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

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rusted Locations				
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11			Add new location Remo	ve Modify.
	✓ Allo <u>w</u> Trusted	Locations on my network (no	t recommended	

5. Click Add new location and enter the Trusted location and click the subfolder tick box. To enter the location of the documents, click the Browse button and type "%appdata%\Settlement" and hit the OK button

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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