

For optimal integration with **Microsoft Word**, the following **Word Trust Center Settings** are encouraged. Please note the use of these settings increases risk from malicious code only when you open documents from unvetted sources. It is good practice to **NEVER** open documents from unknown sources.

Open the Trust Center options window in Word:

- **[Open Trust Center window](#)**

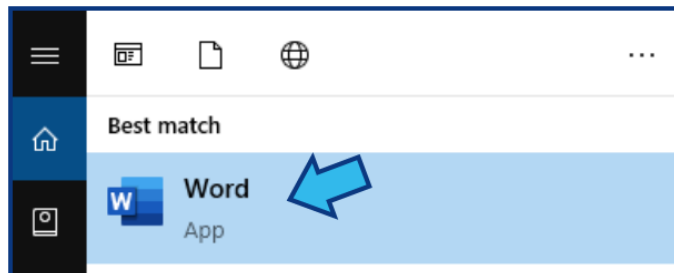
There are 4 settings to configure:

1. **[Cycom is listed as a Trusted Publisher](#)**
2. **[Trusted Locations allowed on network](#)**
3. **[All macros are enabled](#)**
4. **[Protected View is disabled for Internet files](#)**

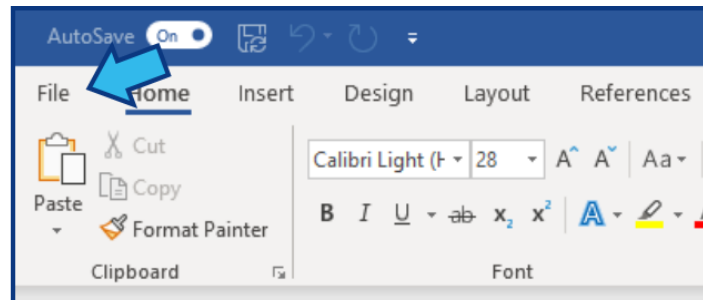
Standard Guide

Open Trust Center window

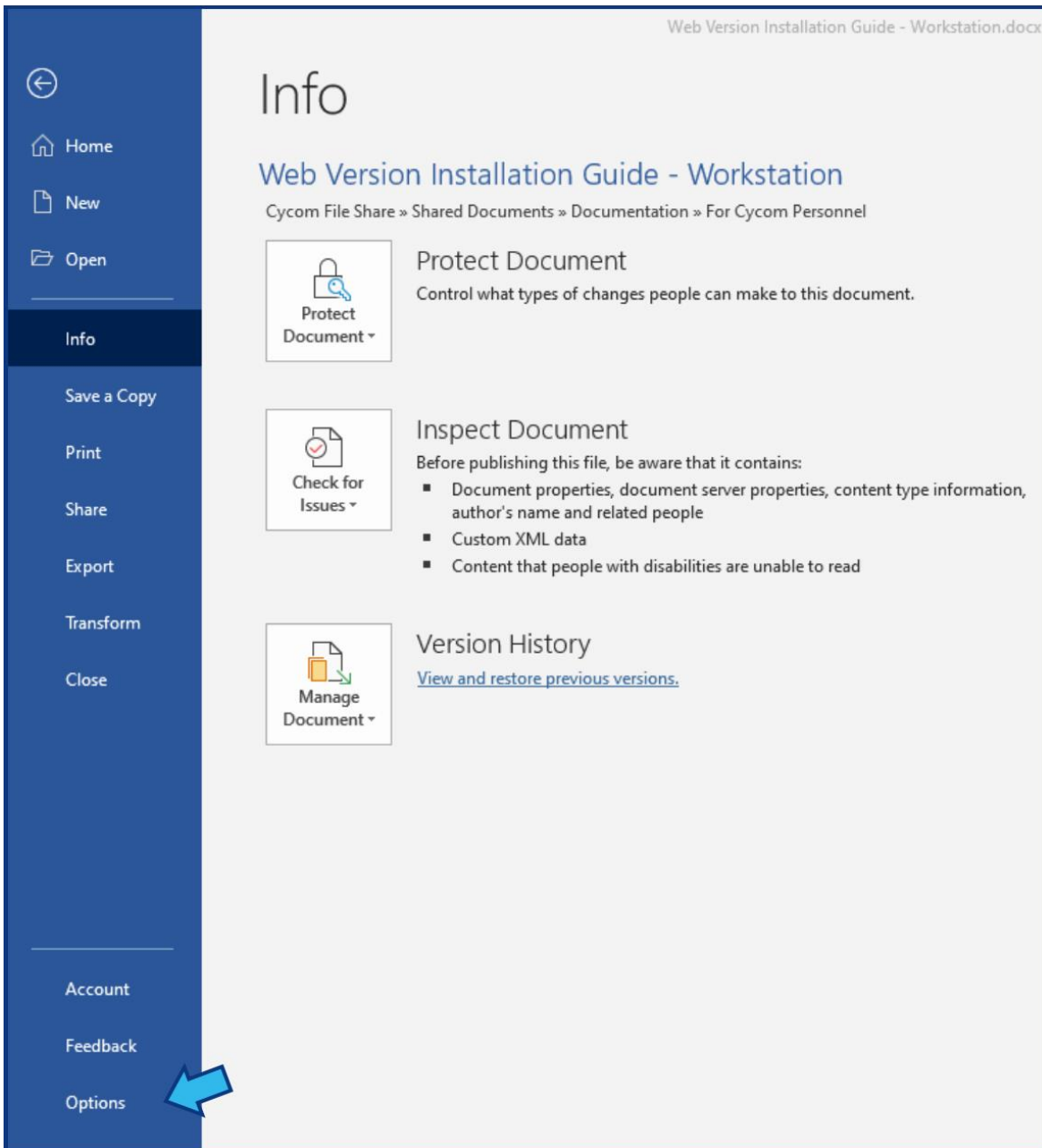
All of the **Trust Center Settings** can be configured by accessing the **Trust Center** window. Open **Word** directly and select a **Blank** document or open any **Word** document.



