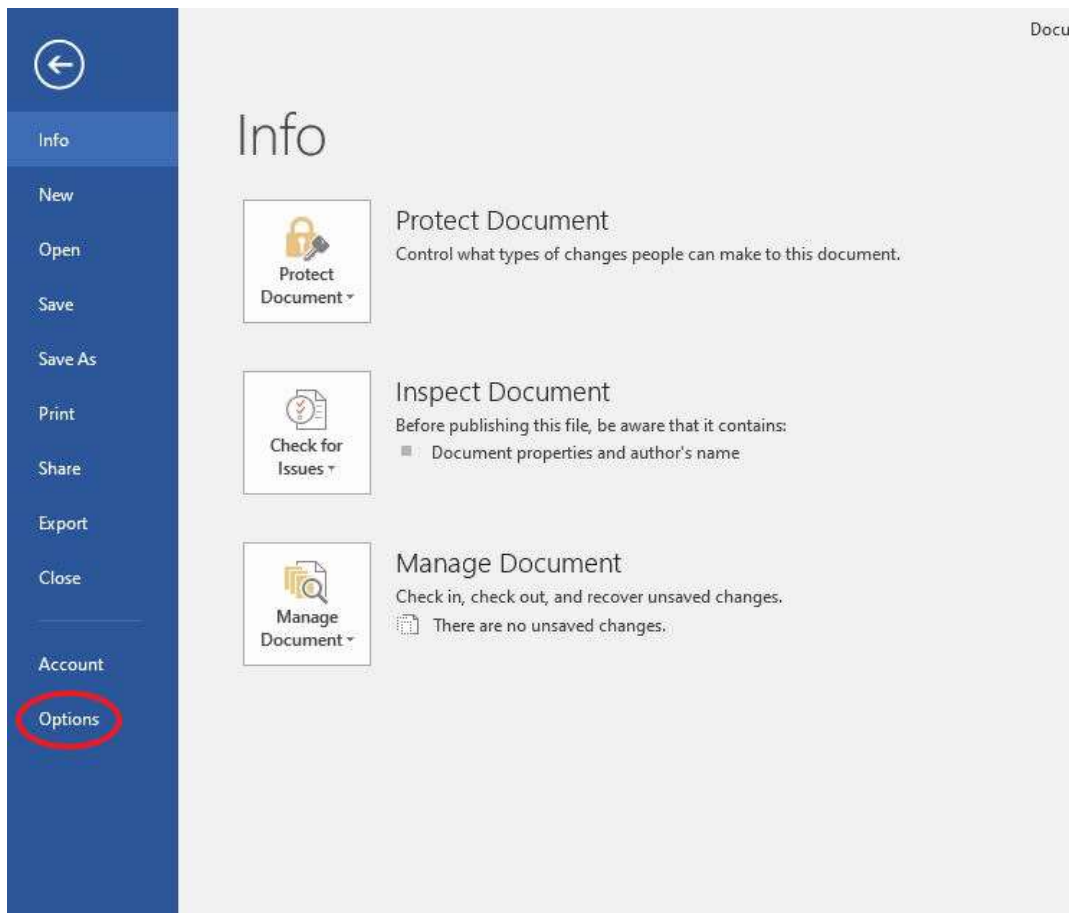


Initial Settings in PS&E for Word 2013-2016 & O365 desktop

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 thumbnails
- ScreenTip style: Show

Personalize your copy

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

Start up options

- Choose the extensions to load when this application starts

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](https://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