

T-Word Mail Merge and MS Word Trust Center Settings

Tweaks required for T-Word Mail Merge

Trust Center Settings in Microsoft Word 2007 and Higher

Lowering Security in MS Word

Newer versions of Microsoft Word require some tweaks to be made for T-Word to be able to perform mail merges. These settings should be done at each workstation where letters and emails will be sent via the T-Word application. These instructions were made for MS Word 2013 and also apply for previous versions where the Trust Center Setting is an option.

While in Microsoft Word 2013:

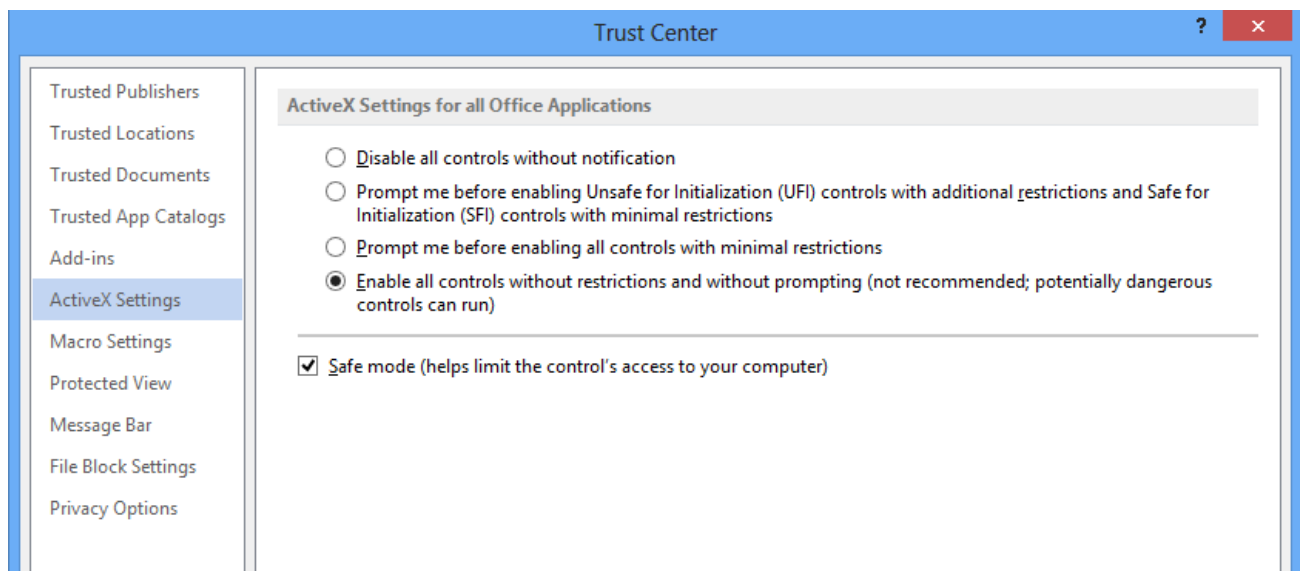
- ✓ Create a new blank document.
- ✓ Click on File | Options

In Word Options click on:

- ✓ Trust Center (left pane)
- ✓ Trust Center Settings (right pane)

In Trust Center click on:

- ☑ ActiveX Settings
 - ✓ Select "*Enable all controls without restrictions and without prompting (not recommended; potentially dangerous controls can run)*"
- ☑ Macro Settings
 - ✓ Select "*Enable all macros (not recommended; potentially dangerous code can run)*"
- ☑ Protected View
 - ✓ Uncheck "*Enable Protected View for files located in potentially unsafe locations*"
- ☑ File Block Settings
 - ✓ Select "*Open selected file types in Protected View and allow editing*"



While in T-Word:

- ✓ Click on View | Options
- ✓ Checkmark "Use LocalHost when creating Word Objects"
- ✓ Checkmark "Disable Outlook Security"