Select **File** from the **Menu Bar** at the top.



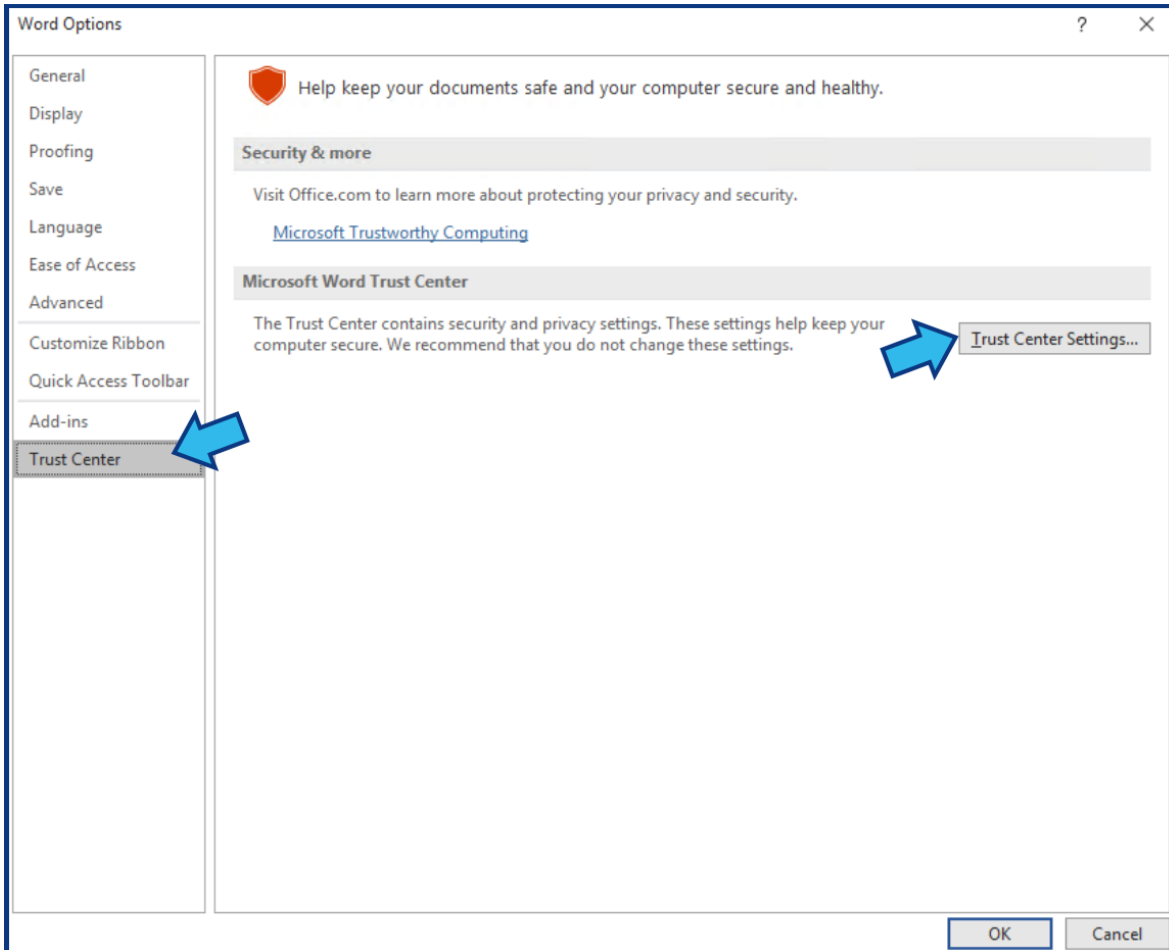
Select **Options** on the left pane at or near the bottom.



