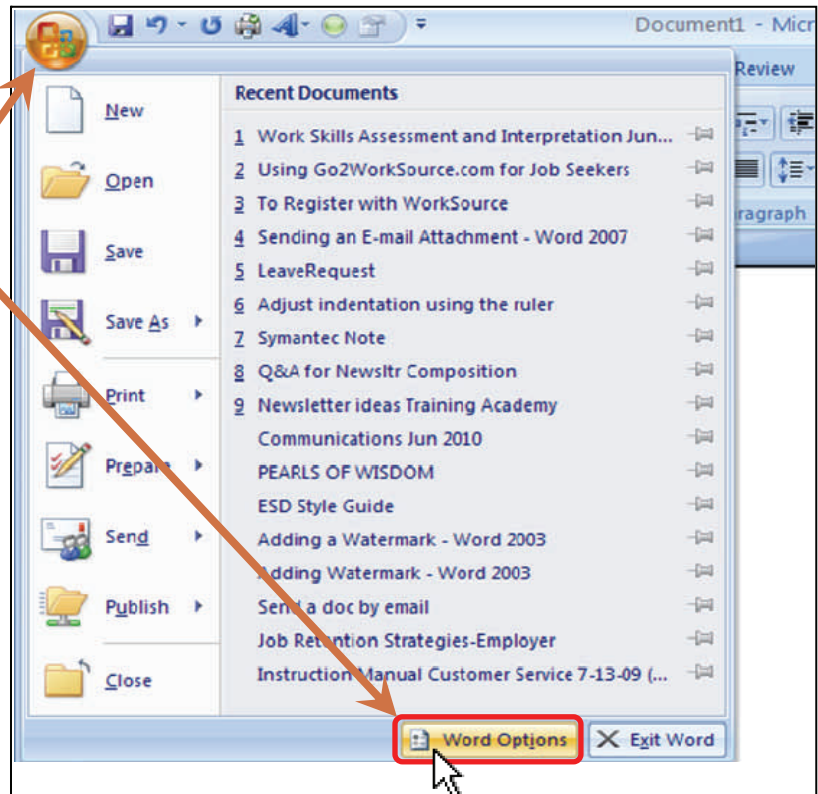


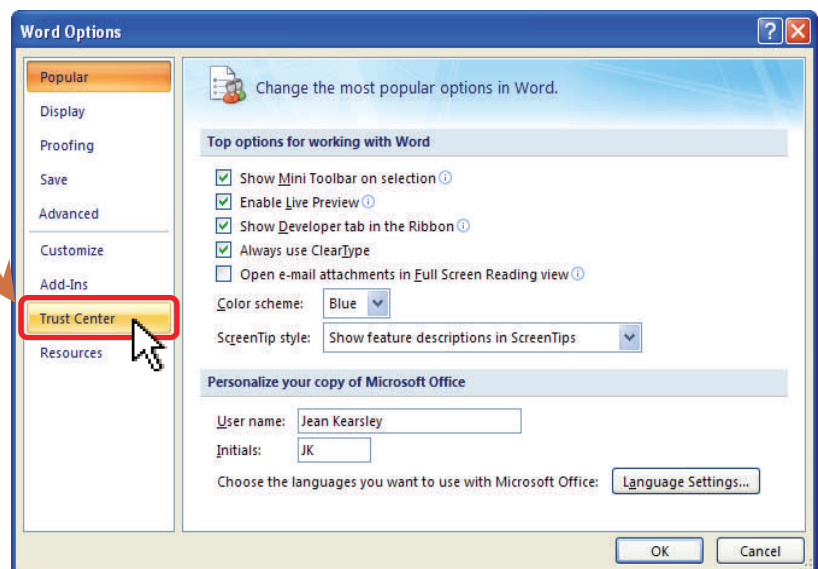
## Track Changes Security Settings

This guide will show you the security settings that you should have set up on your computer for the Track Changes function in Office 2007/XP. These security settings will allow your computer to warn you prior to sending out a document that has track changes visible. This can save some embarrassment on your part.

