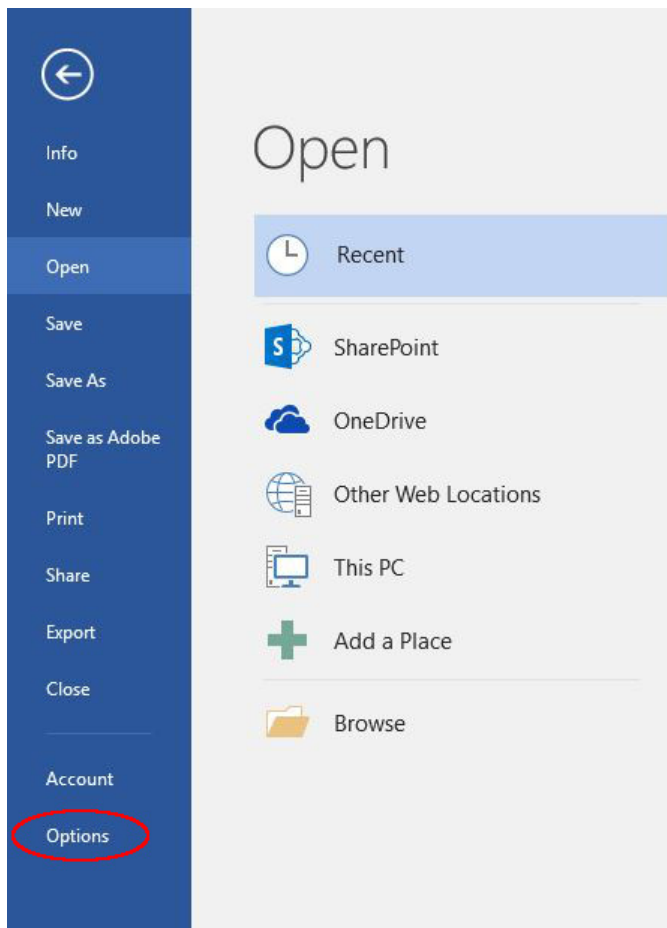# Initial Settings in PS&E for Word 2013-2016

PS&E will generate errors on open if we do not make a few changes

1. Compatibility Mode
2. Live Preview
3. Reading View
4. Start Screen

To disable Live Preview, Reading View, and Start Screen. **Go to File – Options.**

Then

Deselect the items indicated below

Word Options

General	General options for working with Word.
Display	
Proofing	**User Interface options**
Save	
Language	☑ Show Mini Toolbar on selection ⓘ
Advanced	☐ Enable Live Preview ⓘ
	☑ Update document content while dragging ⓘ
Customize Ribbon	ScreenTip style: Show feature descriptions in ScreenTips ▾
Quick Access Toolbar	
	Personalize your copy of Microsoft Office
Add-ins	
Trust Center	User name:
	Initials:
	☐ Always use these values regardless of sign in to Office.
	Office Background: No Background ▾
	Office Theme: Colorful ▾

Start up options

Choose the extensions you want Word to open by default: [Default Programs...]

☑ Tell me if Microsoft Word isn't the default program for viewing and editing documents.

☐ Open e-mail attachments and other uneditable files in reading view ⓘ
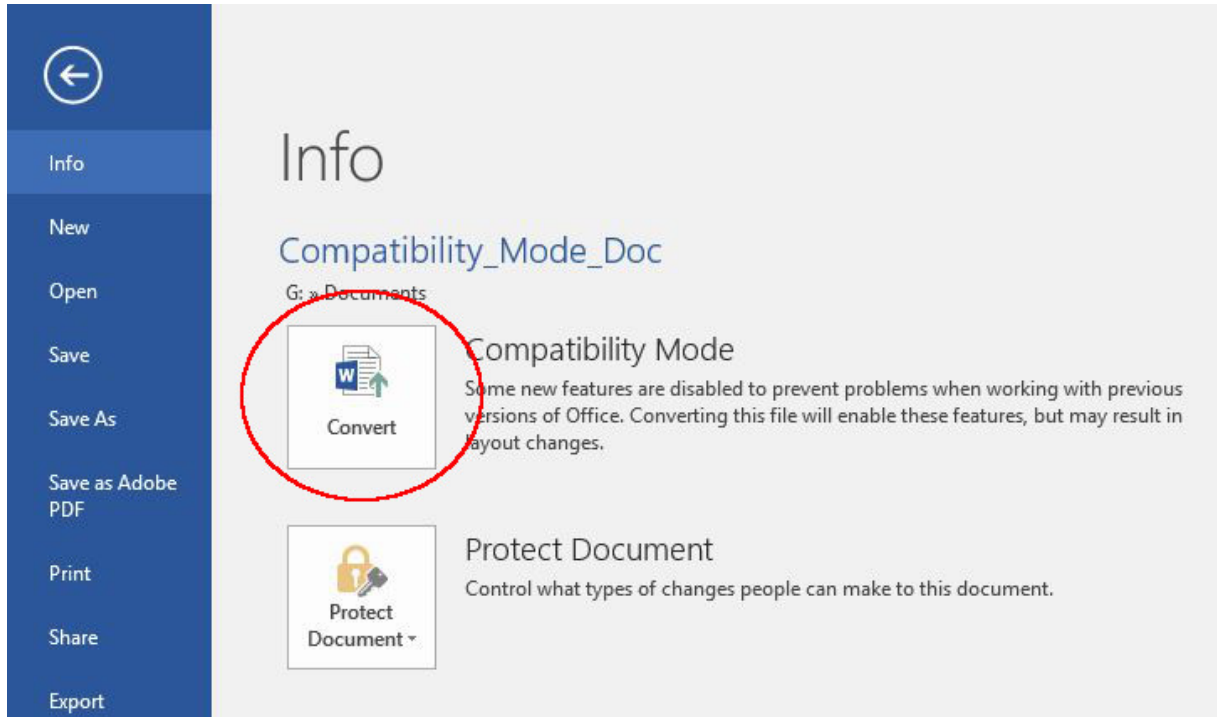
☐ Show the Start screen when this application starts

Real-time collaboration options

When working with others, I want to automatically share my changes: Ask Me ▾

☐ Show names on presence flags

To upgrade a document that is displaying in Compatibility Mode. **Go to File – Options**

Then select **Convert**

Then select **OK**