The screenshot shows the Microsoft Word ribbon interface. The left-hand navigation pane is visible, with the 'Options' button at the bottom highlighted by a blue arrow. The main content area displays the 'Info' ribbon tab, which is currently selected. The ribbon title is 'Web Version Installation Guide - Workstation.docx'. The main content area shows the 'Info' ribbon with the following options:

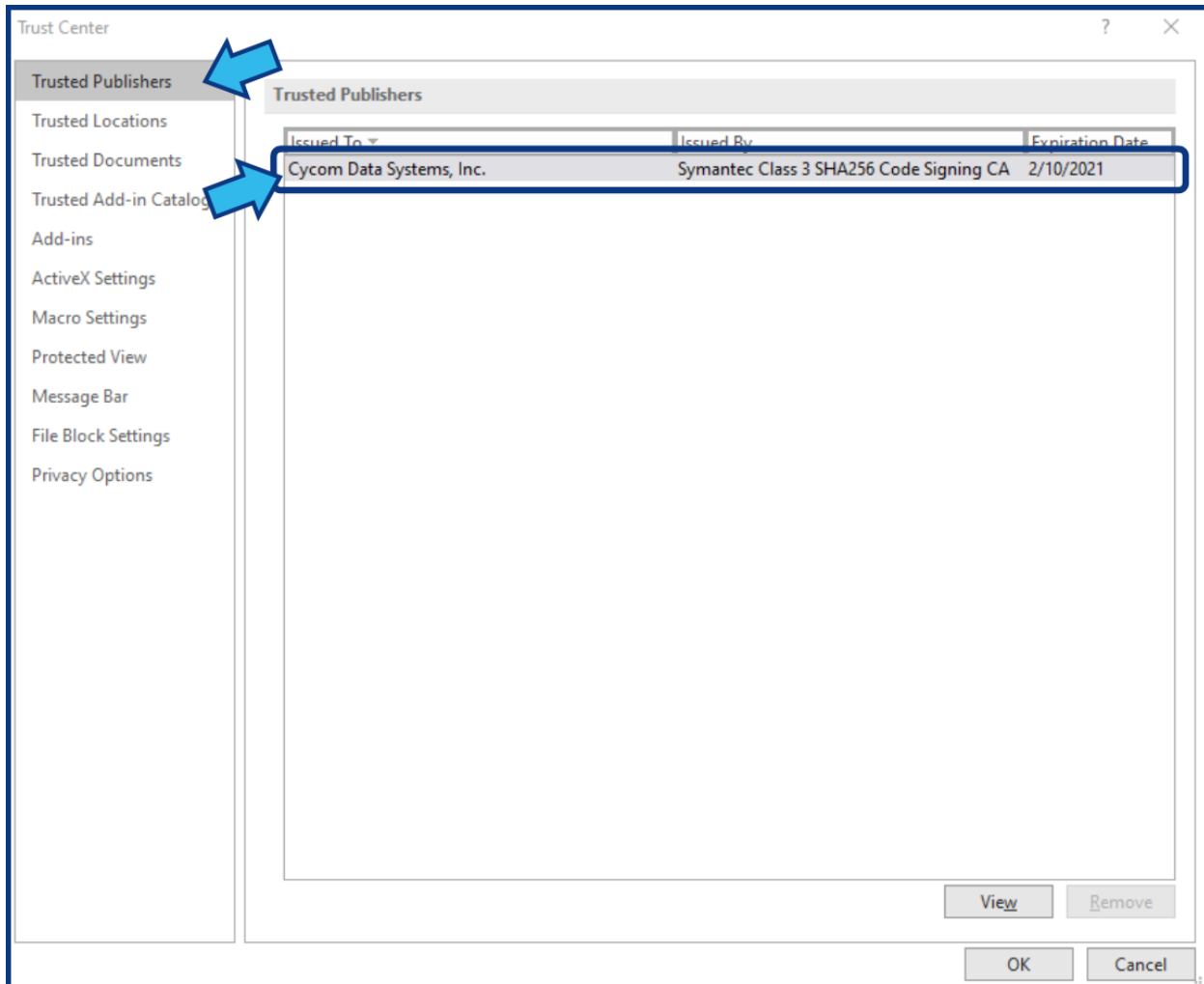
- Protect Document**: Control what types of changes people can make to this document.
- Inspect Document**: Before publishing this file, be aware that it contains:
 - Document properties, document server properties, content type information, author's name and related people
 - Custom XML data
 - Content that people with disabilities are unable to read
- Version History**: [View and restore previous versions.](#)

