

Microsoft Word -Trust Center



Trust Center.

A Trust Center allows you to set security and privacy Settings for a wide variety of options that include:

Macros Settings
ActiveX
Add-ins
Message Bar
Privacy Options.

Normally when an office document is opened that contains macros, the macro will be blocked. This is not a bad thing as you may have received the macro from a third party that may contain a virus.

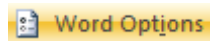
Word will notify you automatically that it has blocked a macro so that you are able to check the macro VBA code before you run the macro.

If you create macros on a regular basis however you do not wish to have your macros blocked as you know they are not a threat to you.

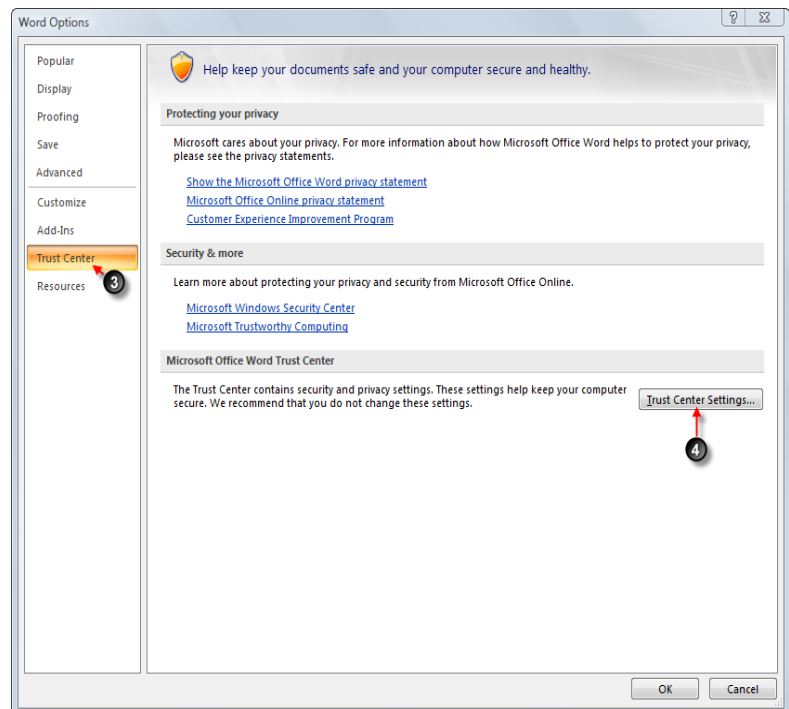
It is possible to create what is called a *trusted folder*, any office documents that are saved in a *trusted folder* will **not** be blocked.

Creating a Trust Folder.

1. Click on the **Office** button.
2. Select the **Word Options** button.



3. Click **Trust Center**.
4. Click **Trust Center Settings**.

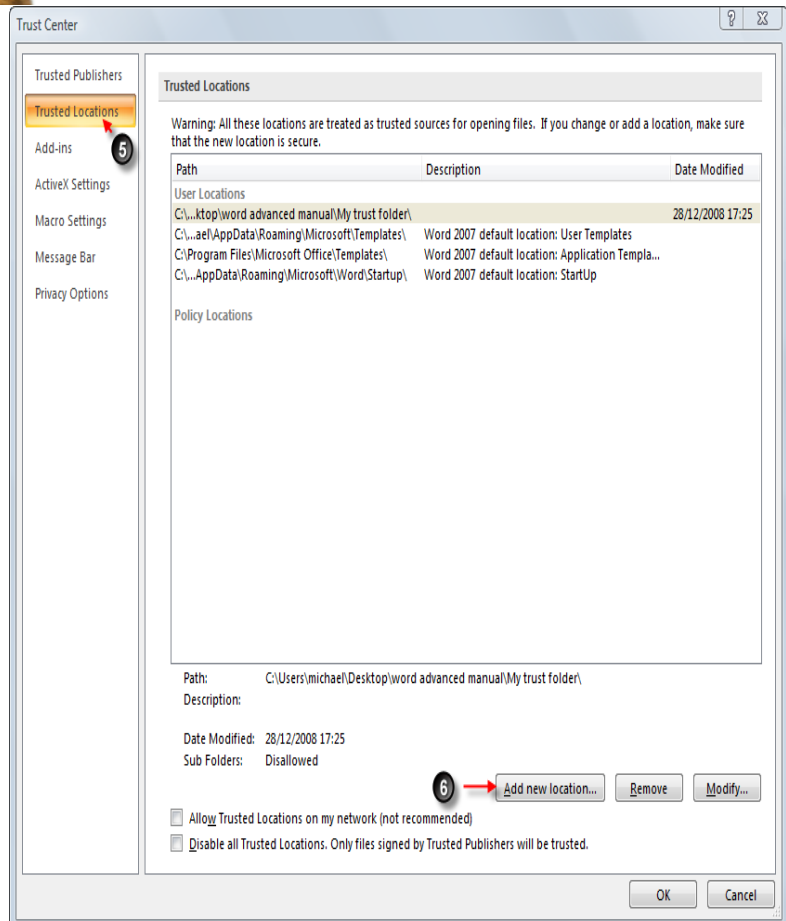


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5. Click **Trusted Locations**.



6. Click **Add New Location**.

7. Click **Browse**, locate and **select** your folder you wish to make a *trusted folder*.

