

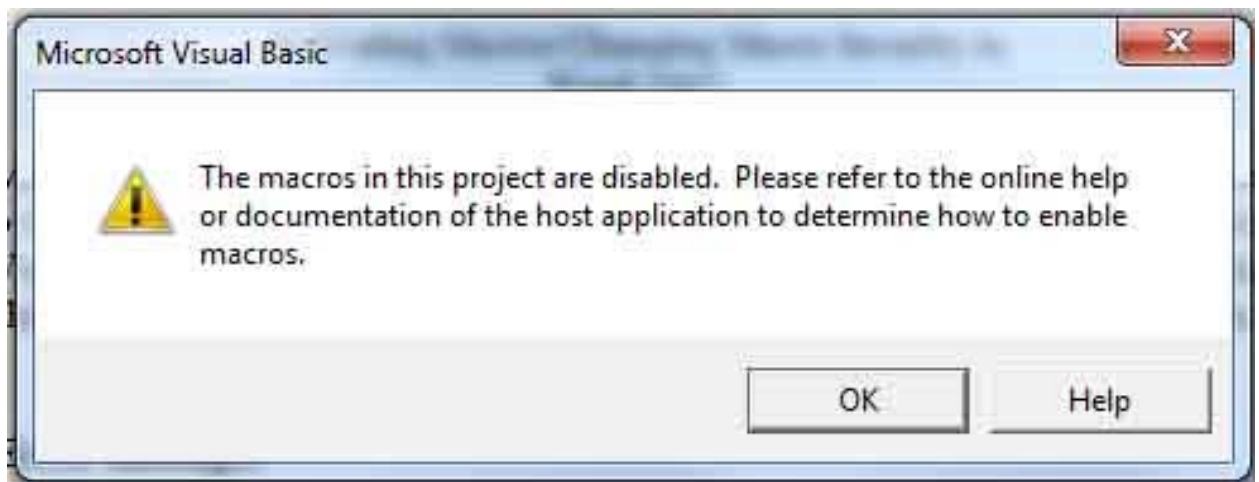
## Activating Macros/Changing Macro Security in Word 2007

Because Microsoft Word is a common target for virus hackers, Microsoft has set the security settings to warn you any time you open a file that contains a Macro. Depending on your security settings Word 2007 may not allow you to open the file at all. This includes files like the IEP template that are designed with macros. There are several ways around this problem in Word 2007.

### Error Messages

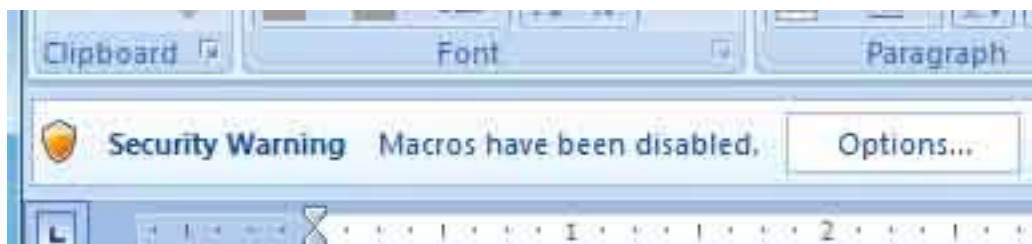
Some users may see only message #2 others may see both #1 and #2 below

#### 1) Macro disabled window appears as soon as you attempt to open the file.



When you click OK you should see the next warning. If you do not see directions for “macros disabled without warning” below

2) Security warning: Macros have been disabled Options (this message will also appear if you click "OK when you see the window above.). This message will appear below the ribbon buttons and above the tab bar or "paper"



If the warning appears

- 1) Click the "Options" button
- 2) The window that appears should read “security alert macro” about midway down the window it should read:  
Signature  
Signed by: Big Spring School District  
Certificate expiration (should be date later than today). If not stop here and go to “trusted publishers” directions below.
- 3) At the bottom of the screen check “trust all documents from this publisher”
- 4) The macros should install and be ready for use. **Note: you may need to close the file and reopen it for this to work the first time.**
- 5) The next time you open the file you should not get the error messages.

What to do if the warning message does not appear after you receive the first error message.

- 1) Click the “office button” (all the way at the top left of the word screen)
- 2) Click “Word Options” (this is a button located at the bottom left of the window that just opened)
- 3) Click “Trust Center”
- 4) Click the “Trust center settings” button that is imbedded in the very last row of text in the window that appears.
- 5) Choose “Disable all macros except digitally signed macros”
- 6) Click OK
- 7) close **All the windows including the file.**
- 8) Re-open the file and you should now see the security warning above.

What to do if you tried the above and it didn't work

- 1) Click the “office button” (all the way at the top left of the word screen)
- 2) Click “Word Options” (this is a button located at the bottom left of the window that just opened)
- 3) Click “Trust Center”
- 4) Click the “Trust center settings” button that is imbedded in the very last row of text in the window that appears.
- 5) Click “trusted locations”
- 6) Click “add new locations” (if the template is stored on a network be sure you check “allow trusted locations on my network”) first.
- 7) In the window that appears click browse and navigate to the folder where the template is stored.
- 8) click OK
- 9) make sure you check the “subfolders of this location are also trusted”
- 10) click OK
- 11) **You must close the file and open it again for this to work.**

**If none of these options work, please contact me at [gillet@bigspring.k12.pa.us](mailto:gillet@bigspring.k12.pa.us) and I'll try to see if I can figure out what the problem is.**