Select **Trust Center** on the left pane at the bottom. Press **Trust Center Settings...** on the right pane under the **Microsoft Word Trust Center** heading.



Setting 1. Cycom is listed as a Trusted Publisher

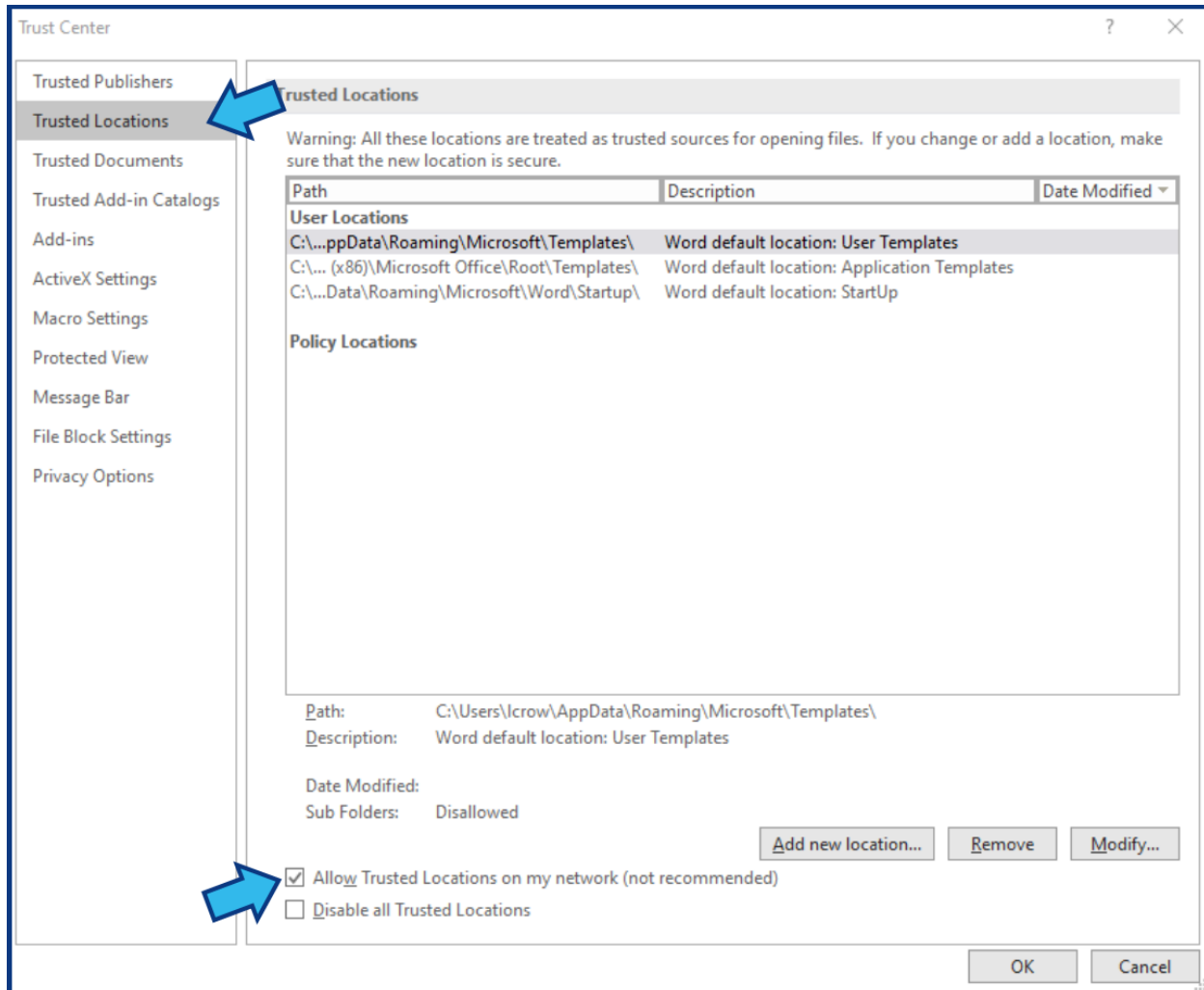
Select **Trusted Publishers** on the left pane at the top and confirm that **Cycom Data Systems, Inc.** is listed as a **Trusted Publisher**.



