Before you can use the Individual Plan (form # F-PR-1177), you may need to make one-time setting changes to Microsoft Office 2010.

Complete the following steps to make the necessary changes to display hidden text and enable macro-embedded documents.

1. Click to open the **File** tab near the upper-left corner of Word 2010.
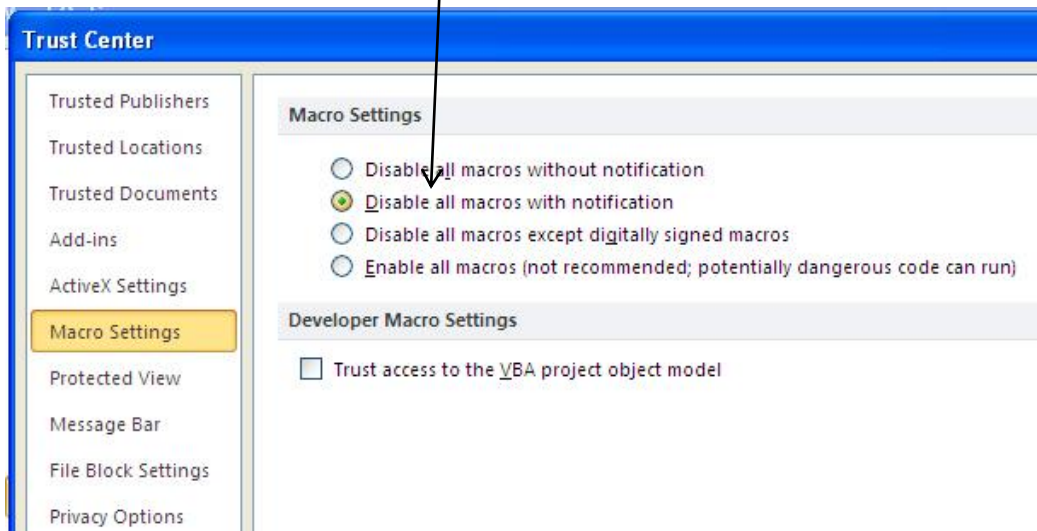2. Select **Options**, located towards the bottom-left of the File tab.
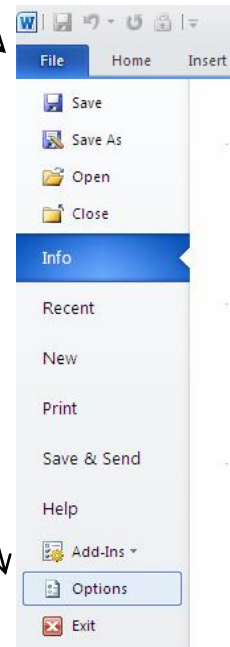


3. The **Word Options** window will appear.
4. Select **Display** in the left side of the window.  The Display options will be shown in the right side.
5. In the Display options in the right side, underneath **Always show these formatting marks on the screen**, verify that the box to the left of **Hidden text** is checked.  If it is not, click the box so that it is checked.  Note that if the **Show all formatting marks** box is checked, then showing of hidden text is automatically implied.
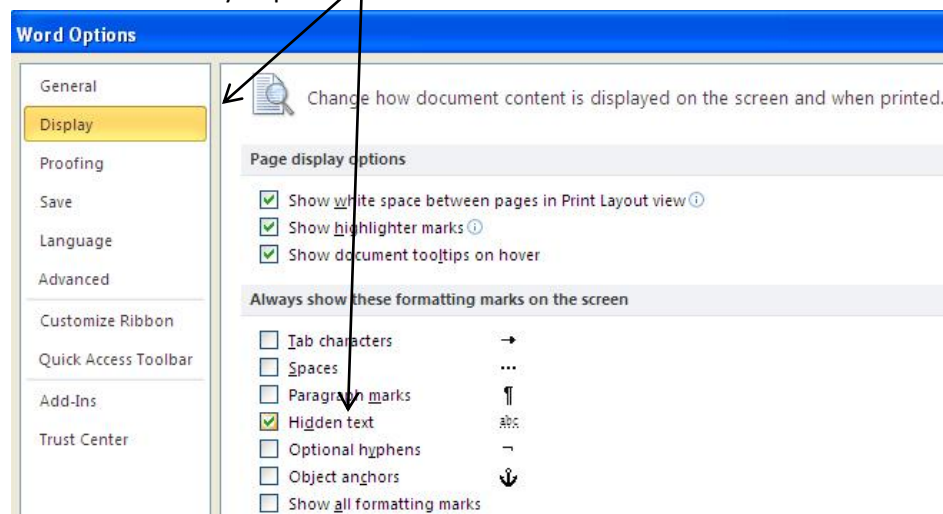
6. Select **Trust Center** in the left side to show the Trust Center options in the right side, and then select the **Trust Center Settings…** button towards the bottom-right.
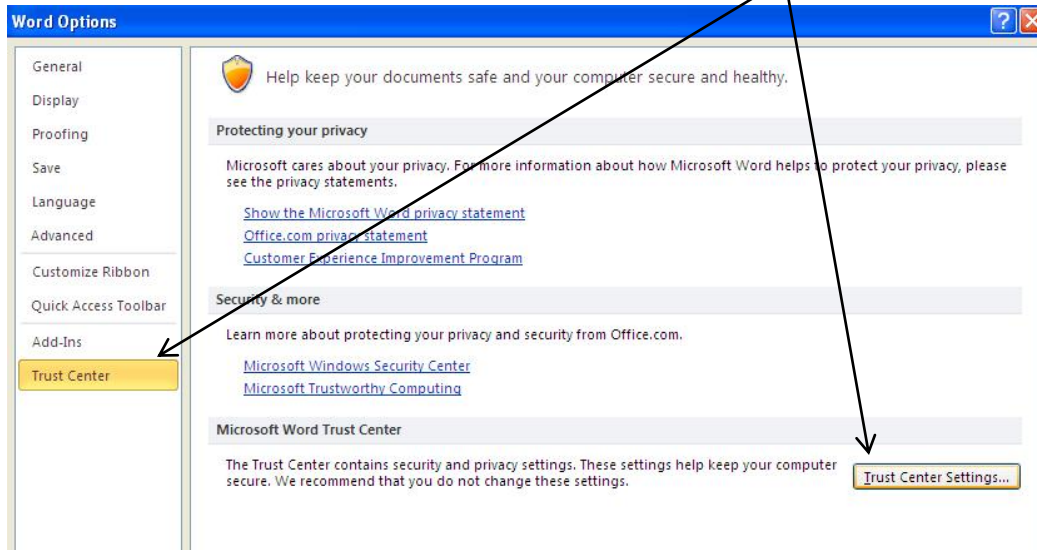


7. The **Trust Center** option box will appear, with **Macro Settings** selected on the left side.
8. Underneath **Macro Settings** on the right side, select the button to **Disable all macros with notification** if it is not already selected.



9. Click OK to close this window, and then click OK again to close the Word Options window.

From now on, when you open the Individual Plan or any other macro-embedded document, Word will display a yellow bar across the top stating **Security Warning – Macros have been disabled.** Click the **Enable Content** button in this bar to enable macros if you are sure that the file came from a trustworthy source.



With these changes made, you will have the option in the Individual Plan to "***Click Here to Add Issue***". Double-click on this text to add an additional page to the Individual Plan.