

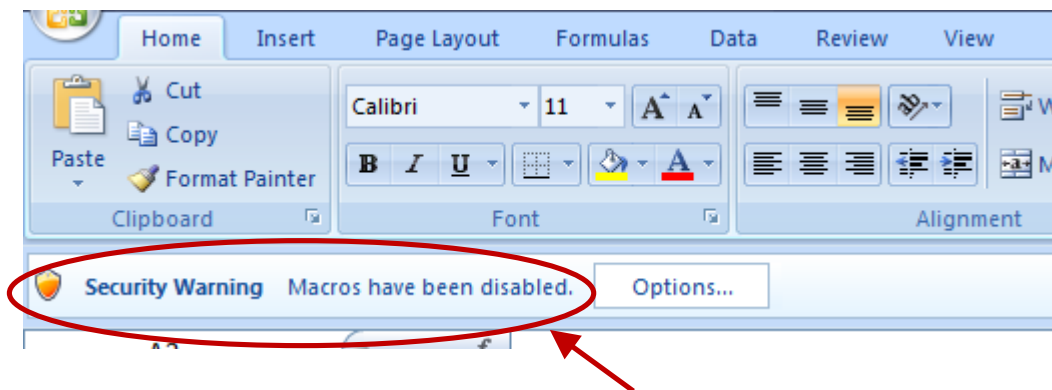
Option 1

Enable macros for this file only

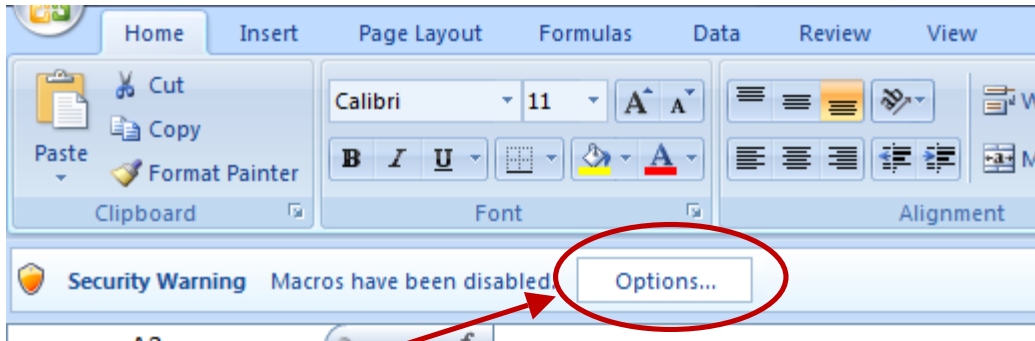
This option will only work if your macros are set to “Disable all macros with notification”.

If your security is set to “Disable all macros without notification you will have to follow the steps in Option 2” and change your security to “Disable all macros with notification” and then follow Option 1 or “Enable all macros (not recommended)”.