If Cycom Data Systems, Inc. is not listed as a Trusted Publisher, contact [Cycom Support](#).

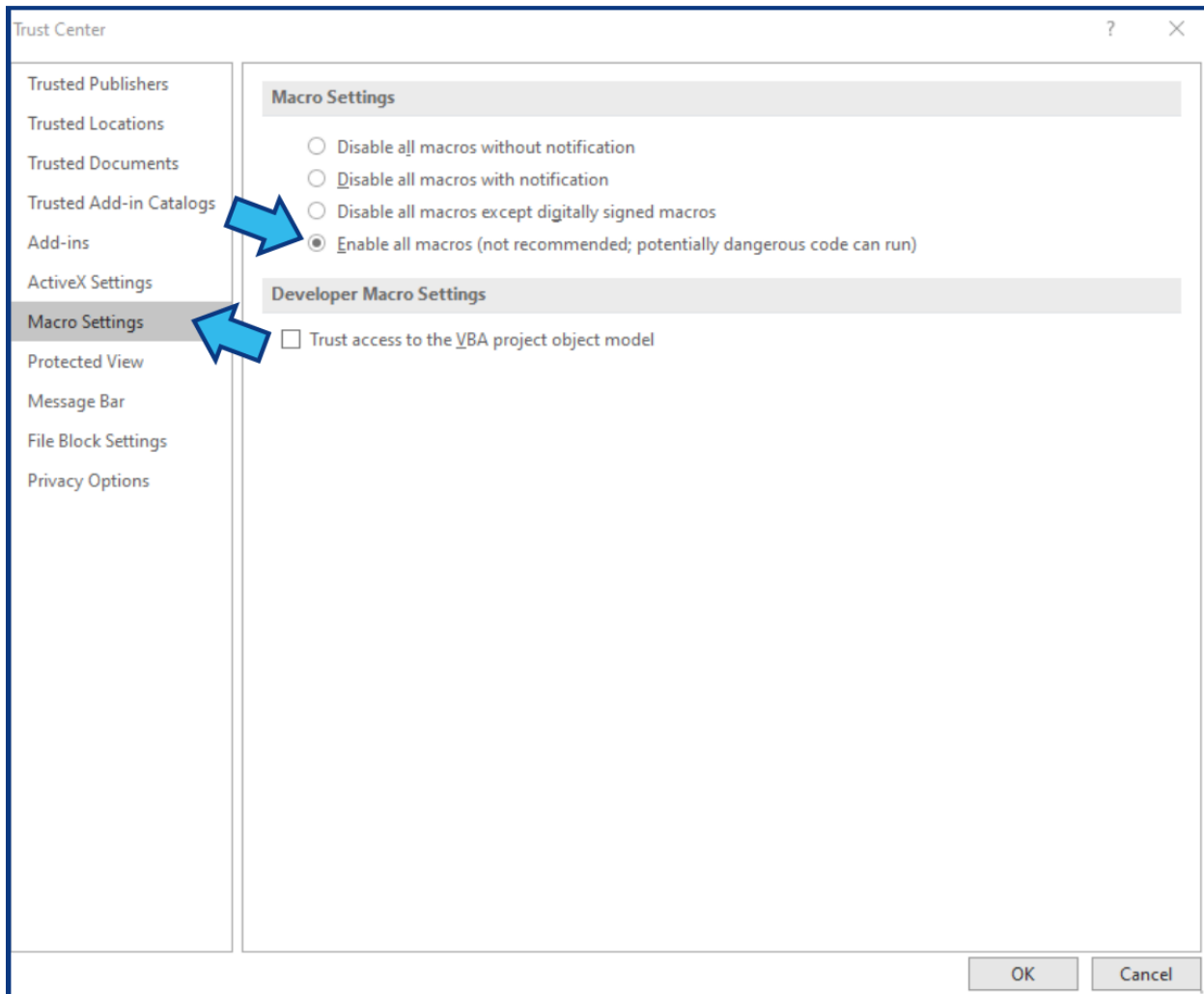
Setting 2. Trusted Locations allowed on network

