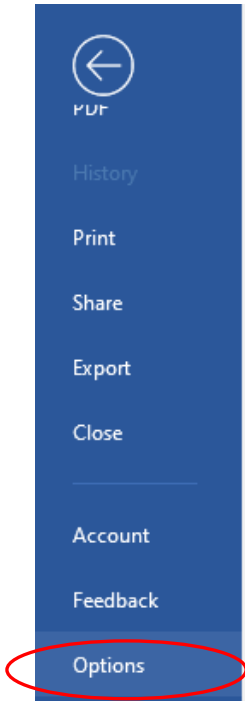# WORD 2019 SET-UP REQUIREMENTS

For system requirements, see **System_Requirements.pdf**.

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

- o   "**Must**" means that the setting is essential to the function of the template.

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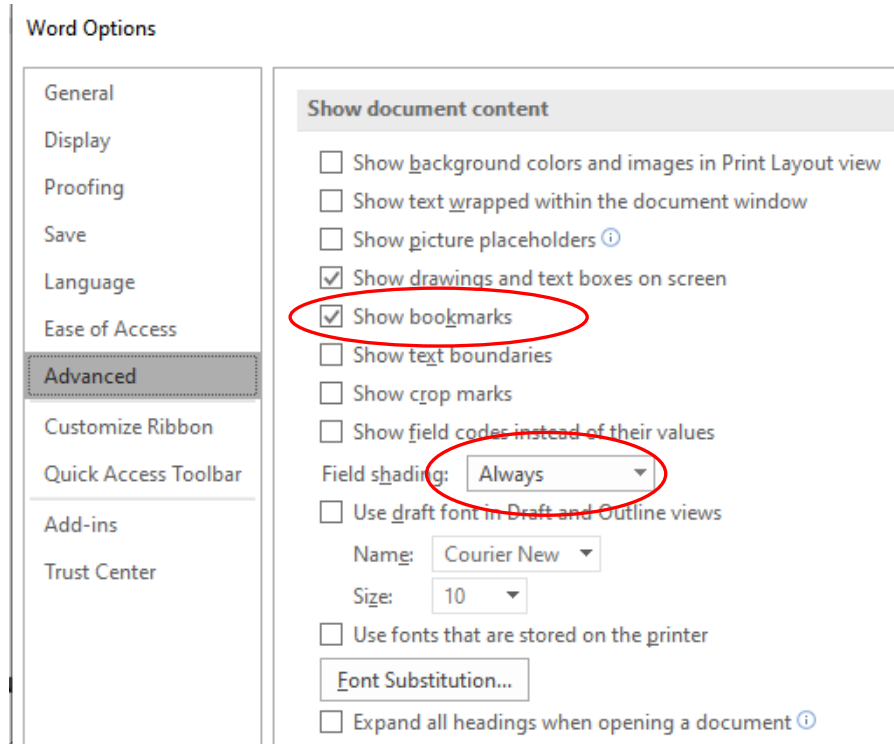- o   If an Options tab is not shown below, it does not include any critical settings.

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.

FILE>OPTIONS>ADVANCED
Optional: To preserve the <mark>Alt + j</mark> macro that searches for required keyboard entries.