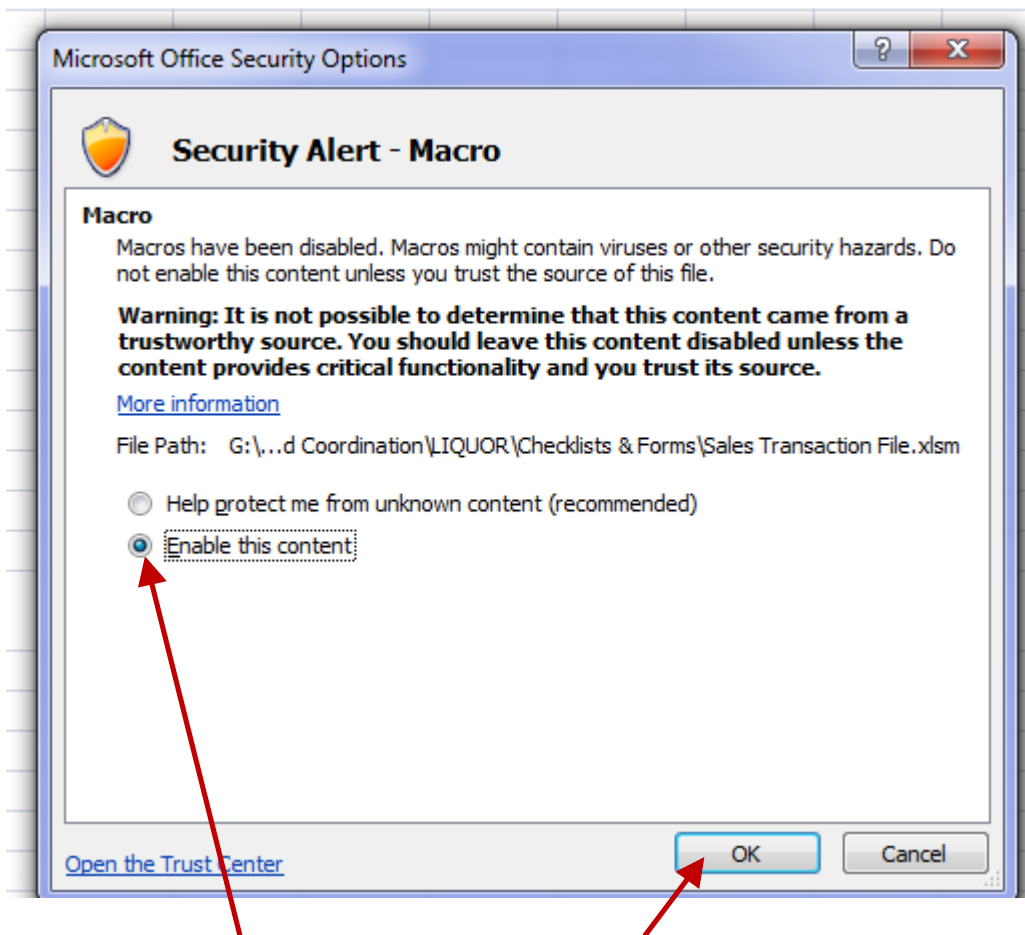
If you are unsure what level of security is set on your computer follow the instructions in Option 2, **but do not complete the last step** (which is to change your security level).



When the file is open Excel lets you know that the macros are disabled.



Click on **Options**



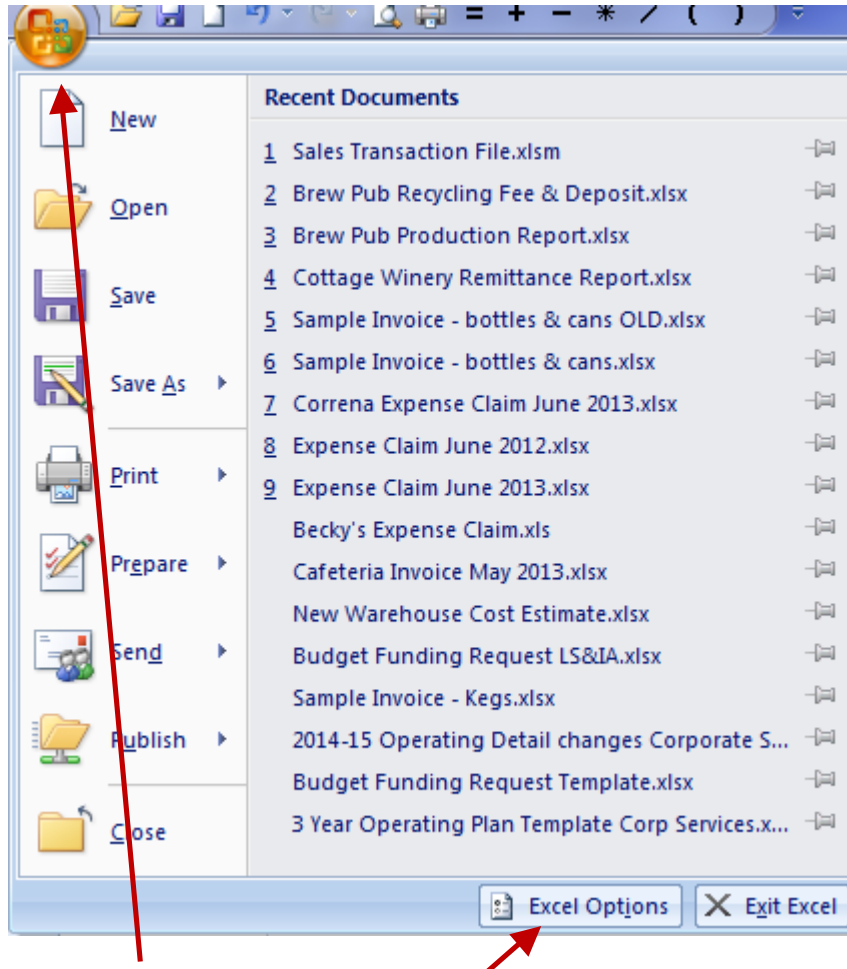
Select '**Enable this content**' and click '**OK**'.



