

Word 365 with JAWS

Disabling Protected View



One of the features in Microsoft Office 365 applications is called Protected View. This is a security feature designed to help reduce the possibility of opening and editing files which might contain viruses or other forms of malware.

By default in Word 365, when a file which originates from the Internet is opened, or when a file is opened from an Outlook attachment, you are able to view the document but are not able to edit it. This restriction can cause problems for a JAWS user, as many of the common editing and navigating commands will not work. Therefore, it is recommended to disable the Protected View options for Files originating from the Internet and Outlook Attachments. This will mean that the document will be fully accessible and you will be able to navigate and edit the document.

Note: If you are unsure whether a file is safe to open, ensure you check it for viruses using the virus checking software you have installed on your computer. If you are not sure, don't open the file!

To disable Protected View for Files originating from the Internet as well as Outlook Attachments, follow these suggested steps:

1. In Word 365, press **ALT and F**. Upon doing this, the **File** dropdown menu will be displayed.
2. Press **UP ARROW** until the More Options menu option is selected and press **ENTER** to display its sub-menu.
3. Press **DOWN ARROW** until the **Options...** menu option is selected and then press **ENTER**. Upon doing this, the **Word Options** dialog box will be displayed.

4. In the **Word Options** dialog box, focus will be in a list of categories. By default, the currently selected category will be **General**. Press **DOWN ARROW**, or the letter **T**, until **Trust Centre** is selected. Upon doing this, the options related to the Trust Centre category will be displayed on the right side of the dialog box.
5. Press **TAB** until the "**Trust Centre**" **Settings** button is selected and press **ENTER**. Upon doing this, the **Trust Centre** dialog box will be displayed.
6. In the **Trust Centre** dialog box, focus will be in another list of categories. Press **DOWN ARROW**, or the letter **P**, until **Protected View** is selected. Upon doing this, the options related to the Protected View category will be displayed on the right side of the dialog box.
7. Focus will be on a check box labelled "Enabled Protected View for files originating from the Internet". This will be 'ticked'. Press **SPACEBAR** to 'untick' this option.
8. Press **TAB** until the check box labelled "**Enable Protected View for Outlook Attachments**" is selected. This will be 'ticked'. Press **SPACEBAR** to 'untick' this option.
9. Press **ENTER** to choose the **OK** button. Upon doing this, focus will be returned to the Trust Centre page of the **Word Options** dialog box.
10. Finally, press **TAB** until the **OK** button is selected and press **ENTER**. **Upon doing this, the Word Options dialog box will close and focus will return to your document.**

That's it, the next time you open a document which has originated from the Internet or from an Outlook Attachment, it will be fully functional!