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

rusted Publishers	Trusted Locations		
rusted Locations	Histed Estations		
rusted Documents	Warning: All these locations are treated as trust sure that the new location is secure.	ed sources for opening files. If you change or ad	d a location, mak
rusted Add-in Catalogs	Path	Description	Date Modified
dd-ins	User Locations C:\ppData\Roaming\Microsoft\Templates\	Word default location: User Templates	
ctiveX Settings	C:\Files (x86)\Microsoft Office\Templates\ C:\Data\Roaming\Microsoft\Word\Startup\	Word default location: Application Templates Word default location: StartUp	
acro Settings			
rotected View	Policy Locations		
lessage Bar			
le Block Settings			
ivacy Options			
orm-based Sign-in			
	Path: C:\Users\Mark\AppData\Ro	aming\Microsoft\Templates\	
	Description: Word default location: User	Templates	
	Date Modified:		
	Sub Folders: Disallowed		
		Add new location <u>R</u> emov	/e <u>M</u> odify.,
<u>(</u>	Allow Trusted Locations on my network (no	t recommended)	

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. <u>P</u> ath:								
S:\letters								
Subfolders of this location are also trusted	<u>B</u> ron	wse						
Date and Time Created: 8/07/2021 12:56 PM OK	Ca	incel						

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.

L	oad Letter - Display Letters V2.	.0.31 1st August 2015 (s	:0		×
	Templates	Abbr	Name	Modified	^
	Saved Documents	100 POINTS	100 Points ID List.dot	04/12/2020	
	Hidden Documents	ACCEPTABLE WIT	Acceptable Witnessess To Transfer Of Land.dot	04/12/2020	
	All Documents	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	
		∆CTV1	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