Enabling Macros in Word.

Occasionally students & teachers are finding they are unable to open and use some word documents from West One content cells. Often these documents have built in macros which Word will block if your security settings are too high.

Re setting the security level to Medium will allow the user to choose whether to enable (run) or disable (block) these macros.

Step 1:
Open word and go to **Tools ➔ Macros ➔ Security**

Step 2:
In the **Security** window set security level to Medium. Click OK. Close Word.
Step 3.
Go to your electronic content and click on the hyperlink. Click open.

Step 4.
On the Security Warning box choose Enable Macros.

The user should now have full access to the document content.