Before you can use the Individual Plan (form # F-PR-1177), you may need to make one-time setting changes to Microsoft Office 2010.

Complete the following steps to make the necessary changes to display hidden text and enable macroembedded documents.

- 1. Click to open the **File** tab near the upper-left corner of Word 2010.
- 2. Select **Options**, located towards the bottom-left of the File tab.



- 3. The **Word Options** window will appear.
- 4. Select **Display** in the left side of the window. The Display options will be shown in the right side.
- 5. In the Display options in the right side, underneath Always show these formatting marks on the screen, verify that the box to the left of Hidden text is checked. If it is not, click the box so that it is checked. Note that if the Show all formatting marks box is checked, then showing of hidden text is automatically implied.

ord Options		
General	K 🔘 Change how docu	ment content is displayed on the screen and when printed.
Display		· · · · · · · · · · · · · · · · · · ·
Proofing	Page display options	
Save	Show white space betw	veen pages in Print Layout view 🛈
language	Show <u>highlighter mark</u>	s 🛈
canguage	Show document too <u>l</u> tip	os on hover
Advanced	Always show these formattin	ng marks on the screen
Customize Ribbon		
Quick Access Toolbar	<u>T</u> ab characters	→
	Paragraph marks	۹
Add-Ins	Hidden text	II abc
Trust Center	Optional hyphens	
	Object anchors	Ŷ
	Show <u>a</u> ll formatting ma	urks -

6. Select **Trust Center** in the left side to show the Trust Center options in the right side, and then select the **Trust Center Settings...** button towards the bottom-right.

ord Options	
General	Help keep your documents safe and your computer secure and healthy.
Display	
roofing	Protecting your privacy
ave	Microsoft cares about your privacy. For more information about how Microsoft Word helps to protect your privacy, plea
anguage	Show the Microsoft Ward privacy statement
dvanced	Office.com privace statement
ustomize Ribbon	Customer Experience Improvement Program
uick Access Toolbar	Security & more
dd-Ins	Learn more about protecting your privacy and security from Office.com.
rust Center	Microsoft Windows Security Center
Instruction	Microsoft Trustworthy Computing
	Microsoft Word Trust Center
	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

- 7. The Trust Center option box will appear, with Macro Settings selected on the left side.
- 8. Underneath Macro Settings on the right side, select the button to Disable all macros with notification if it is not already selected.

Trust Center		
Trusted Publishers Trusted Locations Trusted Documents Add-ins ActiveX Settings	Macro Settings O Disable II macros without notification ③ Disable all macros with notification ○ Disable all macros except digitally signed macros ○ Enable all macros (not recommended; potentially dangerous code can run) Developer Macro Settings	
Protected View Message Bar File Block Settings Privacy Options	☐ Trust access to the <u>V</u> BA project object model	

9. Click OK to close this window, and then click OK again to close the Word Options window.

From now on, when you open the Individual Plan or any other macro-embedded document, Word will display a yellow bar across the top stating **Security Warning – Macros have been disabled.** Click the **Enable Content** button in this bar to enable macros if you are sure that the file came from a trustworthy source.

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		INDIVIDUAL PLAN - SAMH							
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With these changes made, you will have the option in the Individual Plan to "*Click Here to Add Issue*". Double-click on this text to add an additional page to the Individual Plan.

Goal #	Objective(s) (A, B, C, etc.) (Measurable, achievable, time specific behavioral objectives to be achieved by the participant and appropriate to the service setting.)	Specific Type of Interventions	Date Began	Date Ended
				2
10			-	2
-		2	-	2
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				8
				2

"Click Here to Add Issue"