

PROTECTED VIEW & ENABLE EDITING FOR FILES

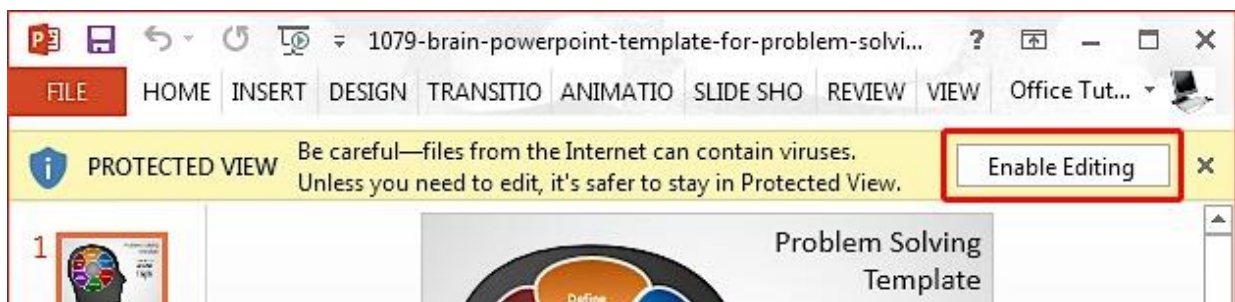
What's in it for me?

You cannot work with a file unless Editing is Enabled. PROTECTED VIEW is activated when you open any file which was not created by you on that computer (e.g. downloaded files, files in an email or files from a flash drive). Protected view “locks” any kind of automated functionality which may be in the file (i.e. macros...and viruses!!). If you only want to view the file information without editing, it is ok to keep Protected View enabled.

While macros are useful, viruses are harmful. Always make sure you know where the file is coming from and that you trust the source prior to Enabling Editing.

How to do this:

1. Open the file you either downloaded, received in an email or retrieved from a flash or external drive.
2. Across the top you'll see the yellow banner with the Protected View message and the Enable Editing button to the right of that.



3. Click **Enable Editing**.
4. After clicking Enable Editing, all file contents will be enabled, and you can make edits to the file.

The Microsoft Office Trust Center

All Microsoft programs have a Trust Center panel to customize the level of security for you and your files. Most of us are fine with the default settings, but it is useful to know that you can customize further as you need to.

How to do this:

In any of the Office programs,

1. Go to **File**, and select **Options** at the bottom
2. In the Options dialog, select **Trust Center** on the bottom left.
3. Click on the **Trust Center Settings...** button.
4. Review your settings and options as you like.

