

# AVIMARK SETTINGS FOR MICROSOFT OFFICE

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# MICROSOFT® OFFICE

In order to remain competitive in the ever-changing computer world, AVImark must stay current with the latest updates of the Operating System, and other hardware/software that our clinics use. AVImark assumes that all clinics are also staying current with the latest free updates and service packs provided by Microsoft.

If you have any questions, please contact Technical Support at (877) 838-9273.

## General Settings for Microsoft Office

- ✓ Update your version of Microsoft Word/Office using the free updates provided via the Internet.
- ✓ Make sure the File Locations are set to the local computer.
- ✓ Make sure AVImark is not utilizing mapped drives. This type of connection can produce issues with Microsoft Word.
- ✓ If you are running more than one version of a word processing product, they can conflict with each other and cause errors.

## Office 365®

Office 365 will work with AVImark; however, a copy of Word must be installed locally on the workstation and documents must reside in a shared location for all computers to access them.

## General Settings for Microsoft Office 2010, 2013, 2016

### File Locations

To check File Locations in Microsoft Office perform the following steps:

1. Click on **File | Options**.
2. Click on **Advanced**.
3. Scroll down to the **General** section.
4. Click on the button labeled **File Locations**.
5. Select **Documents** in the **File types** list.
6. Click **Modify** (Use the navigation controls to select the new location for your files.)
7. Click **OK** on each of the dialog boxes to close them.

### Office Activation

Follow the steps below to determine if your installation of Microsoft Office has been activated.

#### **For Microsoft Office 2013 and 2016:**

1. Click on **File | Account**.
2. On the right side of screen, you will see **Product Information**.

#### **For Microsoft Office 2010:**

1. Click on **Word Options**.
2. Click on **Resources**.
3. Click on **Activate**.
4. Click **OK** on each of the dialog boxes to close them.

## Disabled Items

To check disabled items in Microsoft Office perform the following steps:

1. Click **File | Options**.
2. Click **Add-Ins**.
3. Click the **Manage** drop-down and select **Disabled Items**.
4. Click **Go**.
5. Highlight the disabled item.
6. Click **Enable**.
7. Click **OK** on each of the dialog boxes to close them.

## Check Macro Settings

To check macro settings in Microsoft Office perform the following steps:

1. Click **File | Options**.
2. Click **Trust Center**.
3. Click **Trust Center Settings**.
4. Select the appropriate level of security (the default is “Disable all macros with notification”)



*Security levels above “Enable all macros” may cause a prompt to enable macros when opening a document. This prompt may interfere with opening documents in AVImark.*

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5. Click **OK** on each of the dialog boxes to close them.

## Check Document Protection

To check document protection in Microsoft Office perform the following steps:

1. Click on the **Review** tab.
2. Click **Protect Document**.
3. Click **Stop Protecting**.

## Change Default File Type When Saving

To change the default file type when saving documents, follow the steps below:

1. Click **File | Options**.
2. Click **Save**.
3. From the **Save files in this format** drop-down, choose **\*.Doc**. *However, please note, file types \*.Docx will also work with AVImark.*
4. Click **OK** on each of the dialog boxes to close them.