

# Note on opening and saving the exam documents

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The exam is spread across five Microsoft Word documents.

## Opening the documents

The documents contain macros and/or form controls. Word is likely to be set up to disable these when you open the documents, so you will need to make sure you enable them in order for the form controls in the documents to work.

When you open any of the documents, you will get a message warning that the document contains macros and asking if you want to disable macros before opening the file. You must ensure that macros are enabled.

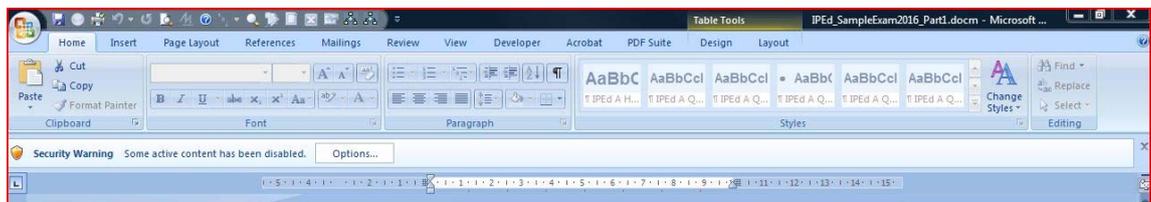
The exact wording and format of the messages vary between versions of Word. Descriptions of what happens in the main versions of Word are given below.

### Word 2007

This is the version that will be used in the 2016 exam.

When you open the document, a message appears across the screen just below the ribbon:

Security Warning Some active content has been disabled [Options].



Click **Options**.

A Security Alerts message box opens:



Select **Enable the content** and click **OK**. The document opens.

### Word 2010

In Word 2010, when you open the document, the message appears in a yellow bar across the screen just below the ribbon:

This file originated from an Internet location and might be unsafe. Click for more details  
[Enable Editing]

Click **Enable Editing** and the document opens.

### Word 2013

When you open in Word 2013, the message appears in a yellow bar across the screen just below the ribbon:

PROTECTED VIEW Be careful – email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected view. [Enable Editing]

Click **Enable Editing**.

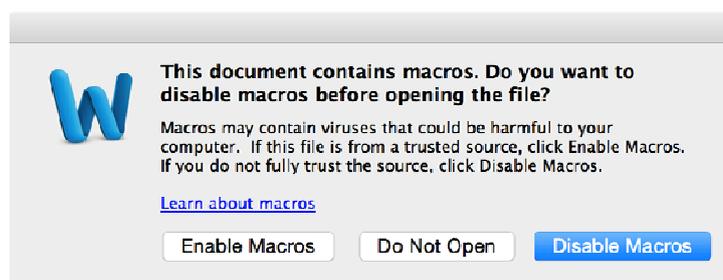
A second message appears:

SECURITY WARNING 'Macros have been disabled' [Enable Content]

**Don't** click Enable Content. Just close the message by clicking on the X on the far right.

### Word 2011/2016 (Mac)

When you open in Word 2011 or Word 2016 on a Mac, you get this message:



Click **Enable Macros** and the document opens.

## Saving the documents

### Windows

The first time you save each of the documents, select the document type **.docm** (macro-enabled Word document), not docx. This is because they contain macros and they must be saved as macro-enabled files in order to retain the macros.

To do this, click on the down arrow to the right of the *Save as type* field and select **Word Macro-Enabled Document (\*.docm)**

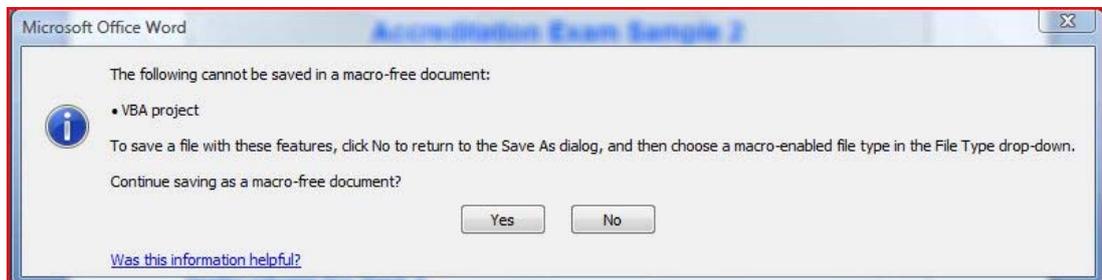


Every time you save the documents you will see a Privacy Warning saying that the document contains macros:



This **does not** mean there is a problem with the document or that it is unsafe to save it. Click **OK** and the document saves.

If you get a message like this:

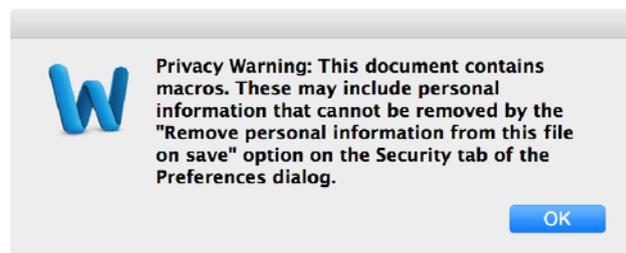


it means that you haven't selected Word Macro-Enabled Document (\*.docm).

Click **No** and you will be returned to the *Save As* dialogue box. Select **Word Macro-Enabled Document (\*.docm)**. The document will be saved.

### Mac

When you save the documents in Word 2011 or Word 2016 on a Mac, you get this message:



Click **OK** and the document saves.