

# Osprey Approach: Microsoft Word Prompts and Warnings

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The latest version is always online at https://support.ospreyapproach.com/?p=34908



A recent security update for Microsoft Office will result in a Security Notice when running documents from Osprey. This may be resolved by adding Trusted Locations within Microsoft Word.

The guide below will provide instructions on how to add Osprey as a Trusted Location and should be done when producing the document from Osprey to ensure the correct location is saved.



# Obtaining the trusted location folder path

To identify what path to add to the Trusted Location, *run a document from Osprey* to show the prompt, click OK to continue, and then follow the below steps to obtain the path. This may need to be repeated if the user utilises multiple apps, such as our Osprey Case Management Conveyancing App.

Once the Word document has been opened from Osprey, click File.

File	Home	Insert	Draw	Design	Layout	References	Mailings	Review	View Help
Paste	X Cut	at Painter	(Apto B	os (Body) I <u>U</u> ~	→ 12 	× A^ A <sup>×</sup>	Aa •   A <sub>o</sub> • • <u>A</u> •		≡ • '= •   € = = ≡ ≡   \$≣ •   ₫
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Navigate down to Info and left click.

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Þ	Open	
	Get Add-ins	
	Info	
	Save	
	Save As	
	Print	

Click Copy path.



# Adding the folder path as a trusted location

To add the file path, within Microsoft Word, click File and then Options.

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Feedback

Options

#### Click Trust Center > Trust Center Settings > Trusted Locations

Word Options		?	$\times$
General	General options for working with Word.		â
Display	LX		- 1
Proofing	User Interface options		. I
Save	When using multiple displays: ①		- 1
Language	<ul> <li>Optimize for best <u>appearance</u></li> </ul>		- 1
Accossibility	<ul> <li>Optimize for <u>compatibility</u> (application restart required)</li> </ul>		- 1
Accessibility	✓ Show Mini Toolbar on selection ①		- 1
Advanced	Enable Live Preview ①		- 1
Customize Ribbon	✓ Update document content while dragging ①		- 1
0.1.4 T II	$\square$ Collapse the ribbo <u>n</u> automatically $\textcircled{0}$		- 1
Quick Access loolbar	$\square$ Collapse the Microsoft S <u>e</u> arch box by default $\textcircled{0}$		- 1
Add-ins	🗹 Enable modern comments 🛈		- 1
Trust Center	ScreenTip style: Show feature descriptions in ScreenTips		- 1
	Personalize your copy of Microsoft Office		. I
	User name: Jessica Bennett		
	Initials: JB		- 1
	Always use these values regardless of sign in to Office.		- 1
	Office <u>B</u> ackground: No Background ~		- 1
	Office <u>Theme</u> : Use system setting $\checkmark$ $\Box$ Never change the document page color $\textcircled{1}$		- 1
	Privacy Settings		- 1
	Privacy Settings		
	Start up options		
	✓ Show the Start screen when this application starts		-
	ОК	Ca	ncel

If using a networked drive, you will need to select "Allow Trusted Locations on my network" before the next step.

Click Add new location, and Browse to the path obtained in Steps 1-3, or paste the folder path into the Path box.

.:/Data/Koaminu/iviiciosoit/woru/stattub/	word default loo	ation: 5	LdILUD
Microsoft Office Trusted Location		?	$\times$
Warning: This location will be treated as a trus you change or add a location, make sure that t <u>P</u> ath:	ted source for op he new location i	ening fil s secure.	es. If
Subfolders of this location are also trusted Description:		<u>B</u> rov	vse
Date and Time Created: 15/07/2021 16:33			
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Ensure Subfolders of this location are also trusted is also ticked. Click OK.

## **Default paths**



#### **Gateway App**

C:\Users\{Windows User}\Documents\OspreyGateway\ or C:\Users\{Windows User}\OneDrive\Documents\OspreyGateway\

Case Management App:

Please note that apps installed from the Osprey Installer will not match those below/the apps downloaded from the Microsoft Store. The default links below are for the Microsoft Store apps.

C:\Users\{Windows User}\ AppData\Local\Packages\PraccticeLimited.OspreyApproachCaseManagementApp\_expxx2x1s6rv4\ LocalState\

## Macro Warning Message



Should you receive the above warning that Microsoft has blocked macros you can resolve this by ensuring you do not have any other Word Documents open prior to running documents on Osprey or by removing any macros you have within Word. Should you need to delete your macros please speak with your Office Manager or IT team.