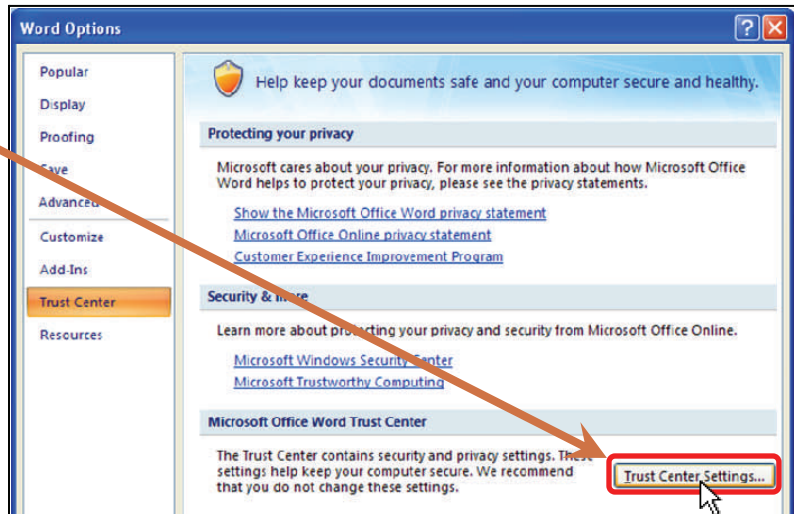
1.) My first step is to open up an existing Word document. I click on the “**Office Button**” then click on “**Word Options**” at the bottom of the dialog box that opens.



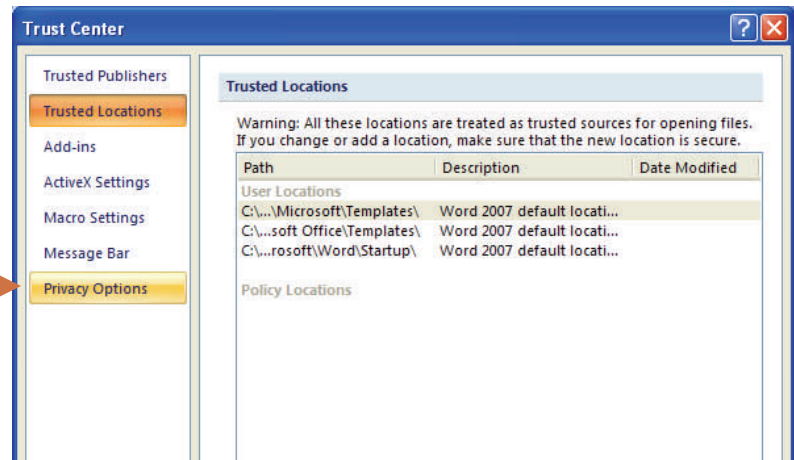
2.) The **Word Options** box will appear. Now I click on the “**Trust Center**” tab.



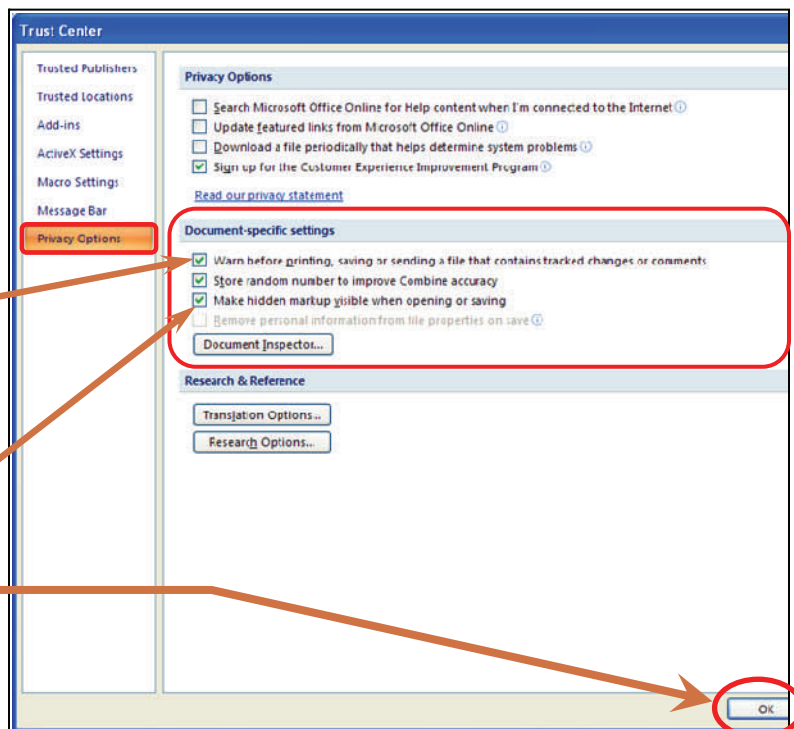
3.) I click on the "Trust Center Settings..." bar.



4.) The next box can open in any one of seven configurations, depending on which of the items on its menu was used last. If not already focused on "Privacy Options", I'll need to click on that choice on the menu bar. The Trust Center box will then change to the one shown below.



5.) Under the "Document-specific settings" section of the Privacy Options tab, I want to make sure that two check-boxes are checked: the first one says "Warn before printing, saving or sending a file that contains tracked changes or comments" and the second one says "Make hidden markup visible when opening or saving."



I can then press the "OK" button after I've made sure that both these boxes are checked.