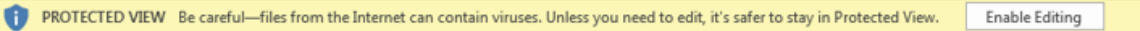
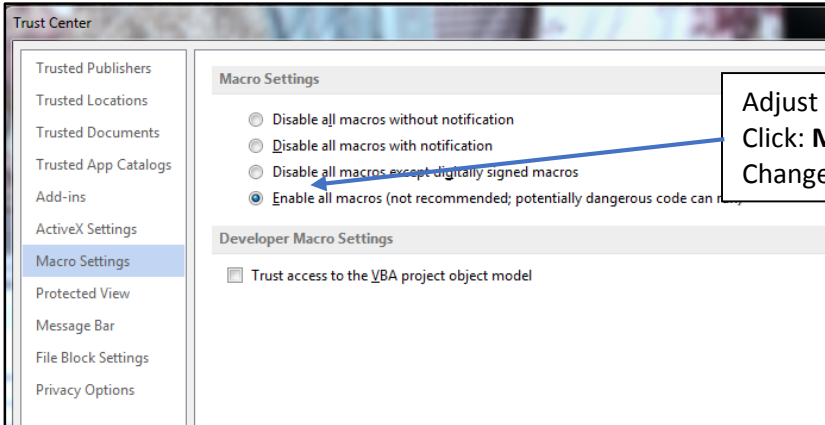
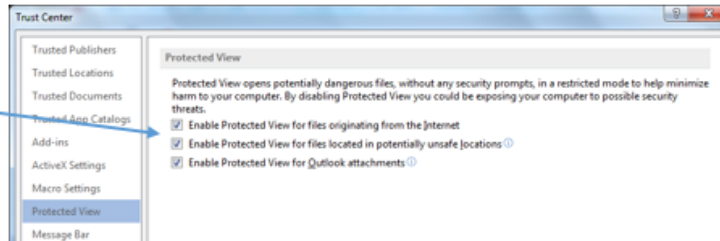


Opening files and “PROTECTED VIEW: Each time you open files, this message bar may appear:



To view or change your protected settings,

1. Click: **File** – then **Options**
2. Click: **Trust Center** -> **Trust Center Settings**
3. Click: **Protected View**
4. **UNCHECK** these settings, click: OK

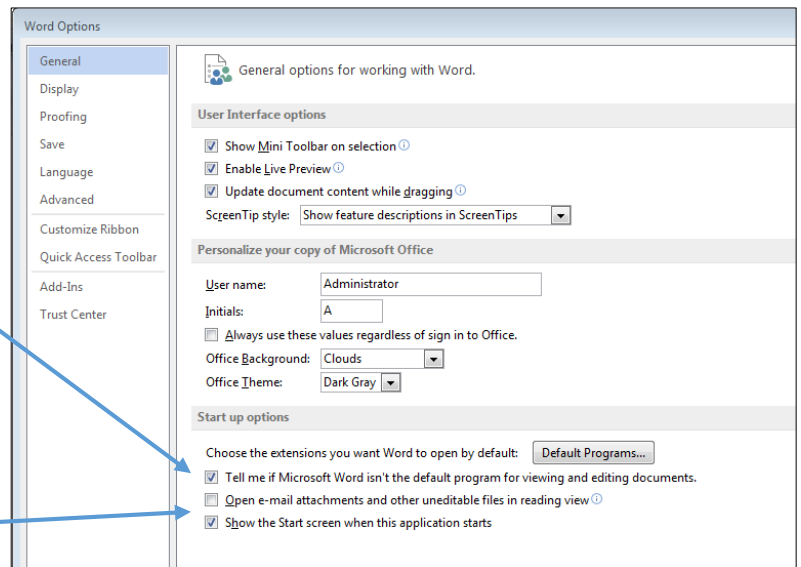


Adjust Macro settings – under Trust Center
Click: **Macro Settings**
Change Disable all macros to “Enable all macros”

****Note: You will have to repeat these Trust Center setting changes for each program – Excel, PowerPoint, etc**

Files opening in reading view not in the normal print layout/editing mode – also applies to Word docs that are opened from Outlook attachments

1. Click: **File**
2. Click: **Options**
3. From the General options – **UNCHECK** “Open e-mail attachments and other uneditable files in reading view”



Start Screen

If you don't want to see the Start Screens with the templates when you open Word, Excel, etc. follow these steps to turn off the Start Screen.

