



**Academic Mobility UFSCar – foreign students**

# **TUTORIAL**

**FILLING OUT THE APPLICATION FORM  
ON THE COMPUTER**

# INTRO



It is possible that, just after opening on Microsoft Word the Application Form for academic mobility programs of the Federal University of São Carlos (UFSCar), you cannot fill it out using the computer. When you click on the blanks, the cursor does not appear, and consequently no information can be inserted.

It occurs because, in form files like this Application Form of UFSCar, Word applies computational resources that trigger a security mechanism which prevents alterations in the file content, such as text typing and the insertion of information.

In order to disable this protection and fill out the Form on the computer, follow the steps described in this tutorial\*. The procedure is simple, fast and easy!

If you need extra help or if this tutorial does not work, please contact by e-mail UFSCar's General Secretariat for International Relations (SRInter): [srinter@ufscar.br](mailto:srinter@ufscar.br); [mobilidade-srinter@ufscar.br](mailto:mobilidade-srinter@ufscar.br).

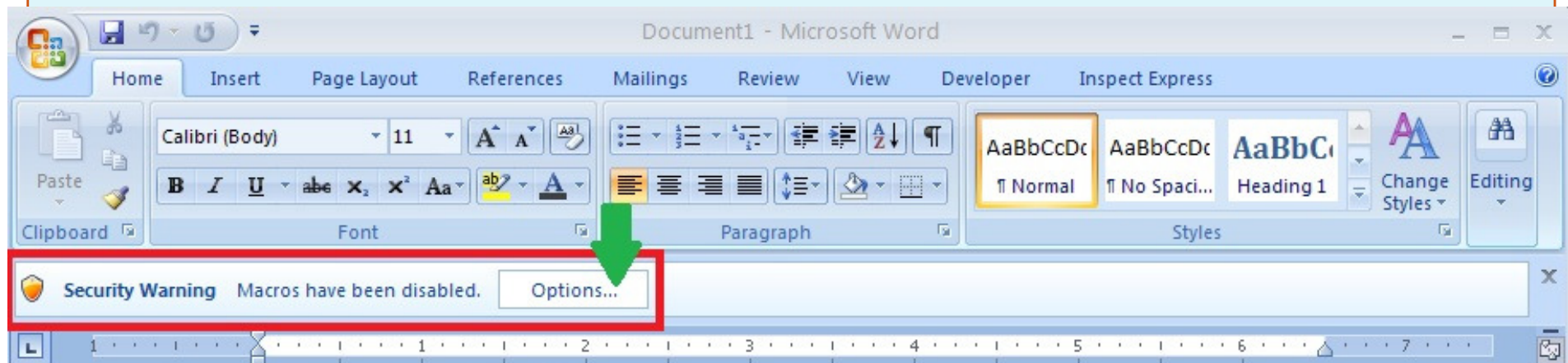
\* This tutorial is based on Microsoft Word 2007. Nonetheless, Word images, options and functions presented in this document are equivalent or, at least, very similar to other versions of the software.

# STEP 1

Open on Microsoft Word the electronic file of the Application Form.

On the upper left corner of the screen, right below the ribbon (the main panel of tabs that contain the text-editing tools), you can notice the message bar **Security Warning**, which displays the phrase “**Macros have been disabled.**” (red rectangle in Figure 1).

Click on the button **Options...** (green arrow in Figure 1), which is inside the bar, beside the message.



