Installing Questionmark Word Template

Create a folder called something like "QMWordTemplate" and save this attachment. After you start entering the questions, use the File->Save As and save the file with a different name (may be use the topic name) to make sure you have a copy of this blank template.

Open any word document. Go to **Tools** menu, click on **Options**, click on **Security Tab**, then click on **Macro Security ...** button, make sure you are in the **Secuity Level Tab** and select **Medium**. Now click on the **Trusted Publishers Tab** and make sure that both check boxes are checked. This completes the installation. You will have to close the word document and open the template. Everytime you open the template you will get a **Security Warning** dialog box with the option to **Disable Macros**, **Enable Macros**, and **More info**. Always click on **Enable Macros**. And now you are ready to put your questions into the tool.