

Enabling *StyleEase* Macros

The code that allows *StyleEase* to function is a set of macros that run inside of Microsoft Word, so to use *StyleEase*, you must enable the running of our macros. This step, though easy, causes more problems for our customers than all other issues combined, so please take the time to review the instructions in this section.

There are a lot of malicious programmers out there who try to sneak viruses into your computer in various ways, including hiding them in Word macros. So you should never allow macros to run in Word unless they are verified as safe by a recognized certifying agency, such as Verisign/Thawte.

StyleEase macros are signed with a digital certificate from Thawte. This verifies that the code we send you has been created by us, and that we have been certified by Verisign/Thawte as a legitimate producer of code.

The instructions below tell you how to enable our macros in Word. It's really easy (especially in Word 2003 and earlier version), though it still seems to trip up a number of our customers. Hopefully, these instructions will make it easy for you.

If you're using Word 2007, [read the next section](#).

If you're using Word 2003 or an earlier version, skip ahead to [Enabling *StyleEase* Macros in Word 2003 & Earlier Versions](#).

*Enabling *StyleEase* Macros in Word 2007*

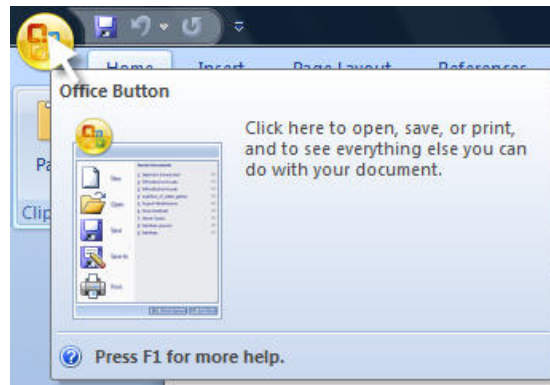
To enable macros in Word 2007 is a two-step process:

1. [Configure the Office Trust Center](#) to allow digitally certified macros to run on your computer. This WILL NOT compromise your security.
2. [Tell Word to trust macros](#) that are signed by *StyleEase Software, LLC*.
3. If you still have problems, review our [TroubleShooting in Word 2007](#) section.

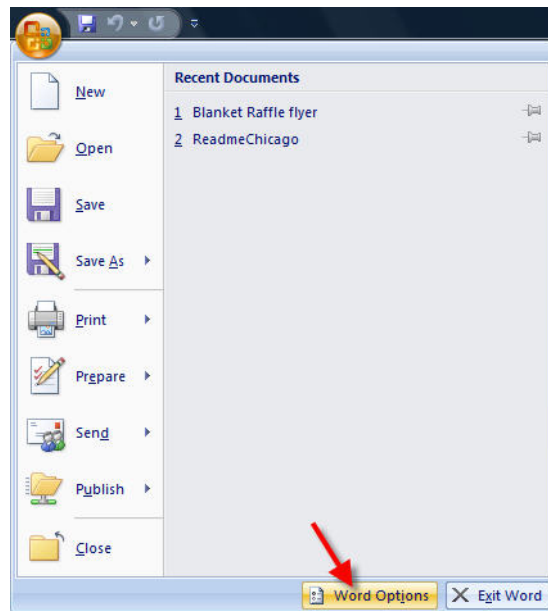
1. Configure the Office 2007 Trust Center

You must first configure Word to allow macros that are digitally signed:

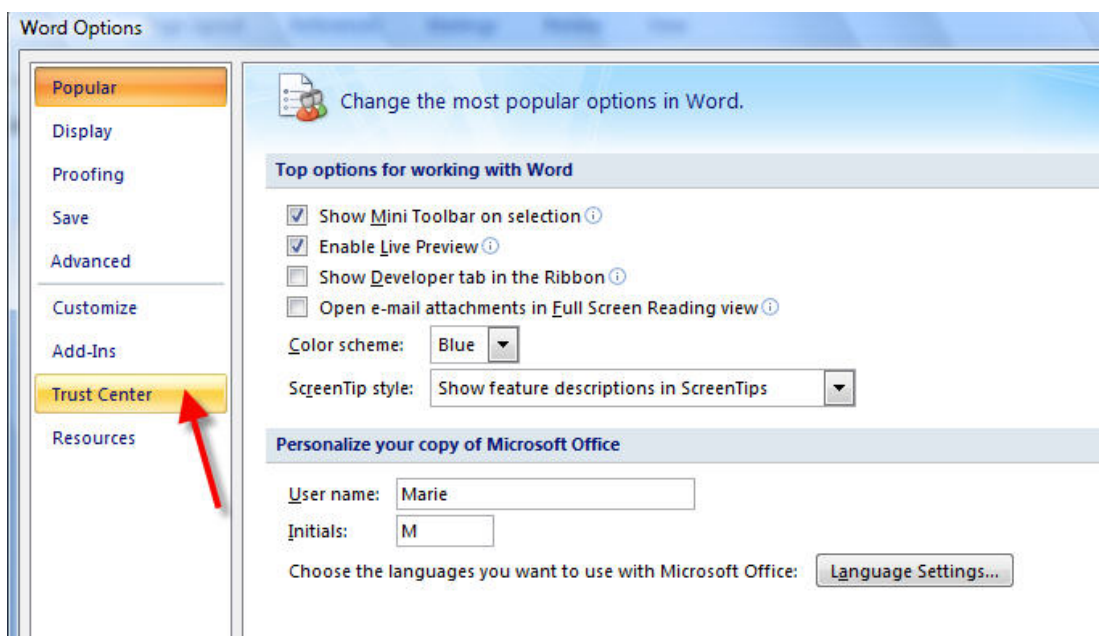
1. Access the Trust Center by clicking the `Office` button in the upper left corner of any Word document.



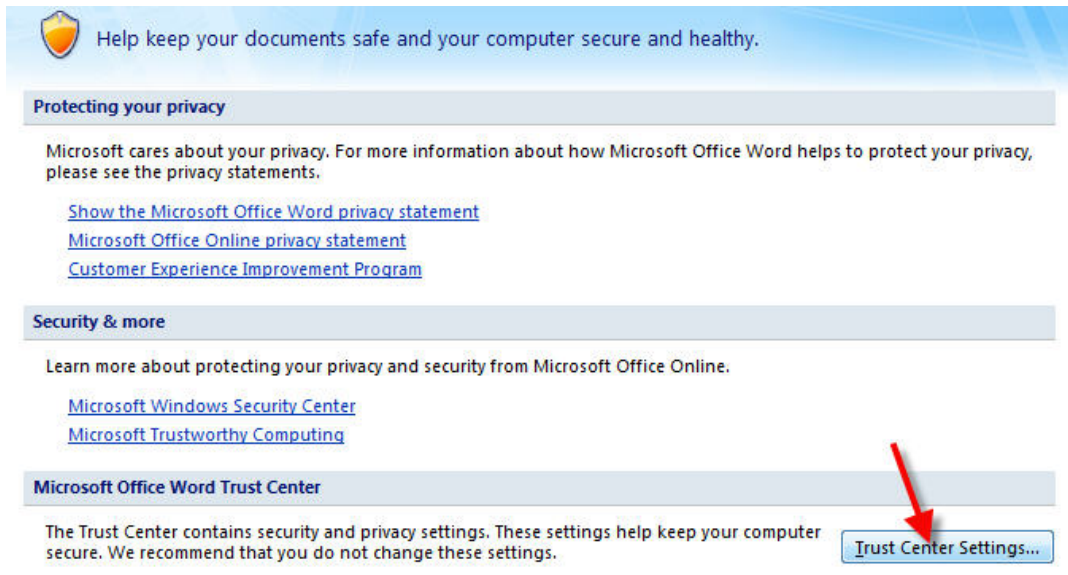
2. Then click the Word Options button at the bottom of the box that drops down.



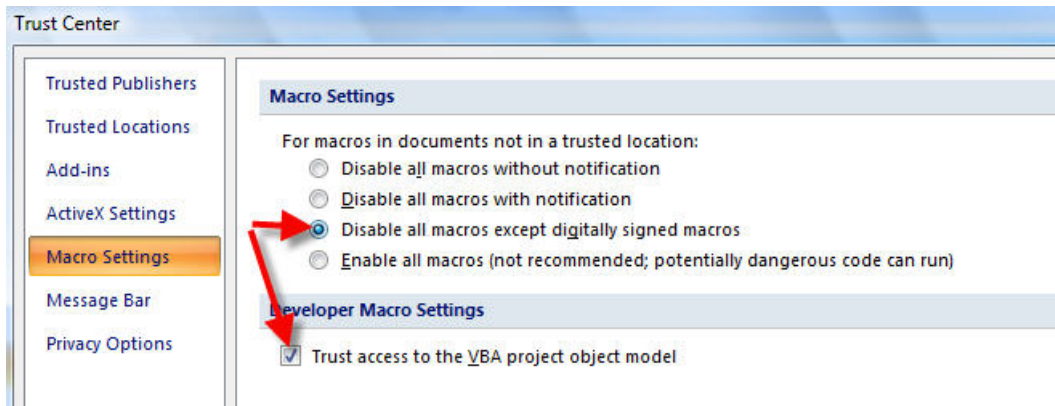
3. Click the Trust Center option to access the Office Trust Center



