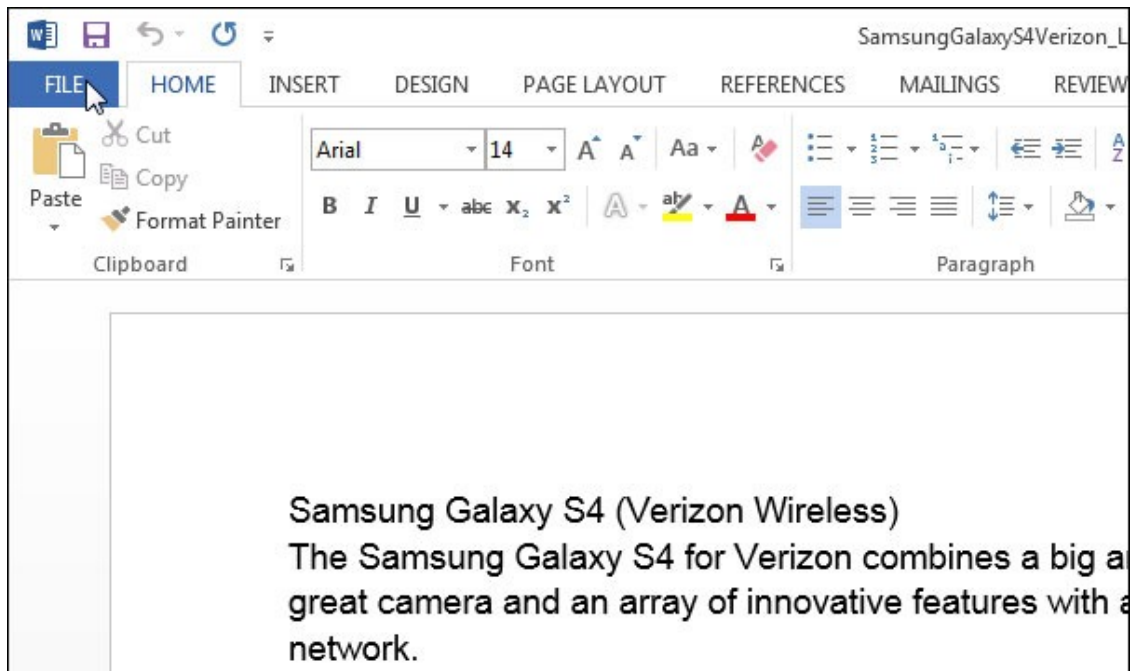


How to Disable Protected View in Microsoft Word 2013 and Word 2010



1. **Click the File tab** in the upper left corner.



