Benefits and Staff Human Resources

The following instructions will apply to all protected documents including:
- Position Description
- Employee Performance Appraisal
- Employee Goal Setting Sheet
- Unit 4 Employee Performance Appraisal
- Unit 4 Employee Goal Setting Sheet

Index:

Instructions for using Protected Documents................................................................. 2
  Enable Macros: ............................................................................................................. 2
  Spell Checking.............................................................................................................. 3
  Using Bullets in Form Fields....................................................................................... 4
Instructions for using Protected Documents

All Benefits and Staff Human Resources Forms have been equipped with the ability to spell check. In order to completely utilize the forms, please read the instructions below.

Enable Macros:

1. In Word and Excel, Go to your “Tools”, menu and choose “options”.
2. Make sure you are on the “Security tab”.
3. Double Click on the “Macro Security” button.
4. Choose the “Medium” Security Level.
5. Click “OK”.

NOTE: You should only have to set this option once. It should be completed in Word and Excel.
Once you have set your Macro Security Level to Medium, if you open a document in Word or Excel that has Macros, the following pop-up box will appear:

If you are using a form from Benefits and Staff Human Resources, choose the “Enable Macros” option.

**Spell Checking**

Once you have enabled your macros, you should see the following box appear in the upper right hand corner of your screen:

When you are ready to spell check choose the “Spell Check Form” option.

If this option does not appear on your screen, please do the following:
1. Go to your “View”, “Toolbars” menu
2. Click on the “Spell Check” option.
3. Once this option is checked you should see the “Spell Check” button appear on the form.

NOTE: You may be required to choose the “Spell Check” option each time you open a Benefits and Staff Human Resources document.
**Using Bullets in Form Fields**

You can create a bullet by holding down the “Alt” key and typing a 7 from the numerical pad.

You can also cut and paste wording that contains bullets into the document.

If you have any questions, please contact Benefits and Staff Human Resources at 5-4031.