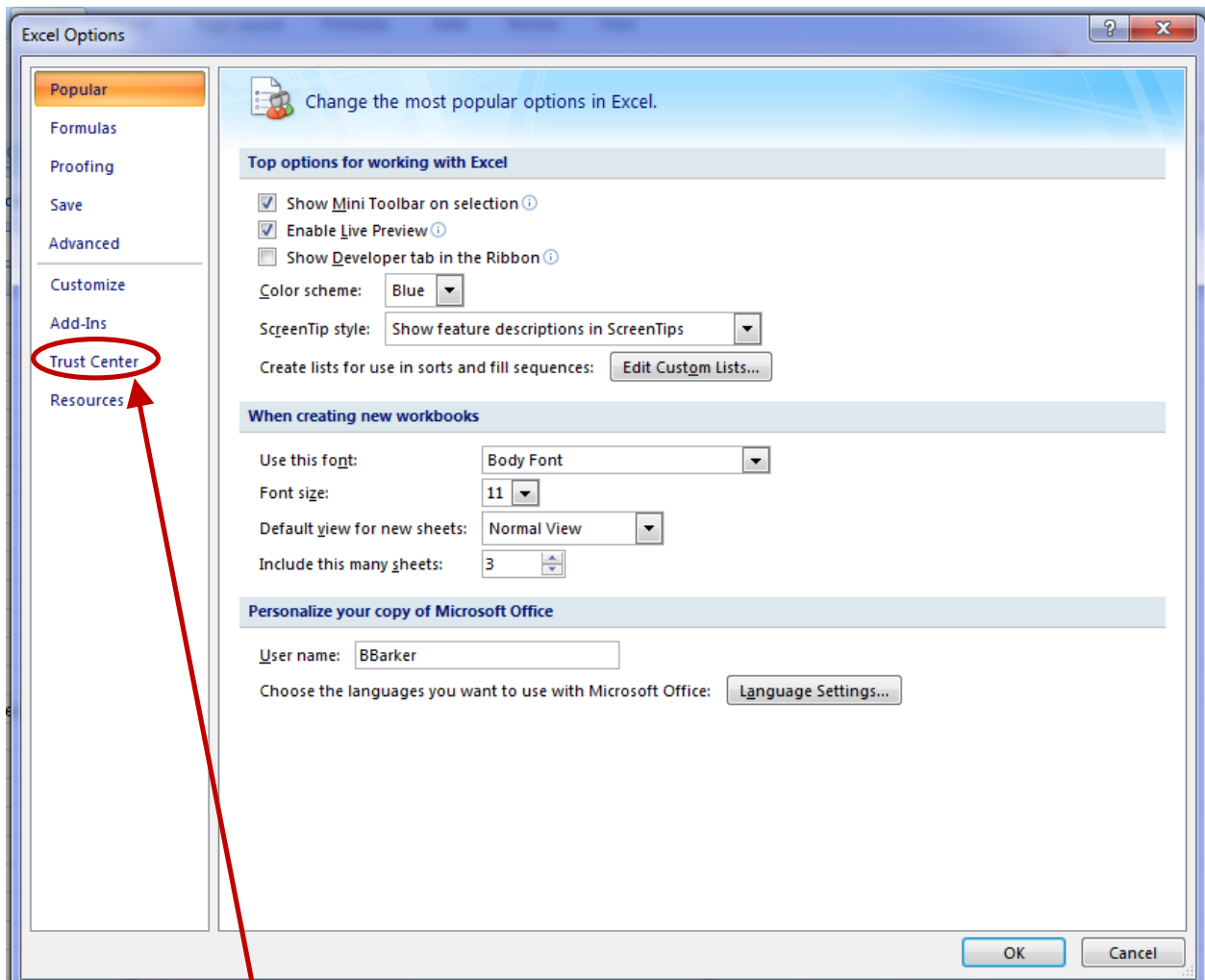
NOTE: You will have to enable macros every time that you use this file.

