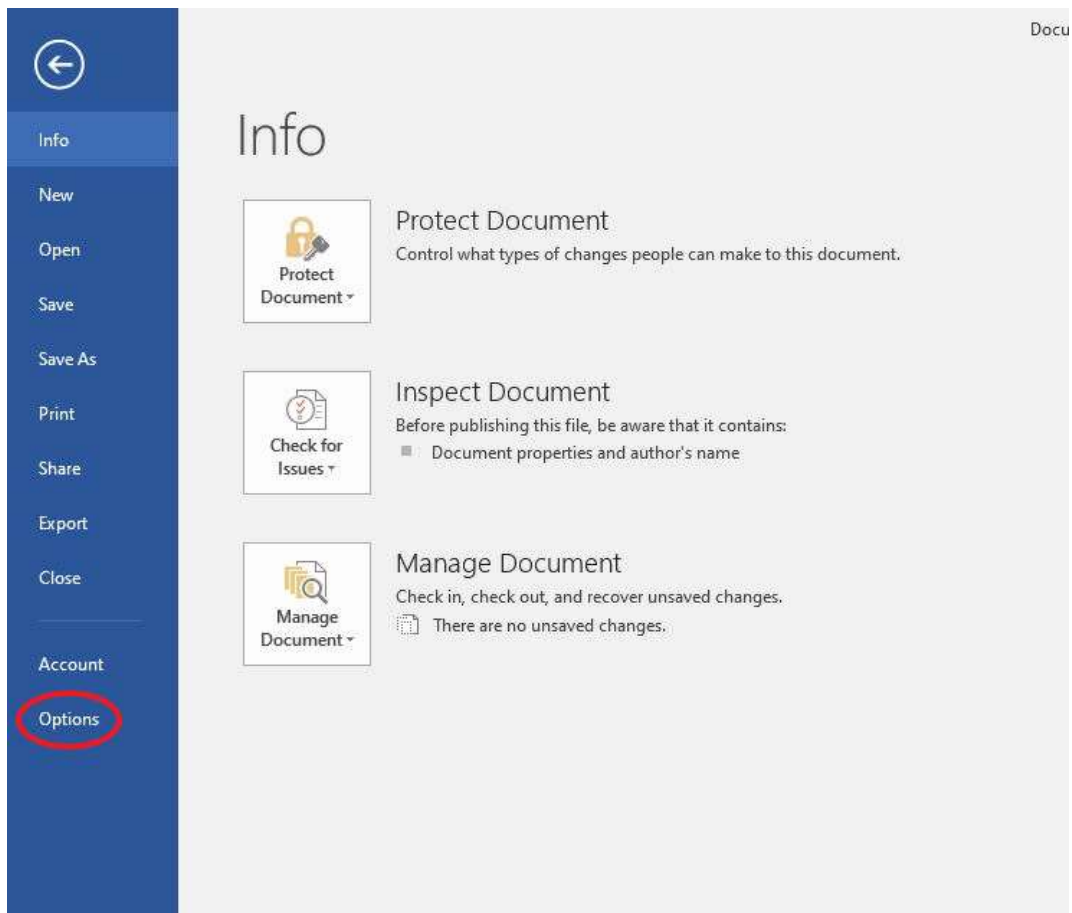


## Initial Settings in PS&E for Word 2013-2016 & O365 desktop

PS&E will generate errors on open if we do not make a few changes.

Open Word to a blank document to make these changes. Do Not try starting PS&E.

1. Compatibility Mode
2. Live Preview
3. Reading View
4. Start Screen
5. Disable Protected View
6. Go to File – Options.



## Word Options

General options for working with Word.

**User Interface options**

- Show Mini Toolbar on selection ⓘ
- Enable Live Preview ⓘ **Must be Un-Checked**
- Update document content while dragging ⓘ

ScreenTip style: Show feature descriptions in ScreenTips ▾

**Personalize your copy of Microsoft Office**

User name:

Initials:

Always use these values regardless of sign in to Office.

Office Background: No Background ▾

Office Theme: Colorful ▾

**Start up options**

Choose the extensions you want Word to open by default:

- Tell me if Microsoft Word isn't the default program for viewing and editing documents.
- Open e-mail attachments and other uneditable files in reading view ⓘ
- Show the Start screen when this application starts

**Real-time collaboration options** **Must be Un-Checked**

When working with others, I want to automatically share my changes: Ask Me ▾

Show names on presence flags

Word Options

- General
- Display
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center**

General options

**User Interface options**

- Show Mini Toolbar
- Enable Live Preview
- Update document
- ScreenTip style: Sh

**Personalize your copy**

- User name:
- Initials:
- Always use these
- Office Background:
- Office Theme:

**Start up options**

- Choose the extension

Word Options

- General
- Display
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center**

Help keep your documents safe and your computer secure and healthy.

**Security & more**

Visit Office.com to learn more about protecting your privacy and security.  
[Microsoft Trustworthy Computing](#)

**Microsoft Word Trust Center**

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

**Trust Center Settings...**

- Trusted Publishers
- Trusted Locations
- Trusted Documents
- Trusted Add-in Catalogs
- Add-ins
- ActiveX Settings
- Macro Settings
- Protected View**
- Message Bar
- File Block Settings
- Privacy Options

### Protected View

Protected View opens potentially dangerous files, without any security prompts, in a restricted mode to help minimize harm to your computer. By disabling Protected View you could be exposing your computer to possible security threats.

- Disable Protected View for files originating from the Internet
- Disable Protected View for files located in potentially unsafe locations ⓘ
- Disable Protected View for Outlook attachments ⓘ

**Must be Un-Checked**