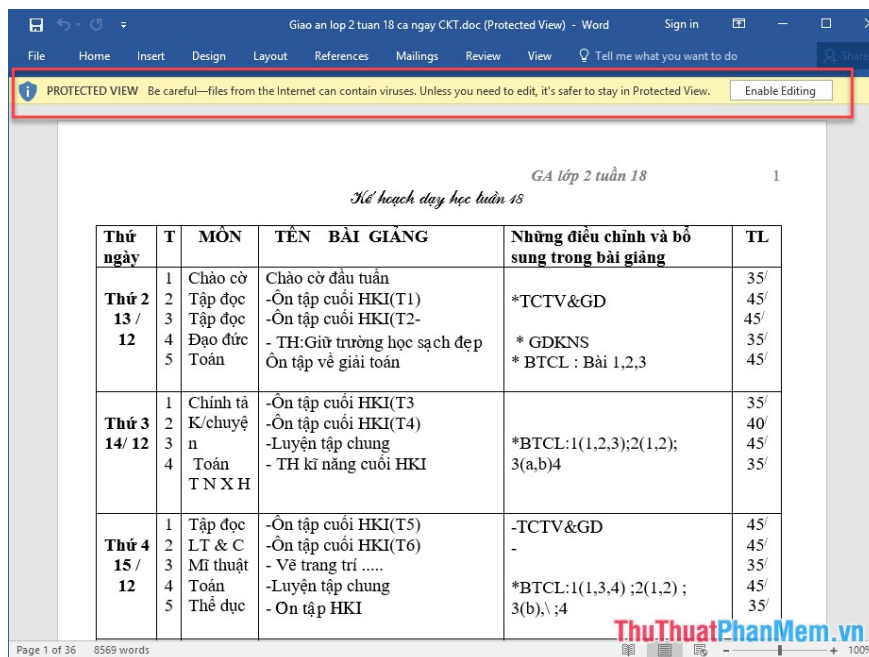


How to turn off, turn on Enable Editing when opening Word, Excel

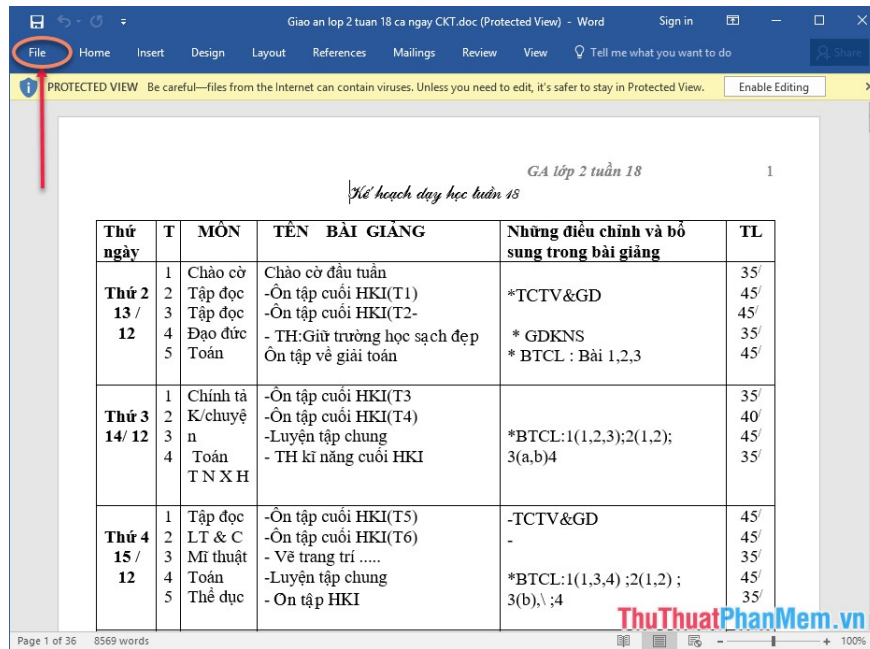
Instructions to turn off, turn on Enable Editing or Protected View mode when opening Word and Excel files. When you download a Word or Excel file online, Word and Excel usually ask you to turn off Protected View by clicking Enable Editing.