Select **Trusted Locations** on the left pane and check the box beside **Allow Trusted Locations on my network** near the bottom.



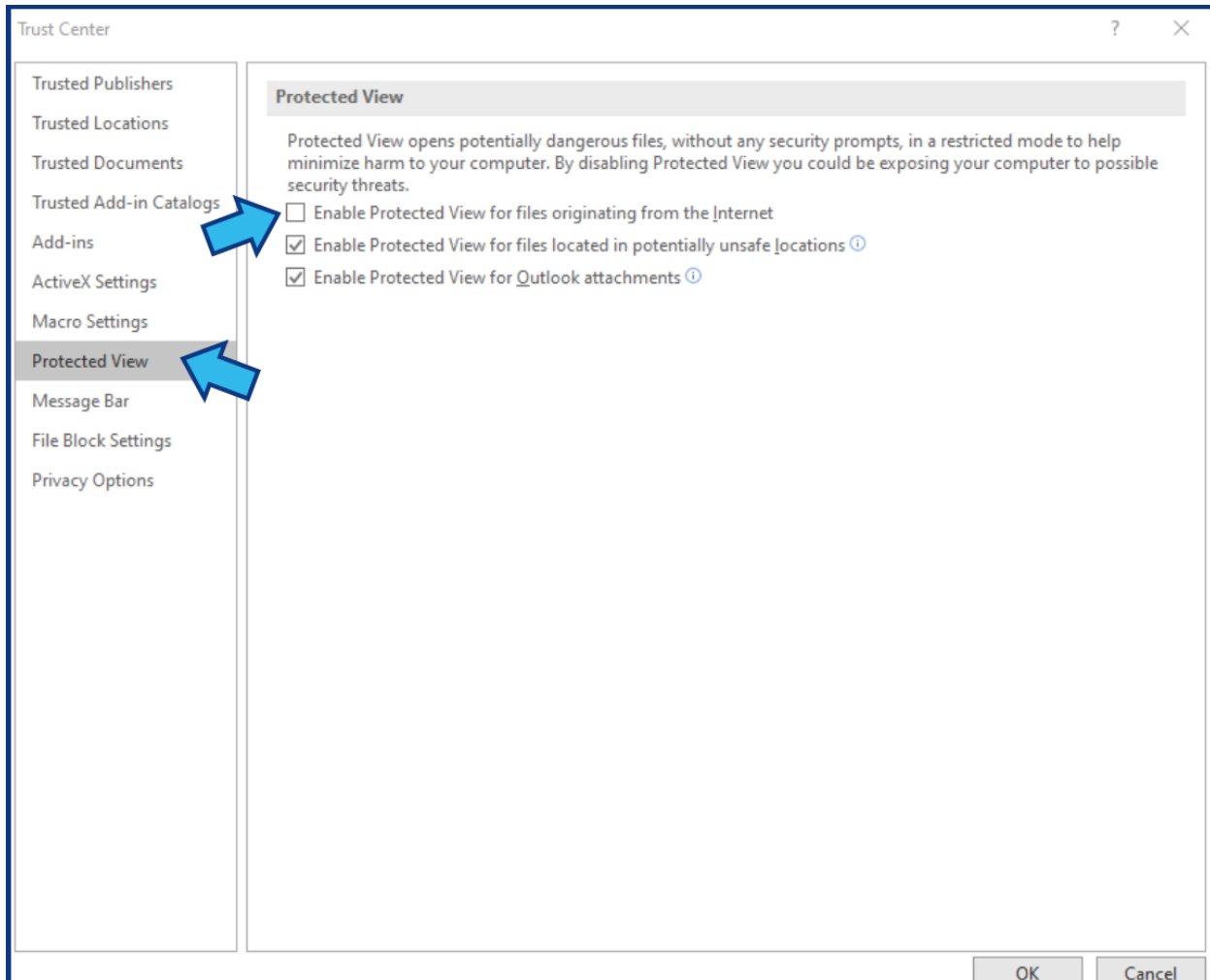
Setting 3. All macros are enabled

Select **Macro Settings** on the left pane and select the radio button beside **Enable all macros** near the top.