2. Select Options.

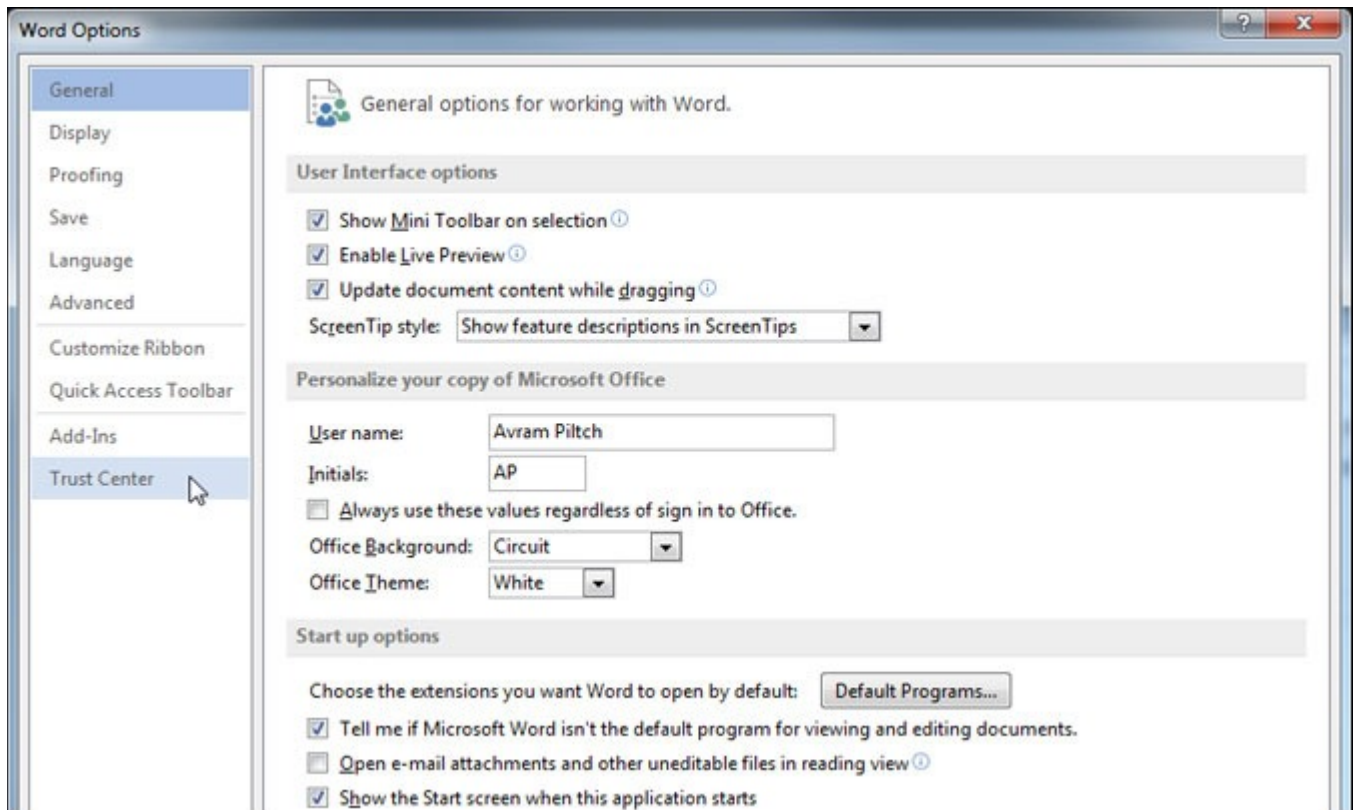
The screenshot shows the Microsoft Word 'Info' pane for a document titled 'SamsungGalaxyS4Verizon_LD_2.doc (Compatibility Mode)'. The left sidebar contains the following menu items: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'Options' item is highlighted with a green box. The main area displays the document's metadata and various document management options:

- Compatibility Mode:** Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.
- Protect Document:** Control what types of changes people can make to this document.
- Inspect Document:** Before publishing this file, be aware that it contains:
 - Comments and revisions
 - Document properties and author's name
 - Content that cannot be checked for accessibility issues because of the current file type
- Versions:** There are no previous versions of this file.

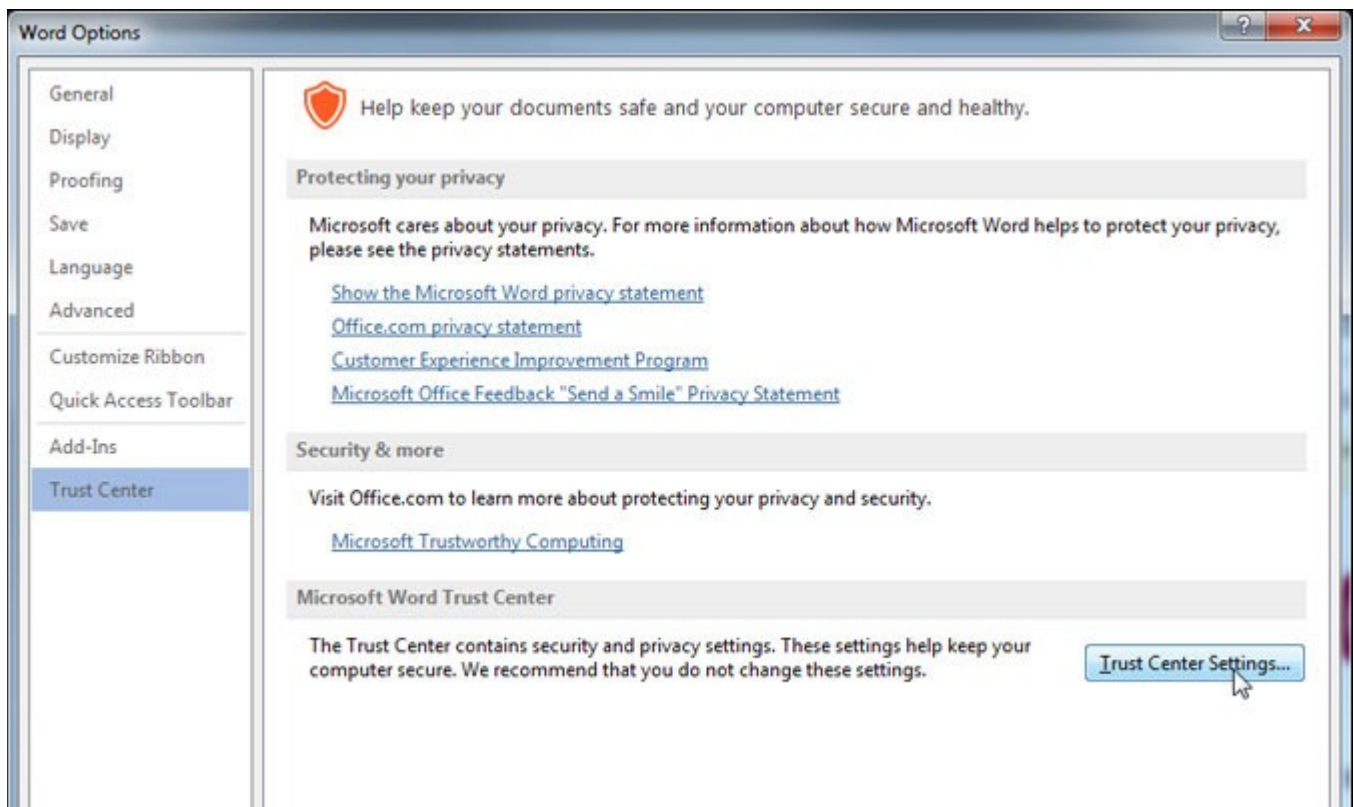
Additional information on the right side of the pane includes:

- Properties:** Size (57.5KB), Pages (11), Words (3339), Total Editing Time (7 Minutes), Title (Samsung Galaxy S4 (Veriz...), Tags (Add a tag), Comments (Add comments).
- Related Dates:** Last Modified (5/30/2013 5:09 PM), Created (5/30/2013 5:09 PM), Last Printed.
- Related People:** Author (Laura Dimugno), Last Modified By (Avram Pilitch).
- Related Documents:** Open File Location, Show All Properties.

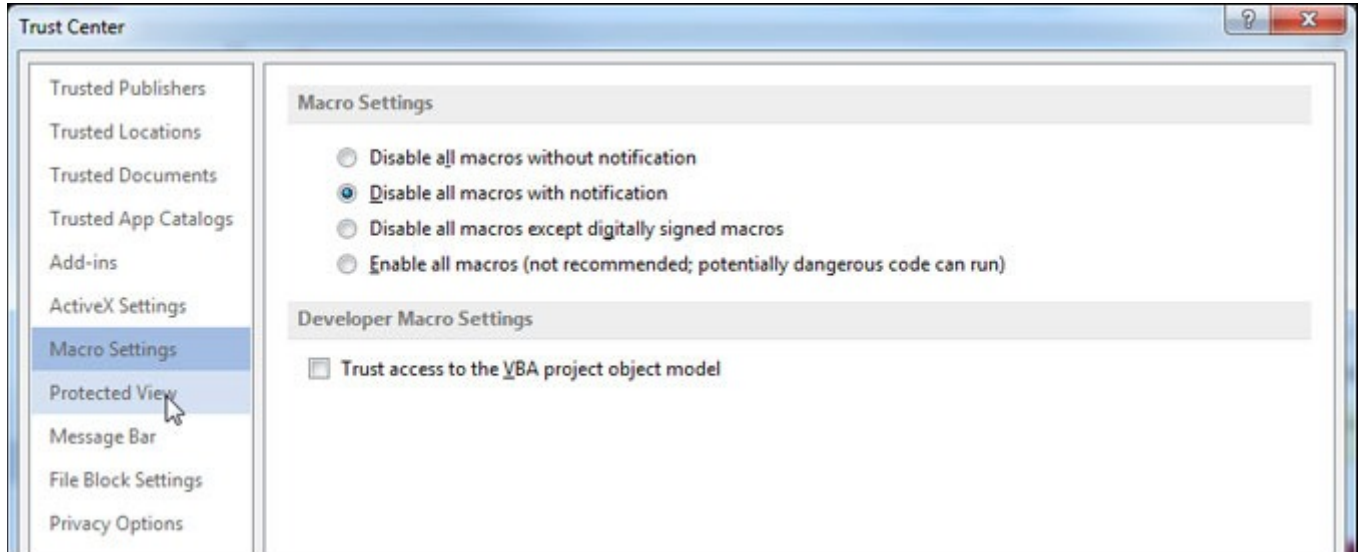
3. Select Trust Center in the left pane.



4. Click Trust Center Settings.



5. Select Protected View.



6. Uncheck all three options under Protected View and Click Ok.