4. Click the Trust Center Settings button to access the settings



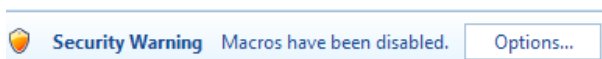
5. Configure the Trust Center settings as shown below: Disable all macros except digitally signed macros, and Trust access to the VBA project object model.



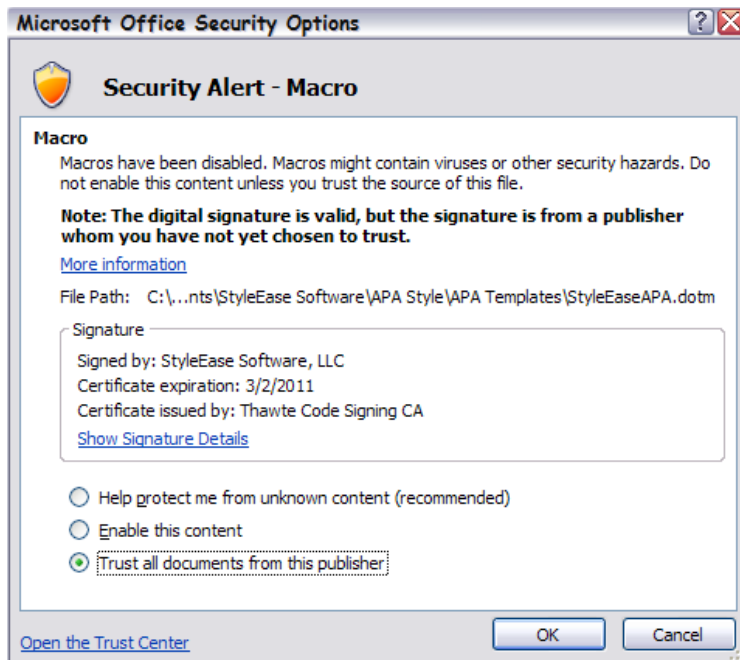
6. Click OK twice to return to your Word document.

2. Trust StyleEase Macros

If you've been able to configure your trust center settings as described above, when you create your first StyleEase document, you'll see a Security warning just below Word's ribbon, and just above the document:



- A. Click the Options button, which will display the Security Alert window shown below.



- B. After verifying that the macros have been signed, click the *Trust all document from this publisher* button.

You'll now be able to create and use *StyleEase* documents without ever being bothered again. And your security settings will still prevent malicious code from other sources.

UNFORTUNATELY, in some versions, Word makes it impossible to click the Options button, because it displays a message in a separate window, and when you click OK to close that window, Word removes the Options button. If this happens to you, follow the simple instructions below.

Troubleshooting in Word 2007

The section above describes how it should work in Word 2007, and it does work that way for most users, but not for everyone. Sometimes, your security settings have already been set to disable all macros, so you don't get the opportunity to trust *StyleEase* as a publisher.

This section describes how to enable our macros when things don't go as described above. This requires three steps:

1. Make sure you have configured the Trust Center as described above, in [Configure the Office Trust Center](#).
2. [Add StyleEase to your Trusted Locations list](#), as described in the next section.

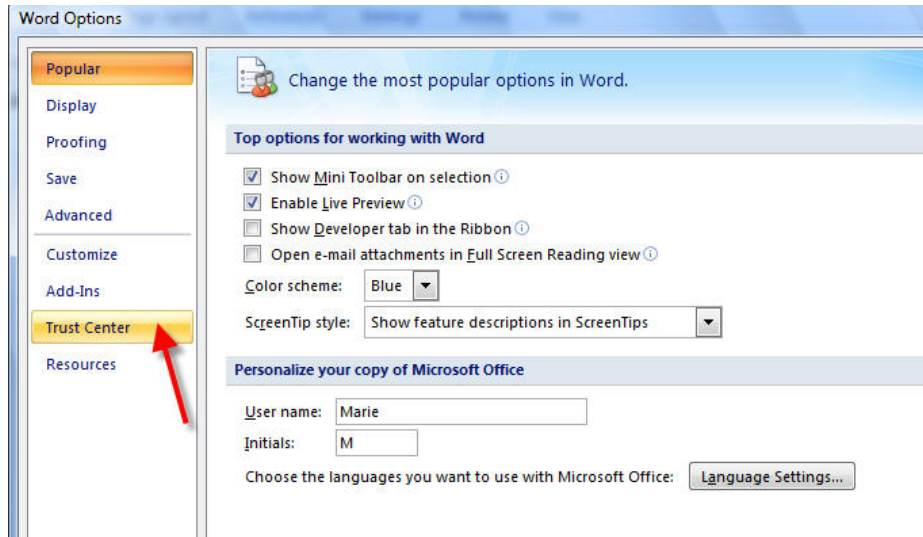
Add StyleEase to Your Trusted Locations list