Option 2

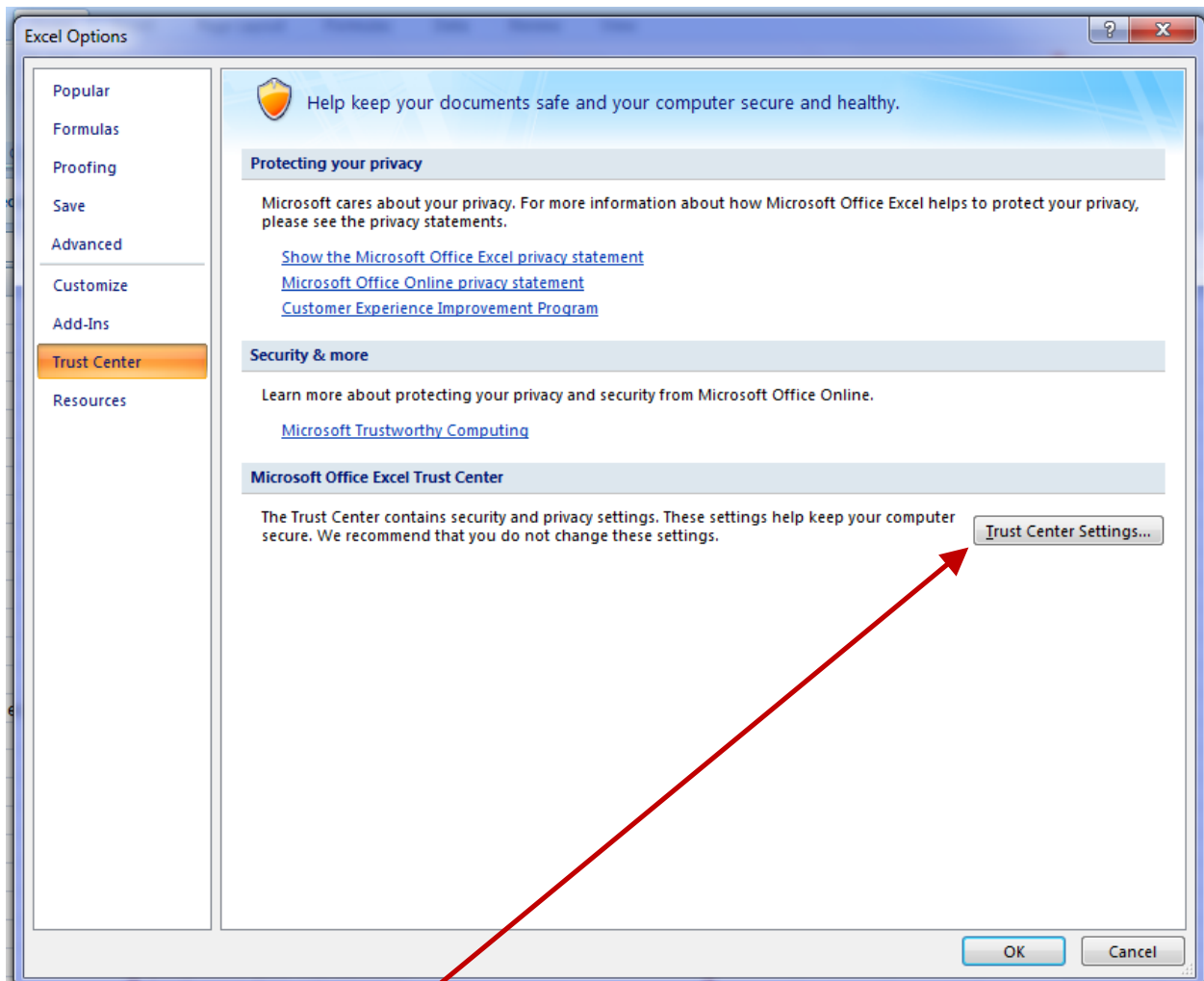
Enable macros for all files (not recommended)



