

Last updated 10/21/2009

College of Professional Education Department of Family Sciences General Scholarship Application Instructions

This interactive Microsoft Word form is designed to work in Word 2007 as well as older versions of Word.

This form uses macros, specifically Active X macros, which Microsoft deems potentially unsafe. However, this form is very safe to use as it was developed using Microsoft Word 2007.

If you open this form and are not able to enter information in the fields, your macro security settings are set too high. This is very easy to resolve, and once done you will be able to use this form.

Here's all you do:

Word 2007:

1. Start Word and click the "Office button" (upper-left corner of screen)
2. Click the "Word Options" button (bottom of box)
3. Click the "Trust Center" option (left side of box)
4. Click the "Trust Center Settings" button (bottom of box)
5. Bubble in "Disable all macros except digitally signed macros"
6. Click both "OK" buttons
7. Open form again and it should work

Older versions of Word:

1. In Word and with a blank document open, click "Tools", "Options", "Security", "Macro Security"
2. Select "Medium" security
3. Click both "OK" buttons
4. Open application form. If prompted to enable macros, click the "Enable Macros" button. It should work now.