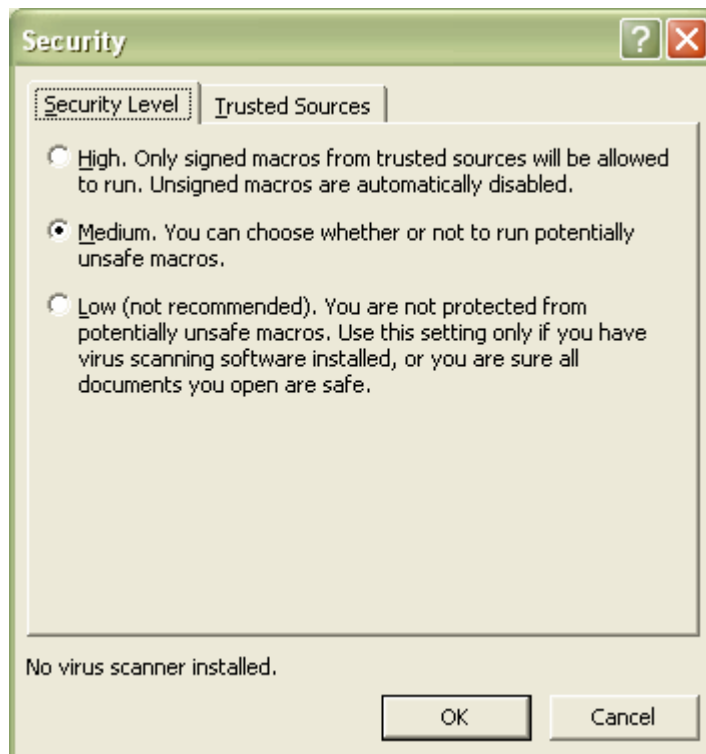


## MS WORD MACRO SECURITY SETTINGS: ENABLING TEMPLATE SHORTCUT KEYS

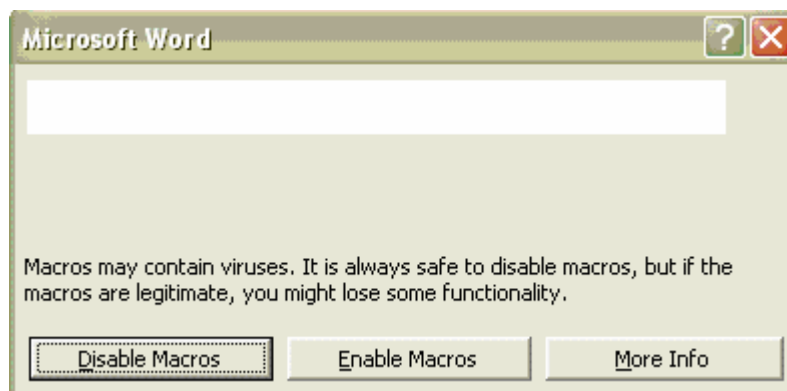
If the Shortcut Keys are not working in the Supreme Court Judiciary's "**Law Courts Civil and Criminal Oral Judgment Templates**", determine the version of MS Word being used, then make the following change to the Macro security setting. This will enable the Shortcut Keys to function.

### Word 2003 or 2002 XP:

1. Set the macro security level to Medium under Tools, Options, Security, Macro Security....

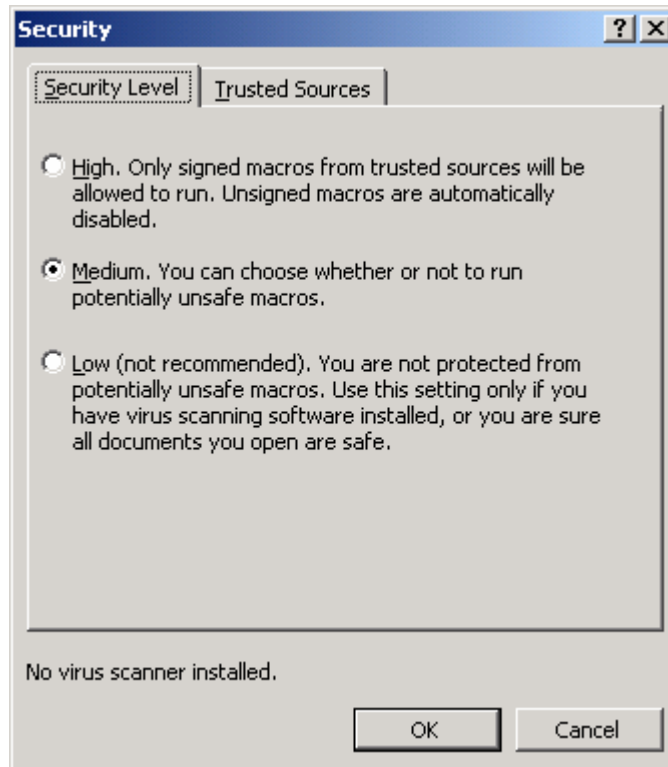


2. Once this is done, each time you open the templates choose **Enable Macros** to enable the Shortcut Keys.



## Word 2000:

1. Set the macro security level to Medium under Tools, Macro, Security....



2. Once this is done, each time you open the templates choose **Enable Macros** to enable the Shortcut Keys.