This requires a number of steps, but is very simple. Here's the list of steps, each of which is described in detail below:

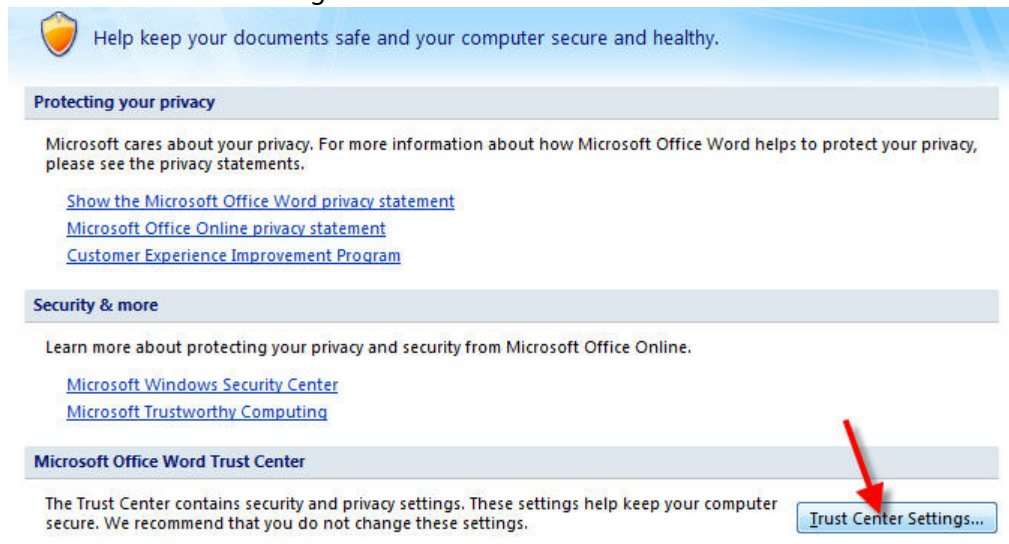
1. [Go to Word's Trust Center](#)
2. [Click Trust Center Settings](#)

3. [Click Trusted Locations](#)
4. [Click Add new location and then click Browse](#)
5. [Navigate to C:\Program Files \(or C:\Program Files\(x86\), then click \(single-click to highlight\) StyleEase](#)
6. Click OK to add the location
7. Click OK until you've closed Word options.
8. Exit Word
9. Create a new StyleEase document from the Start Menu