1. Click: **File**
2. Click: **Options**
3. From the General options – **UNCHECK** “Show the Start screen when the application starts”

Outlook "VIEW" Settings

The screenshot shows the Outlook ribbon with the **VIEW** tab selected. The ribbon includes options like **Show as Conversations**, **Message Preview**, **Reverse Sort**, **Add Columns**, **Expand/Collapse**, **Folder Pane**, **Reading Pane**, **To-Do Bar**, **People Pane**, **Reminders Window**, **Open in New Window**, and **Close All Items**.

Message pane – to change font size:
 Click: **View – View Settings – Other Settings...**
 Change **Column Font...** and **Row Font...**

Reading Pane – default is to show this on the Right, to change position or, to remove it from your view
 Click: **View – Reading Pane**
 Choose: **Bottom or Off**

Outlook Address Book: to changing the default "Global Address book" to YOUR DISTRICT's Contact List

1. From the main screen Home tab, click on the Address Book (far right side of the ribbon)
2. Click: **Tools – Options**
3. Addressing window appears – click: **Custom**
4. Click on Global Address List to highlight it and then **Remove** button
5. To add your district, click: **Add...**
6. Scroll down to find [your district's] ALL Contacts (list is alphabetical) – click: **Add**, then **Close**
7. Click drop-down arrow under "When opening the address book, show this address list first" select [your district's] All Contacts – click: **OK**

The **Addressing** dialog box shows the "When sending e-mail, check address lists in this order:" section with **Custom** selected. The list contains **BTBOCES ALL Contacts** and **Contacts**. The "When opening the address book, show this address list first:" section also has **BTBOCES ALL Contacts** selected.

Outlook Calendar Weather Bar – if you don't see it on the calendar

1. Click: **File**
2. Click: **Options - Calendar**
3. Scroll to the bottom and make sure the Weather Bar box is enabled – "Show weather on the calendar" should be checked.

If weather bar still does not show, try this:

1. Click: **File → Options**
2. Click: **Trust Center**
3. Click: **Trust Center Settings...**
4. Click: **Privacy Options** (left side)
5. Make sure the box "Allow Office to connect to the Internet" is CHECKED.
6. Restart Outlook

The **Trust Center** dialog box shows the **Privacy Options** section. The checkbox **Allow Office to connect to the Internet** is checked. Other options include **Download a file periodically that helps determine system problems**, **Sign up for the Customer Experience Improvement Program**, and **Allow the Research task pane to check for and install new services**.

**** Note: Contact the Service Desk at 766-3800 if this does not resolve the issue**

PowerPoint 2013 – using a laptop or tablet, display changes from “duplicate” mode to “extend” mode

Issue: When running a presentation on a laptop or tablet, the screen display changes from “duplicate” mode to “extend” display mode when Esc is pressed to return to normal mode -- causing the screen’s image to be off, making your screen look twice its size and finding the mouse may be difficult.

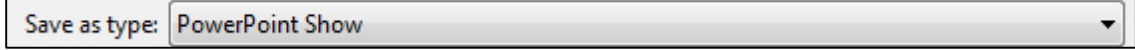
NOTE: Laptops and tablets are configured for duplicate mode – with the new Presenter View in 2013 (which allows the presenter to see slides, notes, manipulate the presentation), there is a default setting to “automatically extend the display”. The presenter would then see the Presenter screen on the right and the audience would see the actual slides. The problem is that it doesn’t reset to duplicate mode when you exit the presentation and return to the normal editing mode. This appears to be a known issue with running PowerPoint 2013 presentations on a laptop or tablet.

There are 3 options to resolve this issue – choose whichever one best meets your needs:

Option 1 – Save your file as a PowerPoint SHOW

Typically, people save their files as a PowerPoint Presentation file – meaning they can open it, edit it and run the slide show. However, if the PowerPoint file is saved as a PowerPoint Show – when you open the file, it immediately starts the Slide Show – cleaner for the audience as they don’t see you opening the file, clicking the option to run the show, etc. Save the presentation as a SHOW when you are finally done – if you have to make a last minute change, save the file again as a SHOW so that it includes your latest updates.

1. Click: **File – Save As**
2. Browse to the destination (network drive, USB)
3. Under the Save as type, click: **PowerPoint Show**



Option 2 – Turn off Presenter View for the current presentation

1. From the Slide Show toolbar, **UNCHECK Use Presenter View**

Option 3 - Change the default setting – this will apply to all presentations you create. Use this if you consistently use a laptop or tablet.

1. Click: **File**
2. Click: **Options**
3. Click on: **Advanced**
4. **UNCHECK Automatically extend display when presenting on a laptop or tablet**

Using a laptop or tablet, the presenter will not be able to use the new Presenter View, but the display settings will remain the same -- and not cause issues!

