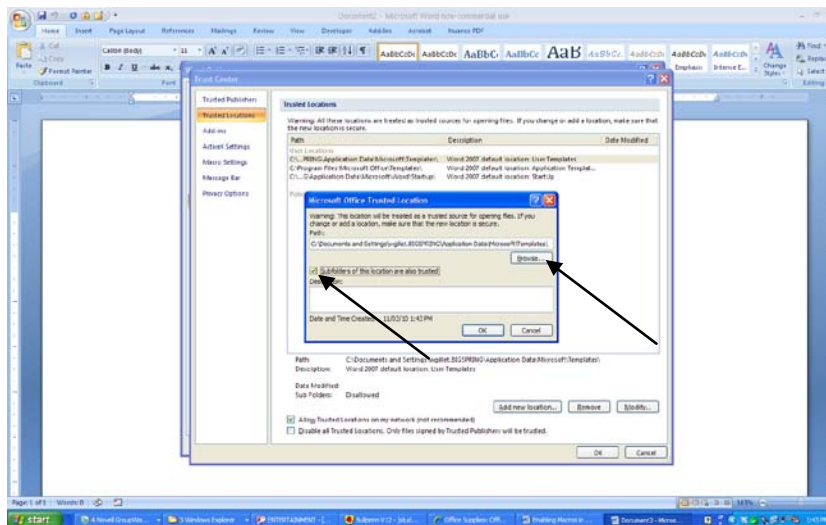
5) Click Trusted locations



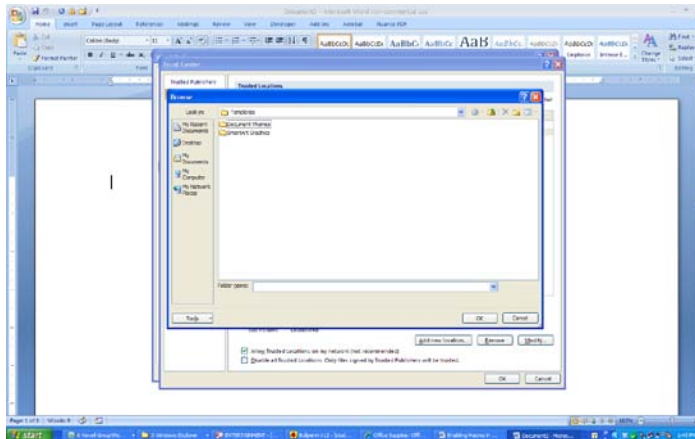
6) Click "Allow Trusted locations on my network. Then Click Add New location



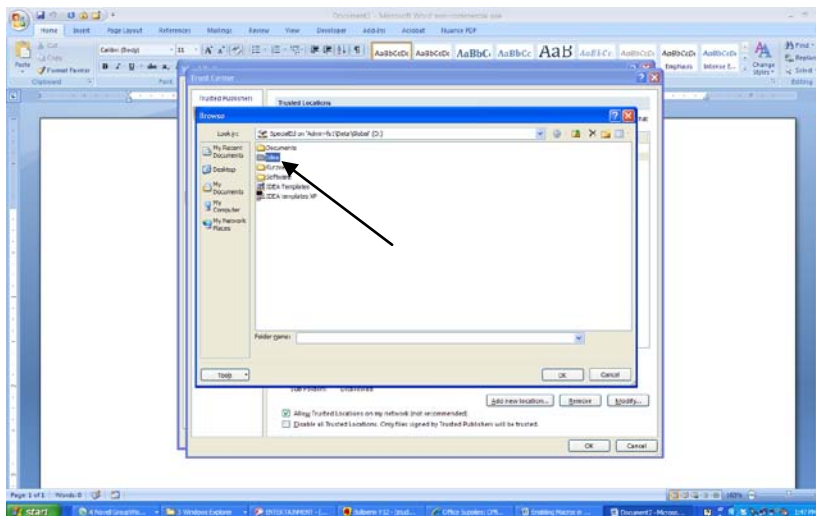
7) Check "subfolders of the location to be trusted" The click Browse



8) Click on "Look in" and navigate to the "O" drive



9) Highlight the IDEA Folder



10) Click OK until all windows are closed.

11) Close word. (your changes will not take effect until you Word restarts.)