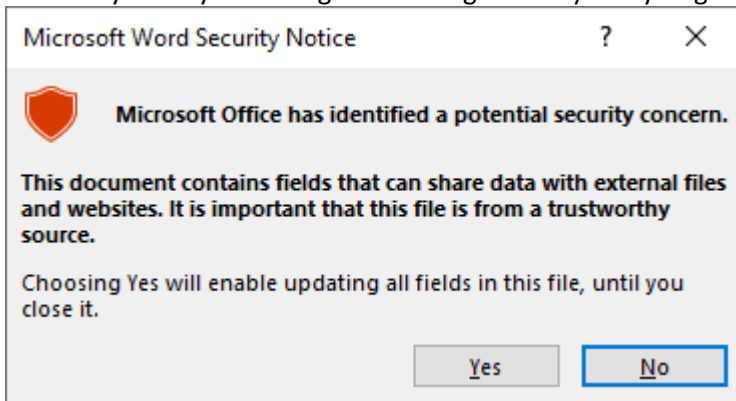


Good morning,

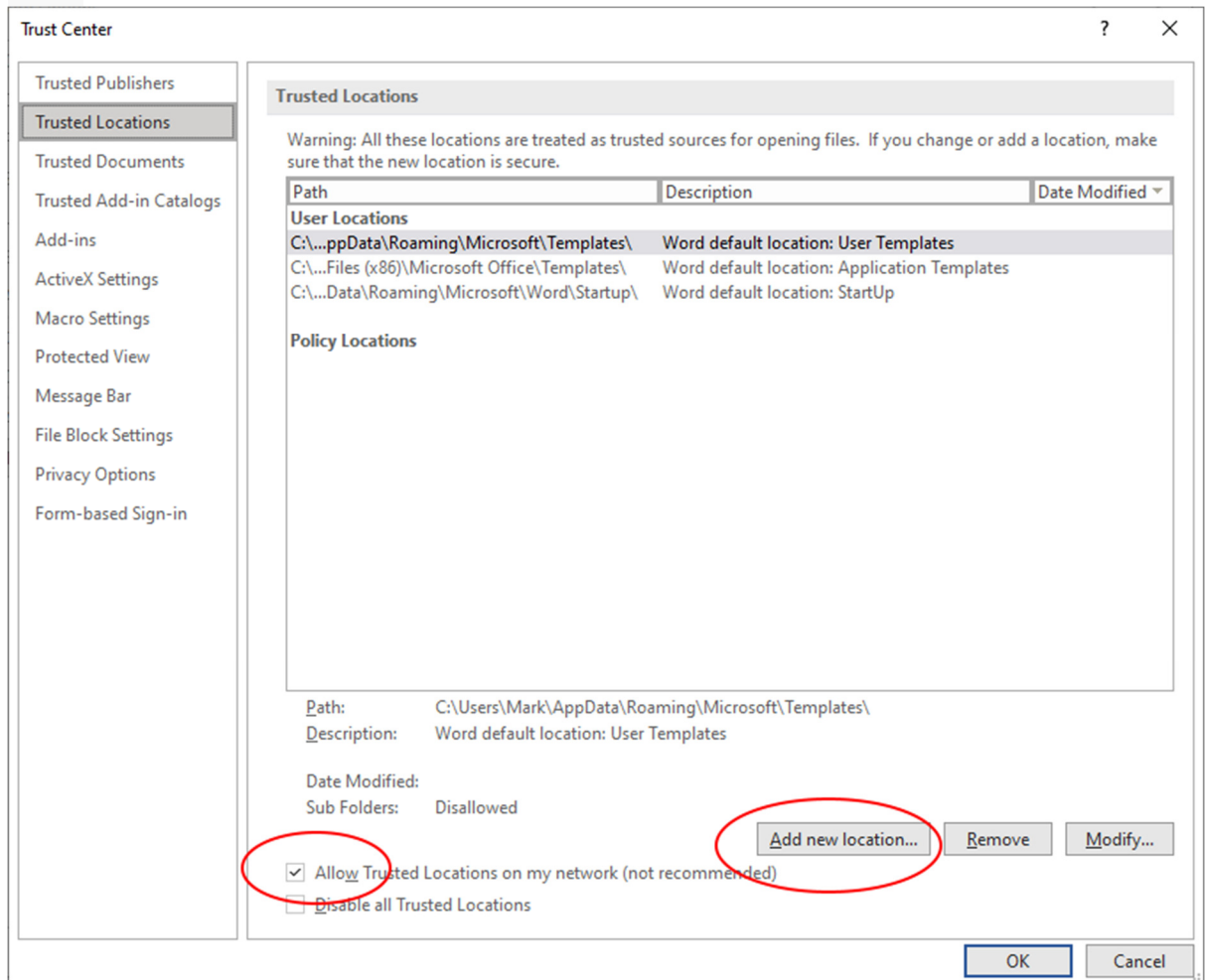
Some of you may be seeing this message when you try to generate a letter in Microsoft Word.



Microsoft has recently, as part of its windows/word upgrade, made changes that now require documents that contain visual basic code to be added as a trusted location. Setts Plus uses Visual Basic so that it can merge and print Word documents.

The instructions to fix this issue are as follows:

1. Start Word and select File menu, select Options and at the bottom of list select Trust Centre.
2. In the popup dialog, select Trust Centre and Trust Centre settings.
3. Click on Trusted locations and make sure that the Allow Trusted Locations on my network is ticked



4.

5. Click Add new location and enter the Trusted location and click the subfolder tick box.

Microsoft Office Trusted Location

Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.

Path:
S:\letters

Browse...

Subfolders of this location are also trusted

Description:

Date and Time Created: 8/07/2021 12:56 PM

OK Cancel

This will be the folder on the shared network drive where Setts Plus stores its documents. Normally it is s:\Letters, but your system may be different. The shared drive is shown at the top of the Letters screen which will give you an indication of where the documents are stored.

Abbr	Name	Modified
100 POINTS	100 Points ID List.dot	04/12/2020
ACCEPTABLE WIT...	Acceptable Witness To Transfer Of Land.dot	04/12/2020
ACTP1	Appointment To Act Letter To Purchaser.dot	04/12/2020
ACTP2 OCTOBER 2...	New Appointment To Act Form For Purchaser.dot	11/01/2017
ACTP3	Completed Appointment to Act Form to Purchaser.dot	04/12/2020
ACTRP1	Appointment To Act Form For Related Party Transfer.dot	04/12/2020
ACTV1	Appointment To Act Letter To Vendor dot	16/07/2013

6. Click OK until out of Word settings screens

If you have any issues, please contact your IT people and give them this information.

Regards
C Solutions