Instructions for Enabling and Using Word .doc Forms

Macro Security

If you are using a Microsoft Word-based form (with a .doc suffix) from the Graduate Division web site, it may use Word Macros in order to perform calculations or other programmatic logic. When you open a Word form with macros, you should receive a "Security Warning" prompt asking if you want to "Disable Macros" or "Enable Macros". If you DO NOT receive this message, this means your computer needs to have the Word Macro Security Level changed. To do this, follow these steps:

- Start Microsoft Word, select the Tools menu item, select the Macro submenu item, and then select the Security submenu item
- A Security window should be displayed - select "Medium" level security, click the OK button and close Word
- You should only need to do this once - your computer should remember this settting

Using Word Forms with Macros

- Each time you open a Word form with macros, you should receive a "Security Warning" prompt asking if you want to "Disable Macros" or "Enable Macros". Select "Enable Macros" so the calculations/logic will work correctly.
- After you enter some information into the form, you can save the file (or save it as another file name). All the data entry values should get saved and display when you reopen the file. This way you can submit the form via email instead of printing it and putting it in the mail.
- Some of the more complicated forms can be a bit touchy to use. Here are some tips:
  - After choosing an item from a selection list, press the Tab key so the form can do a quick recalculation. You should then either see related amounts reflected on the form and/or be able to click in a related field to enter a specific amount.
  - After entering a value that may trigger a recalculation, press the Tab key so the form can do a quick recalculation.
  - When a form is recalculating, it may move around on its own and flash various data elements. If this appears to be going VERY slowly, try saving the document, closing all copies of Word that may be running on your computer and then reopen the Word form. You can also try logging off and/or restarting your computer in an extreme worse case.