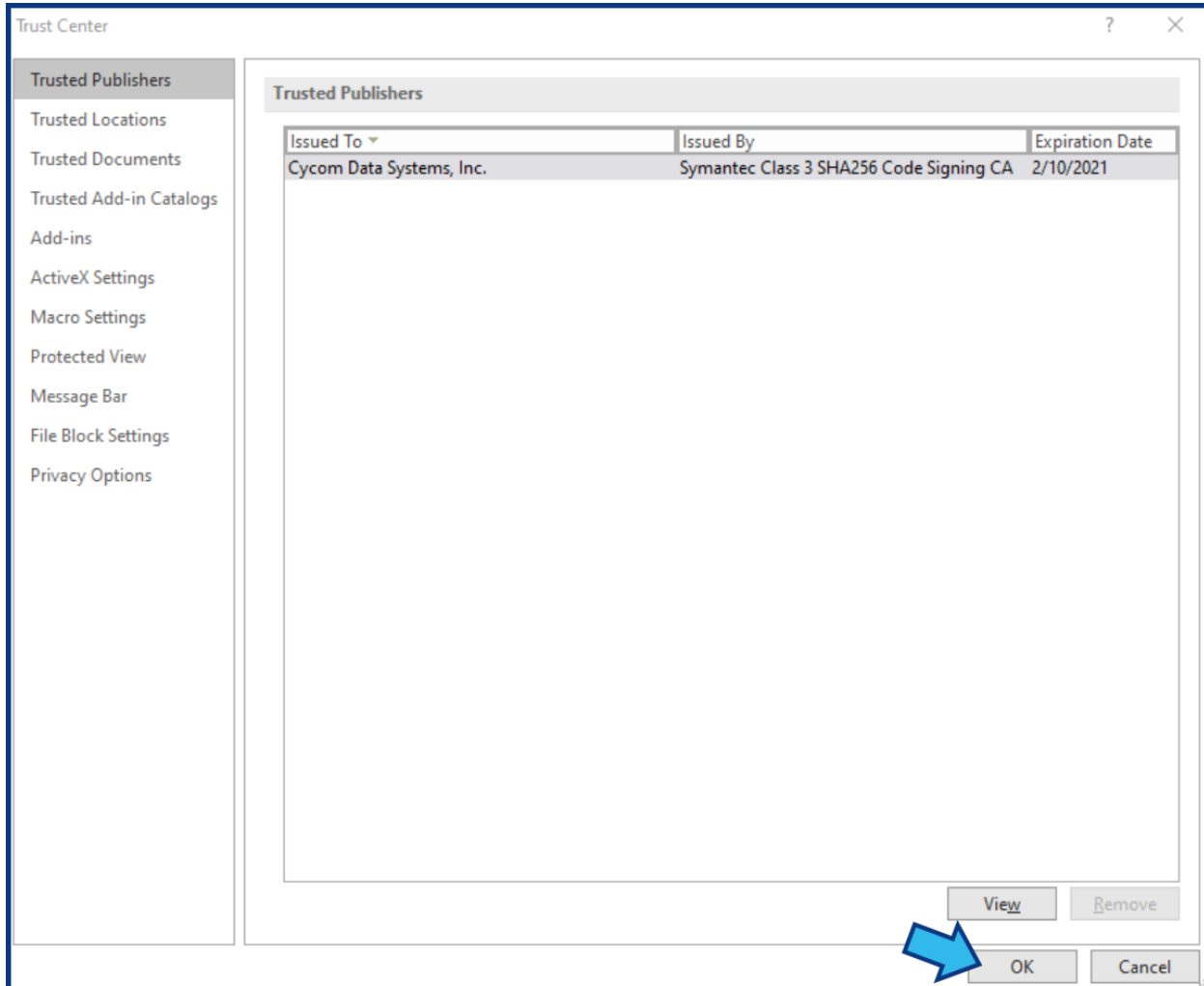


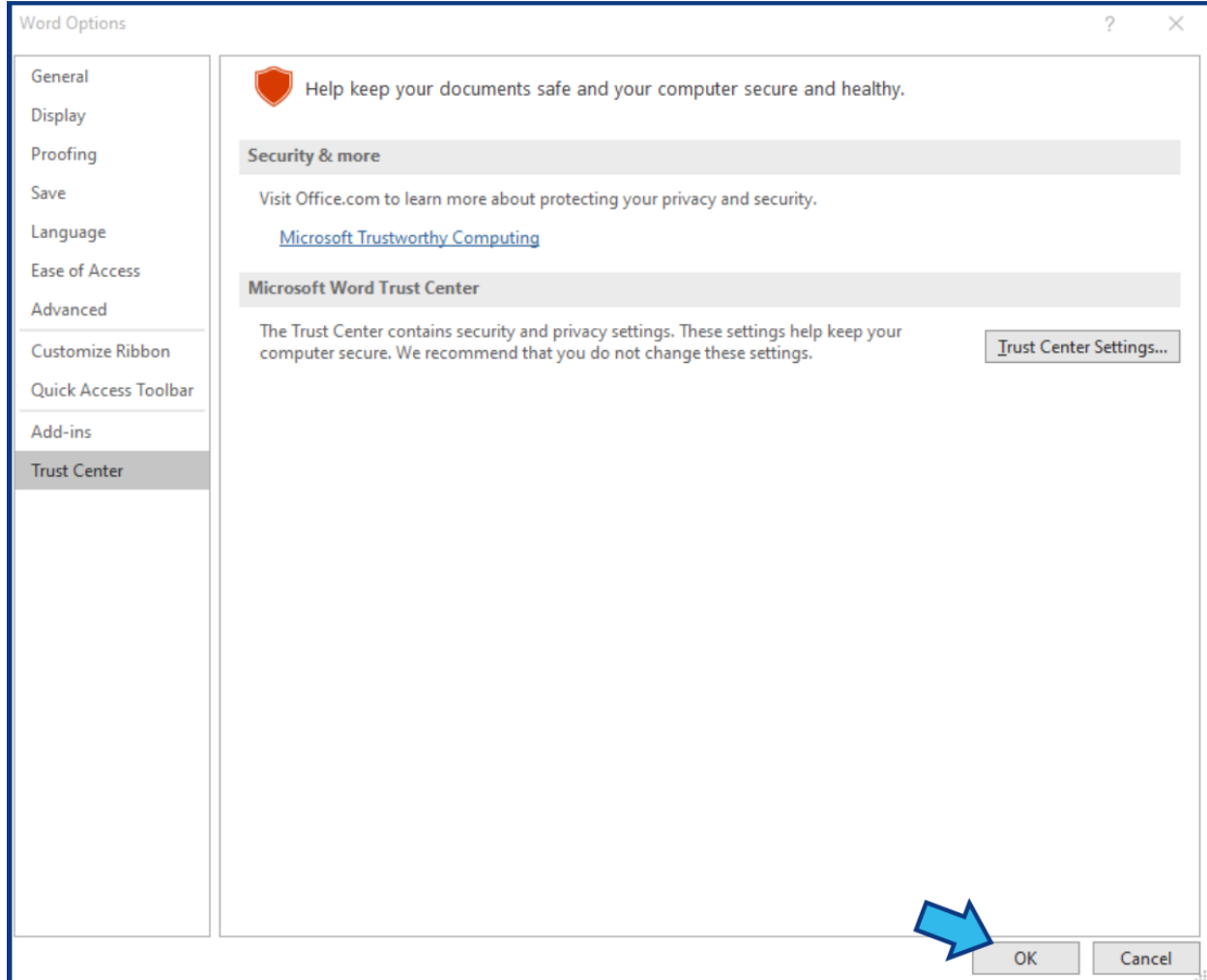
Setting 4. Protected View is disabled for Internet files

Select **Protected View** on the left pane and uncheck the box beside **Enable Protected View for files originating from the Internet**.



Press **OK** at the bottom of the **Trust Center** window and again at the bottom of the **Word Options** window.





Please remember these settings increase risk from malicious code when you open documents from unvetted sources. Exercise safe practices by only opening documents from sources you recognize.