Instructions to turn off, turn on **Enable Editing** or Protected View mode when opening Word and Excel files. When you download a Word or Excel file online, Word and Excel often ask you to turn off Protected View by clicking Enable Editing before you can edit or print the text. Protected View mode is a feature of Office to limit the risk of virus infection when downloading files from the network, but if you often open multiple documents, you should consider turning this feature off to save work time.

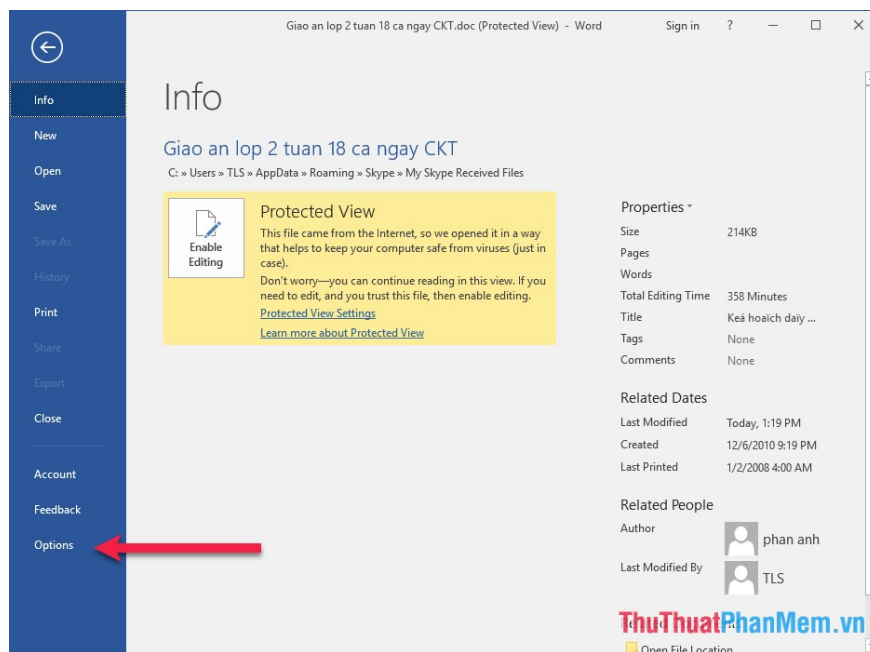


To turn off the Enable Editing feature or the Protected View mode, follow the instructions below:

Go to the **File** menu on the toolbar

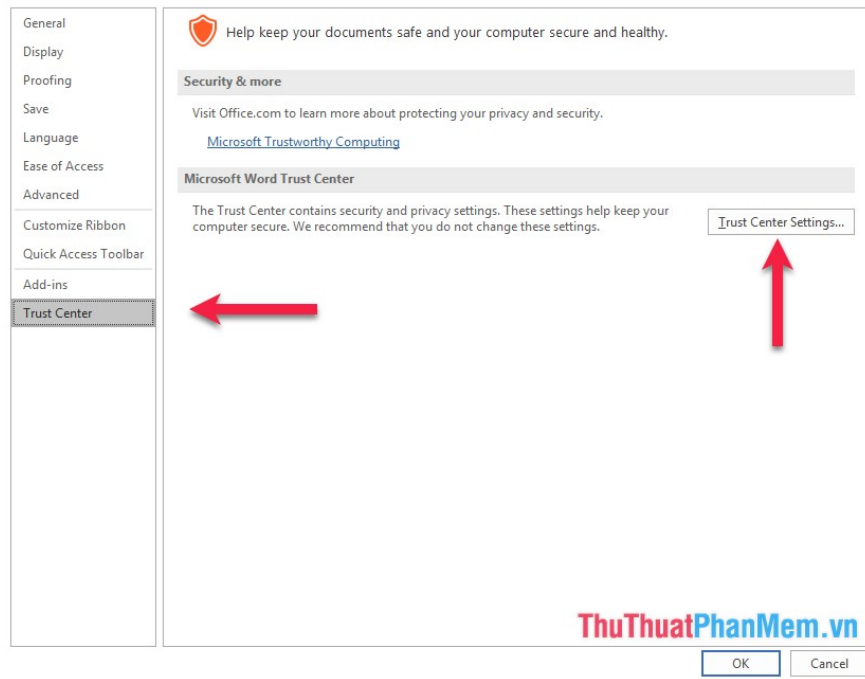


Select Options

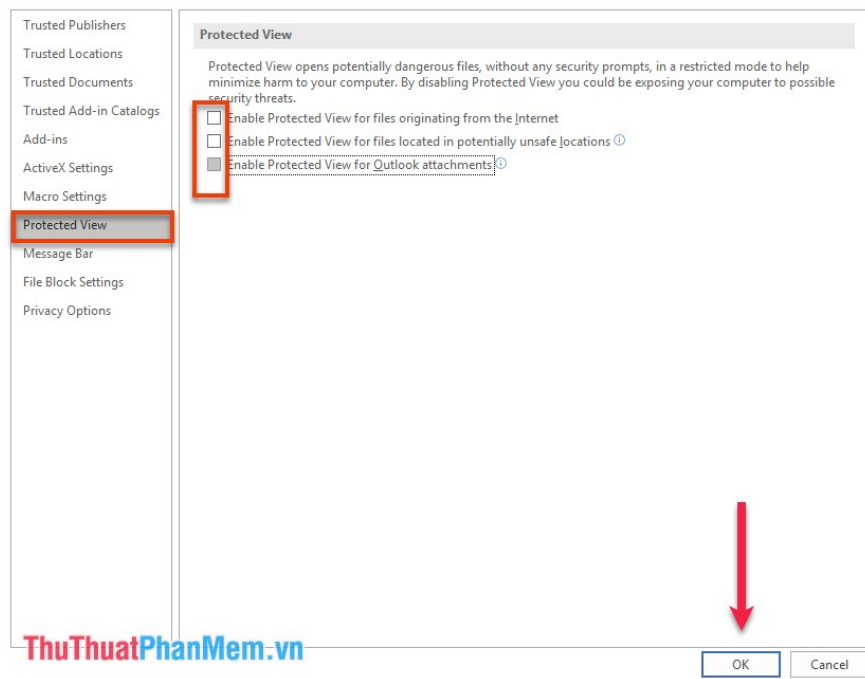


Then click **Trust Center**

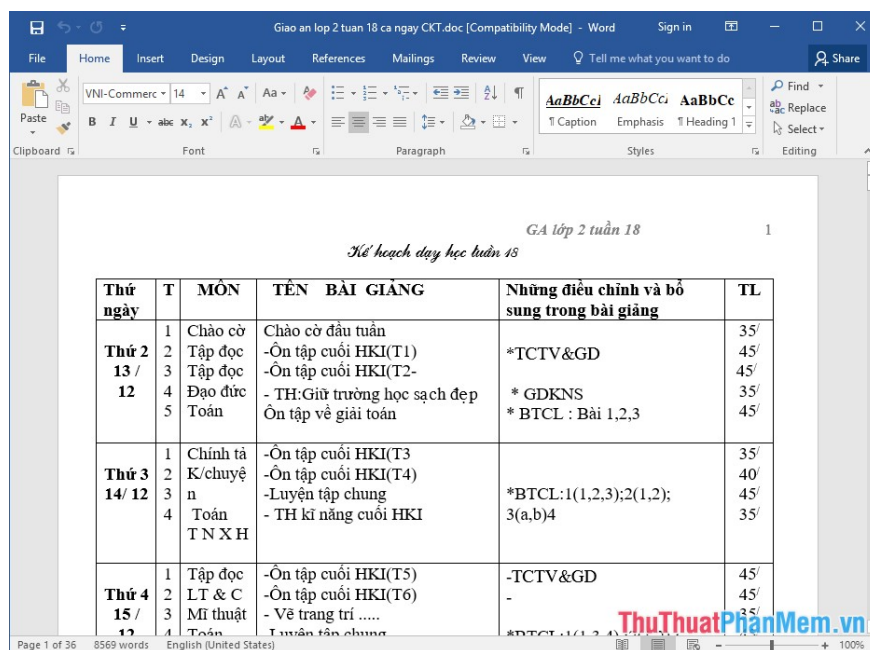
The screen will turn to as shown below, continue to click on **Trust Center Settings** . on the right of the screen.



The **Trust Center** dialog box appears, select **Protected View** , where you deselect all the settings as shown below, then click OK.



Finally, you just need to reopen your file without having to worry about the annoyance of **Enable Editing** anymore.



This is **how to turn off Enable Editing when opening Office files.**

Good luck!

You finished reading the article "**How to turn off, turn on Enable Editing when opening Word, Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.