1. **Save the macros template file to Word Startup folder**

* Save this file *RulestarTemplateTools.dotm* to: “C:\Users\[user]\AppData\Roaming\Microsoft\Word\STARTUP”

*(or check the location of your Word Startup folder: File > Options > Trust Center > Trust Centre Settings… > Trust Locations > Word default location: StartUp)*

1. **Check that the above Word Startup folder is one of the Trusted User Locations**

* File > Options > Trust Center > Trust Center Settings > Trusted Locations >