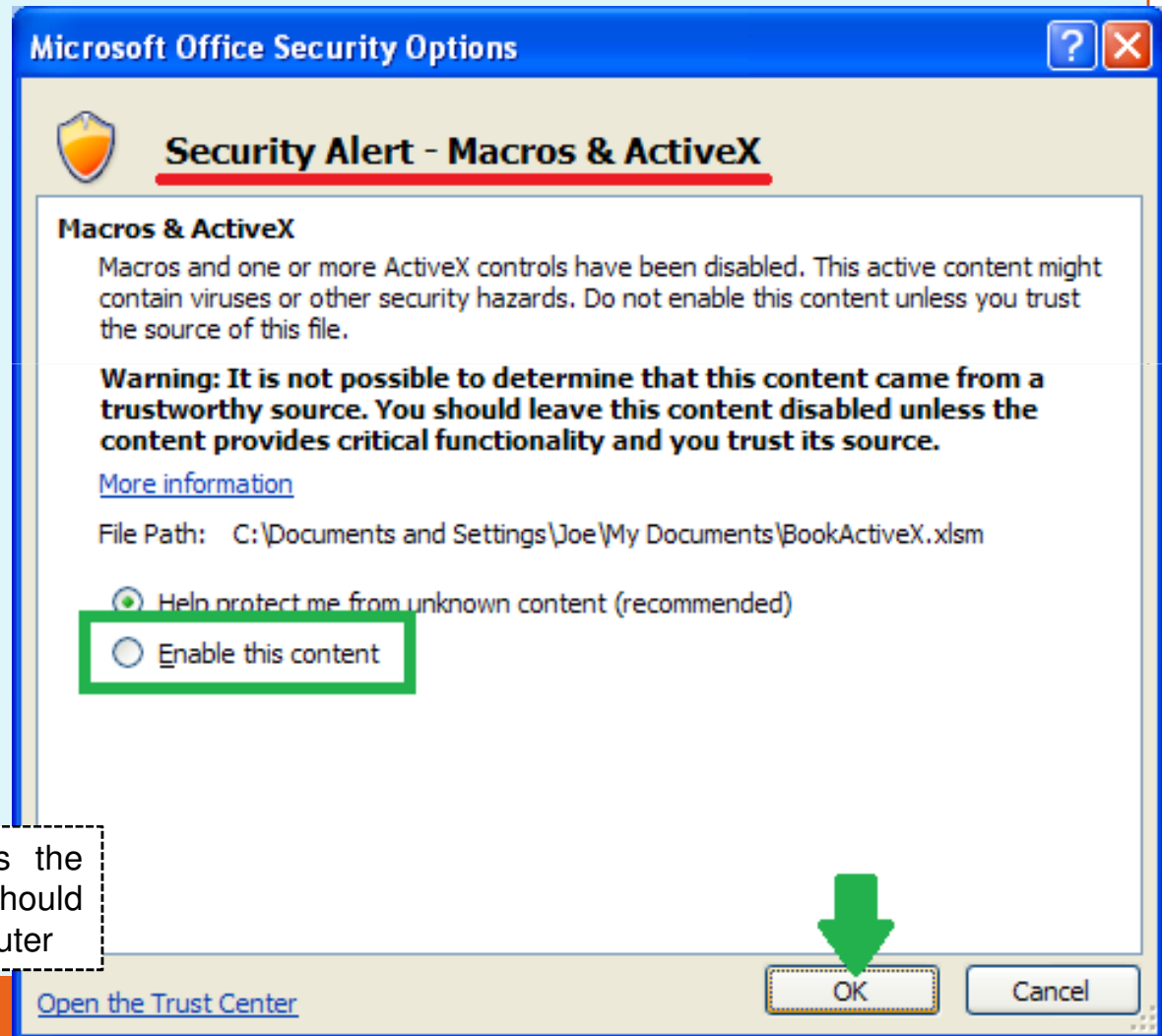
**Figure 1.** The red rectangle highlights the bar **Security Warning**, and the green arrow indicates the button **Options...**

# STEP 2

By clicking on the button “Options...”, in the message bar Security Warning, you will open the dialog box **Security Alert – Macros & Active X** (underscored in red in Figure 2).

Mark, in this box, the option **Enable this content** (green rectangle in Figure 2) and next click on button **OK** (green arrow in Figure 2).