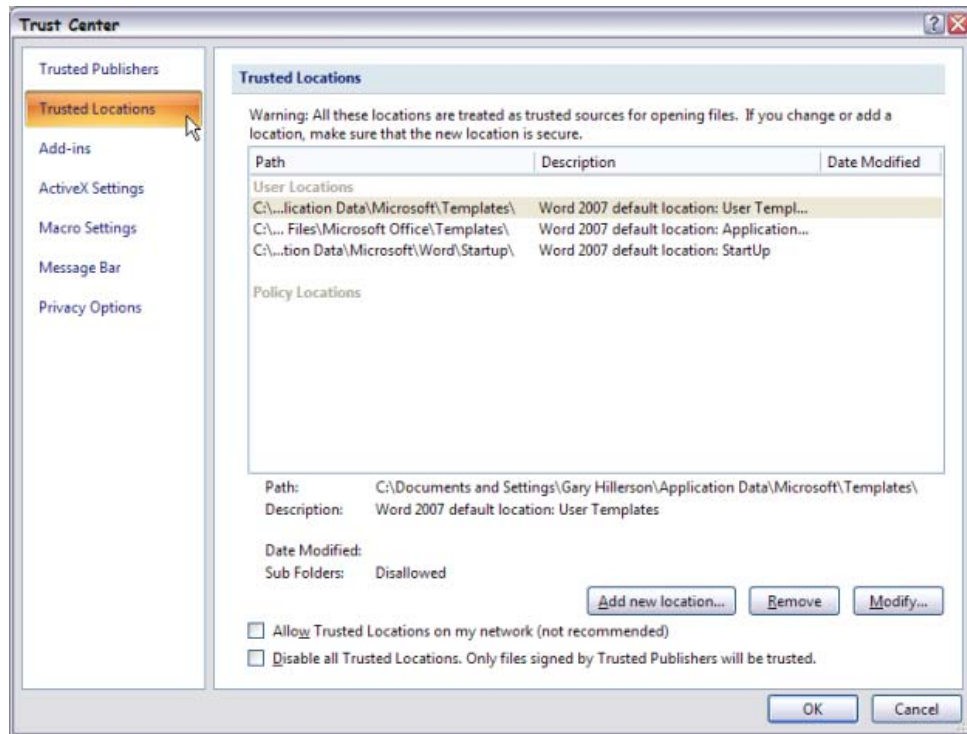
1. Go to Word's Trust Center



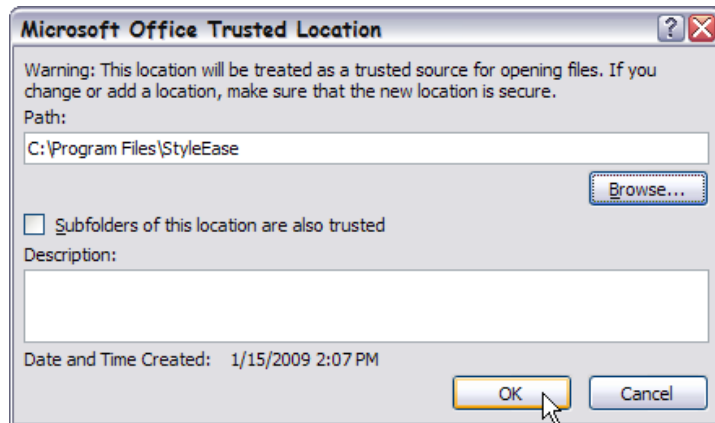
2. Click Trust Center Settings



3. Click Trusted Locations

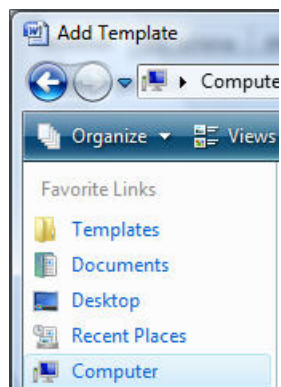


4. Click Add new location and Then Click the Browse Button

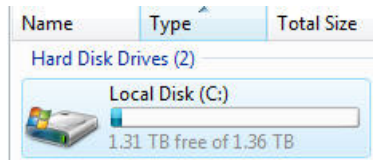


5. Navigate to C:\Program Files, then Select the StyleEase Folder
(NOTE: on 64-bit Vista systems, you need to navigate to the Program Files(x86) folder instead)

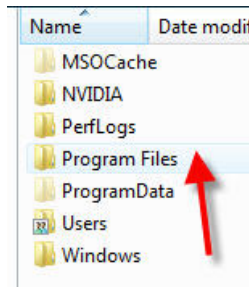
- a. Click Computer on the left



- b. Double-Click your C Drive



- c. Double-click Program Files
(NOTE: on 64-bit Vista systems, you need to double-click the Program Files(x86) folder instead)



- d. Select the StyleEase folder in Program Files (or Program Files(x86))



6. Click **OK** to Add the Location
7. Click **OK** until the Trust Center and Word Options screens are closed.
8. Exit Word
9. Create a new StyleEase document
StyleEase macros will now work.

Enabling StyleEase Macros in Word 2003 & Earlier Versions

In Word 2003 and earlier version, you need to:

1. [Set Word's macro security level to medium](#), which means that you need to explicitly enable the running of macros in any document that contains them.
2. When you first create a StyleEase document, [select the Always trust macros option](#).

Setting the Macro Security Level

Follow these steps to set Word's macro security level:

1. Open Microsoft Word (without StyleEase)
2. Select **T**ools from Word's menu bar
3. Select **M**acro, and then select **S**ecurity
4. Change the setting to **M**edium.

Trusting StyleEase Macros

When you create a *StyleEase* document, Word will ask if you want to enable macros in the document. You can enable macros in the document by clicking the **E**nable Macros button:



If you also click the **A**lways trust macros from this publisher option, you'll be able to use *StyleEase* documents without being asked each time that you create or open a *StyleEase* document. We strongly recommend selecting this option.