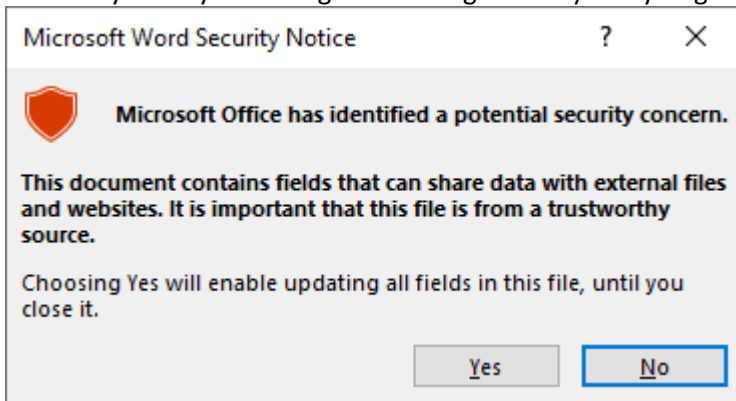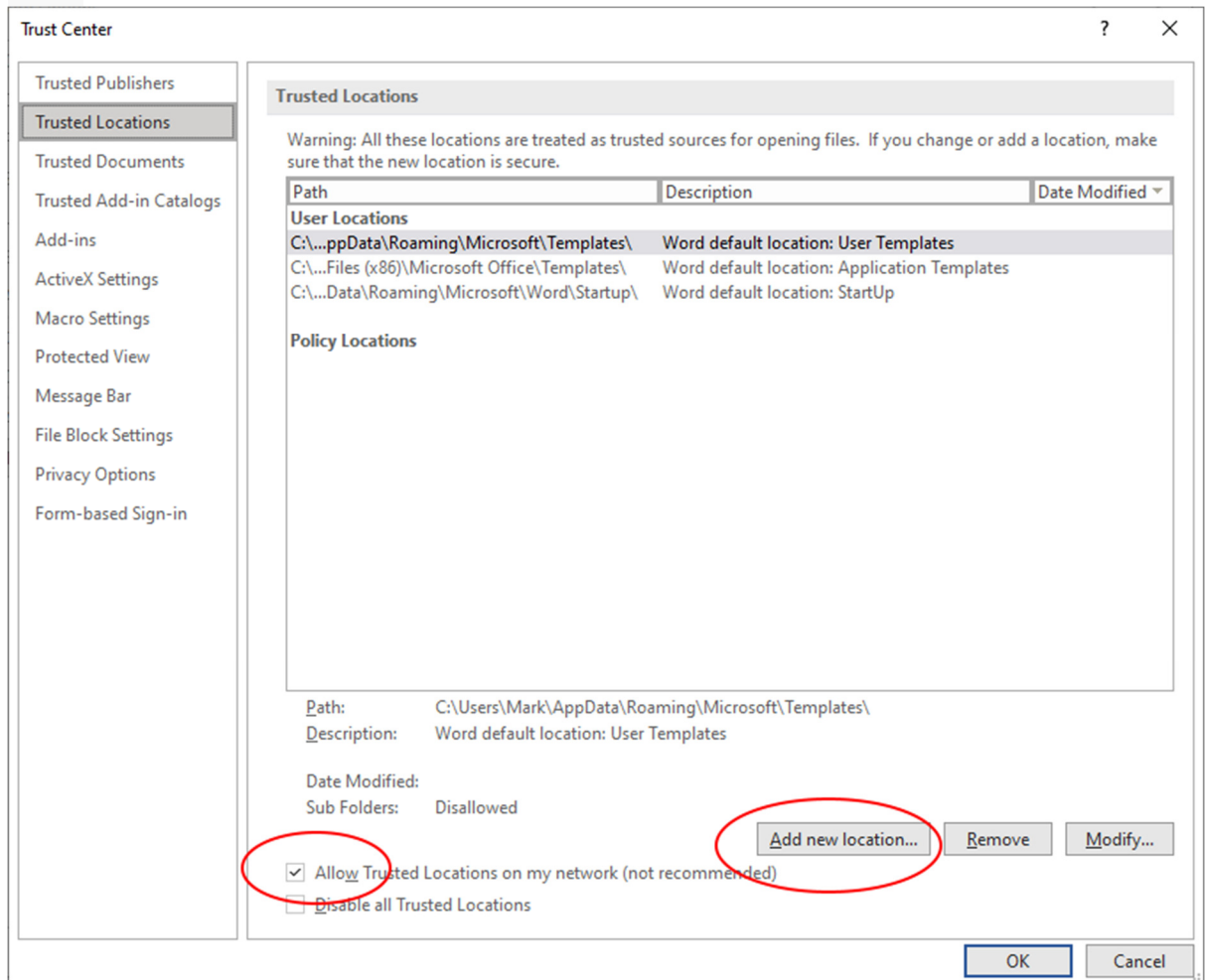Good morning,

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.

This will be the folder on the shared network drive where Setts Plus stores it documents. Normally it 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.

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