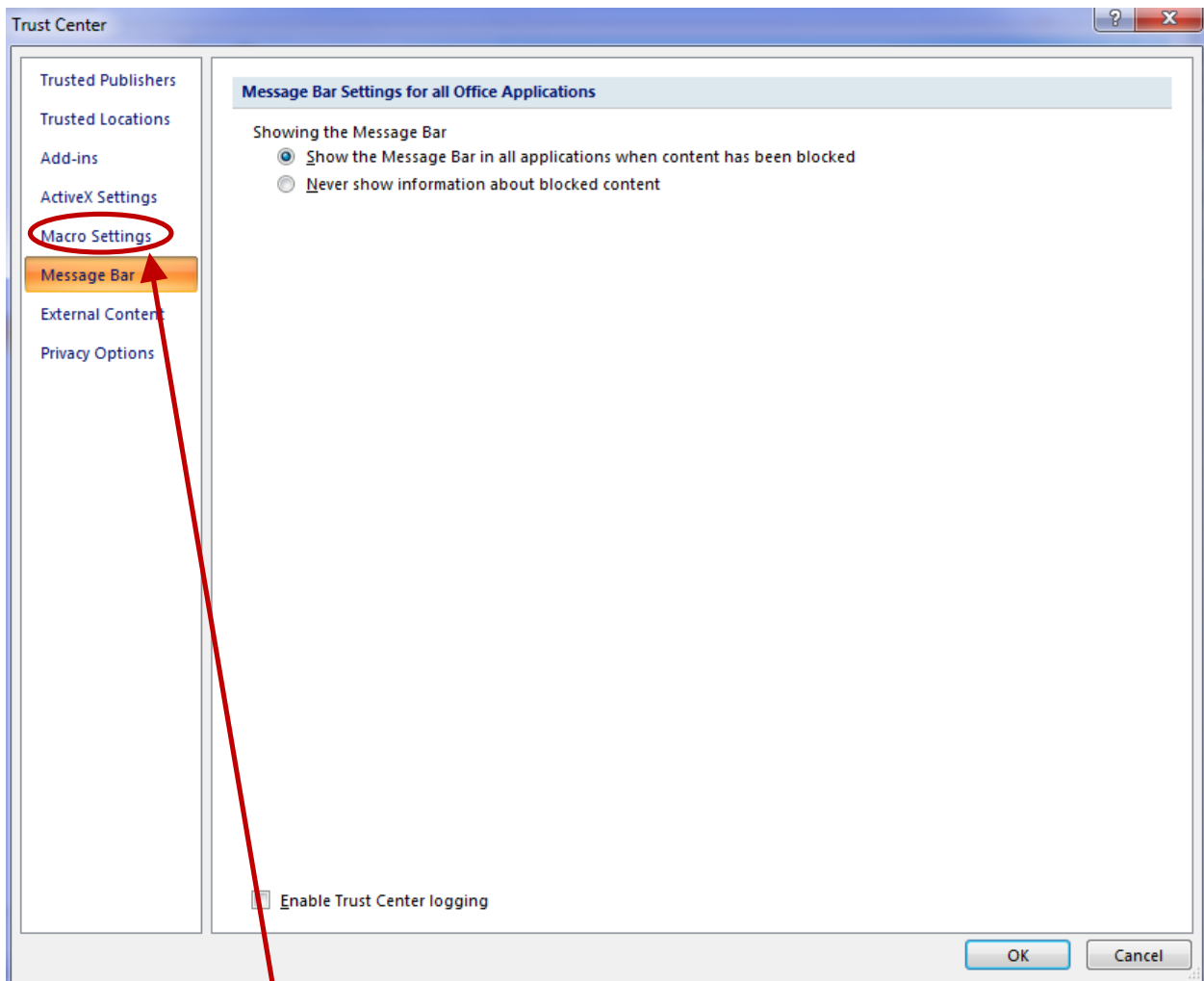
Click on the Menu. Then on 'Excel Options'.



