Changing macro security settings

for Word 2007 or 2010

1. Open your Word for Windows software.
2. If you are using Word 2007, click the round Start button in the top left hand corner and then select Word Options button at the bottom of the dialog box.
* If you are using Word 2010, click the File tab and select Options.
1. Click Trust Centre.
2. Click the Trust Center Settings button on the right side of the dialog box.
3. Select **Enable all macros** option.



1. Click OK until all dialog boxes are closed and close out of Word for Windows.
2. Reopen Word for Windows and you are now ready to create a PPM document.