Steps to Enable the Macros in Your Downloaded Form

This is essential because the report form has been embedded with macros that allow automatic checking and processing of the form. Please be assured that all of the macros in the form are safe. Please follow the simple steps below.

[Note: This is only a temporary measure for you to open the form and write up your report with Microsoft Word. If you wish, you may restore your macros setting when you finish your report.]

A. For Microsoft Word 2007

Step 1: Before opening your downloaded form, in Microsoft Word, on the top-left corner, choose “Office” logo | Word Options.

Step 2: Choose Trust Center on the left-hand-side menu.
Step 3:  Click on the button **Trust Center Settings**.

![Image of Trust Center Settings]

Step 4:  Select **Disable all macros with notification** as the macro setting and click the button **OK**.

![Image of Trust Center settings with Disable all macros with notification selected]

Step 5: Then you can proceed to open your downloaded report form with Microsoft Word. You will see a security warning message showing that the macros in the form have been disabled when opening the form. Click the button **Options**.

Step 6: To enable the macros in the form, select the option **Enable this content** and click the button **OK**.
B. For Microsoft Word 2002 or 2003

Step 1: Before opening your downloaded form, in Microsoft Word, on the menu bar, choose Tools | Macro | Security.

Step 2: Select Medium as the security level and click the button OK.
Step 3: Then you can proceed to open your downloaded report form with Microsoft Word. You will see the following dialog box when opening the form. Click the button **Enable Macros** to enable the macros in the form.