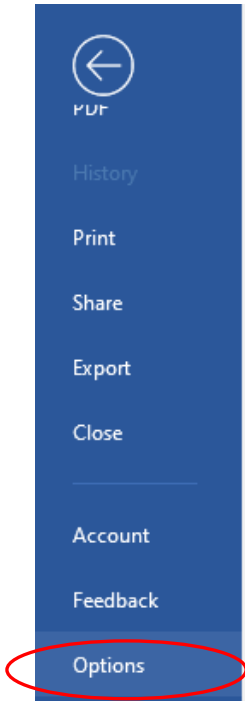


WORD 2019 SET-UP REQUIREMENTS

For system requirements, see [System_Requirements.pdf](#).

Select **FILE > OPTIONS**. The following settings are required or recommended.

- **“Must”** means that the setting is essential to the function of the template.
- **“Should”** means that the setting is not essential to the function of the template but may make it more difficult to use.
- If an Options tab is not shown below, it does not include any critical settings.



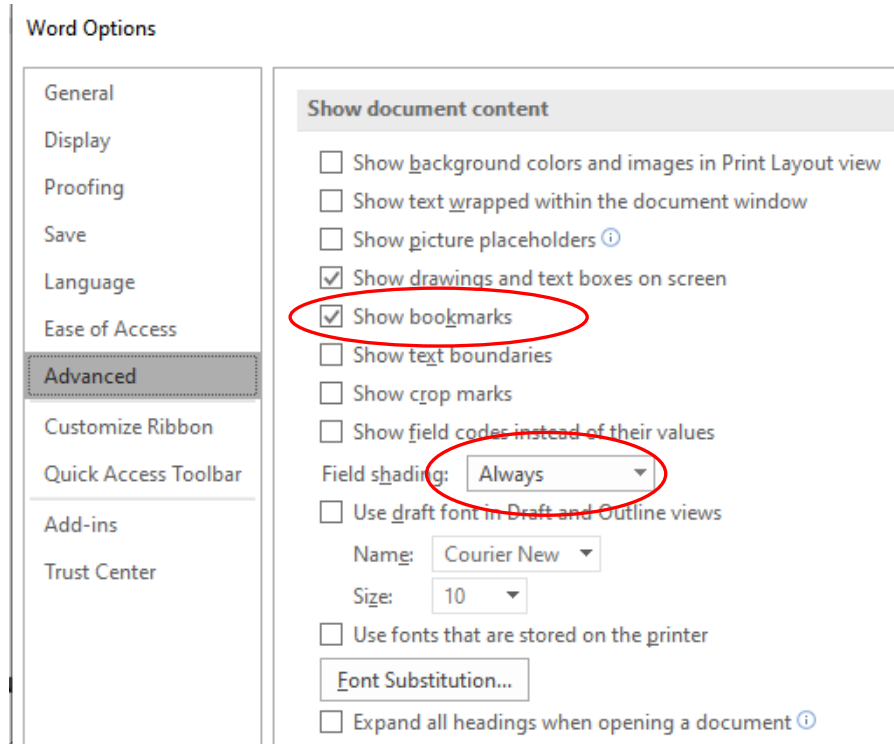
WORD 2019 SET-UP REQUIREMENTS

FILE>OPTION>ADVANCED

Scroll down to “Show Document Content”, make sure that the boxes with the circles are checked.

Show

Bookmarks must be selected.> **Field shading: Always** should be selected.



FORMATTING MARKS ¶

Click the show/hide ¶ on the Home Ribbon to show all formatting marks in the templates. Toggle to hide Hidden text and Formatting marks.

WORD 2019 SET-UP REQUIREMENTS

FILE>OPTIONS>ADVANCED

Optional: To preserve the **Alt + j** macro that searches for required keyboard entries.

Word Options

- General
- Display
- Proofing
- Save
- Language
- Ease of Access
- Advanced**
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Copy remotely stored files onto your computer, and update the remote file when saving

Allow background saves

Preserve fidelity when sharing this document: Word_Set-up_Requirements.docx

Save form data as delimited text file

Embed linguistic data

General

Confirm file format conversion on open

Update automatic links at open

Allow opening a document in Draft view

Enable background repagination

Show add-in user interface errors

Mailing address:

File Locations... Web Options...