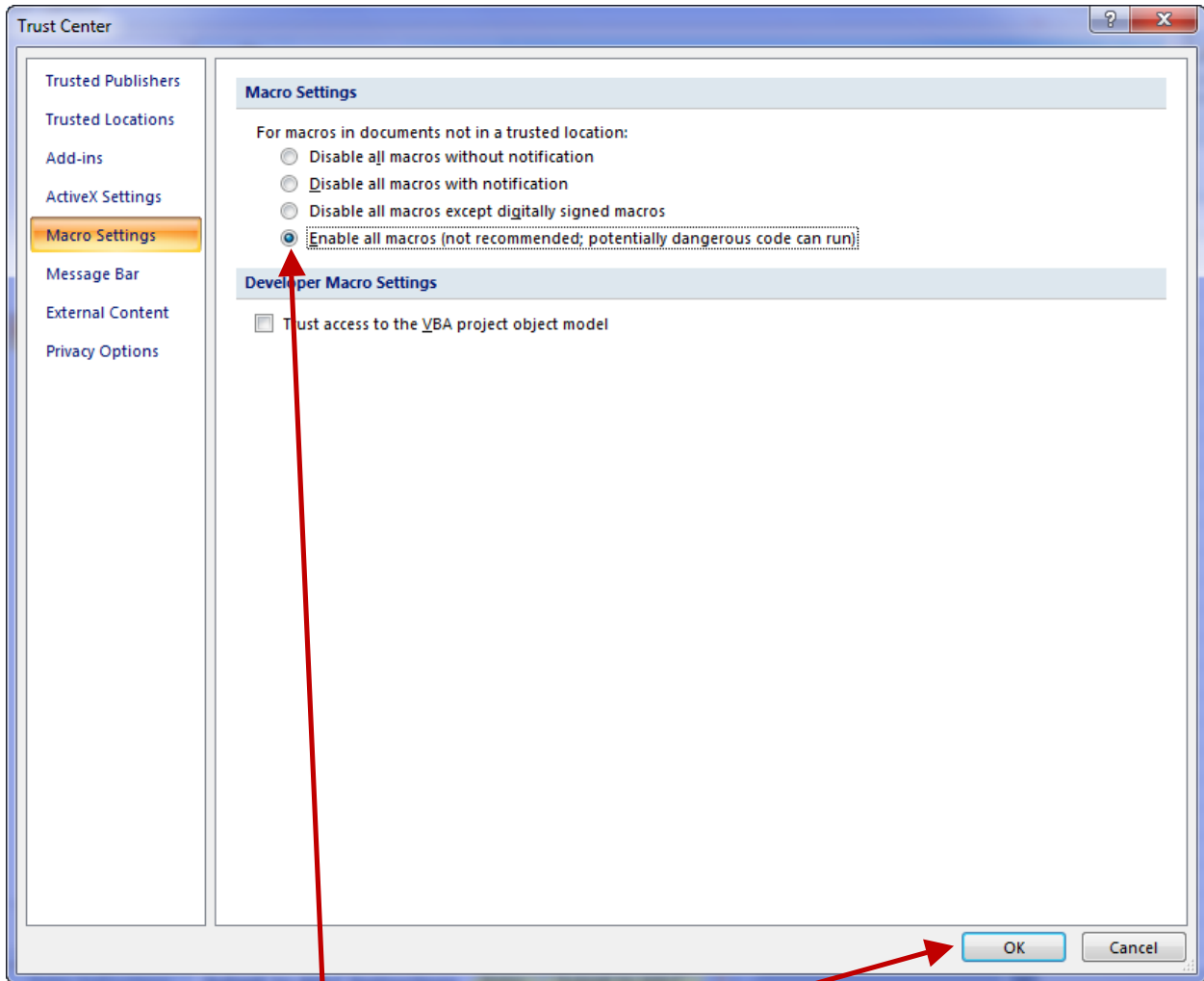
Click on 'Trust Center'.



Click on **'Trust Center Settings'**.



Click on 'Macro Settings'.



Click on **'Enable all macros'**. Then click **OK**.

This is not recommended because from a computer security standpoint, it is considered high-risk to give *all* documents unrestricted access to macros.

We recommend Option 1. Even if you have to manually enable macros every time you re-open the file, it is still the far safer method.