**Figure 2.** The green rectangle highlights the option **Enable this content**, which you should mark in order to fill out the form on the computer



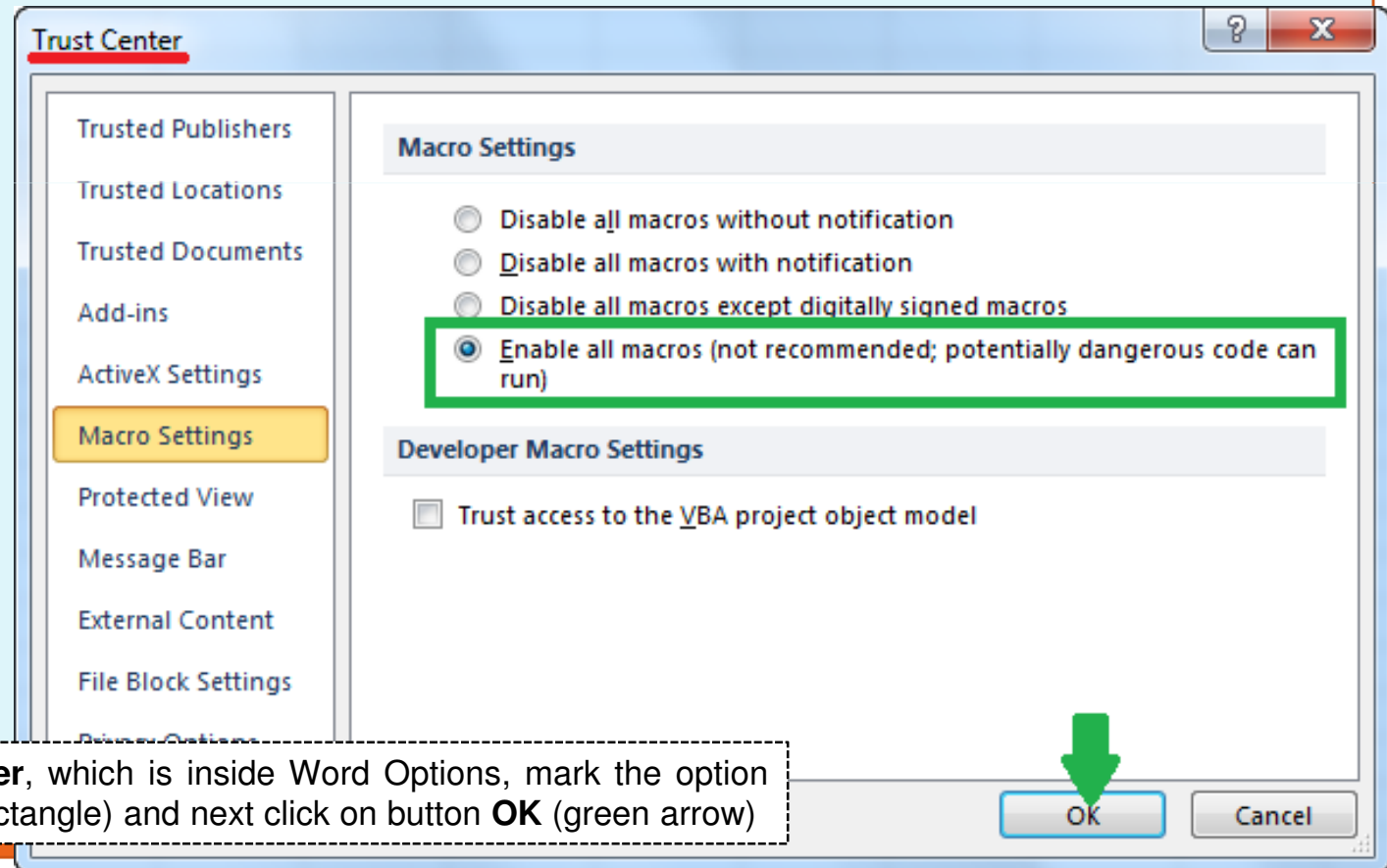
# STEP 3

After following the previous steps, now you can fill out the Application Form on the computer. But if it is not possible yet, you will need to **Enable all macros**, in the **Trust Center** of the Microsoft Word version you are using.

The operation is simple and easy!

You only have to follow the instructions available at: <http://goo.gl/ld3W2j>.

Figure 3 displays the main step of the procedure.



**Figure 3.** In the **Trust Center**, which is inside Word Options, mark the option **Enable all macros** (green rectangle) and next click on button **OK** (green arrow)