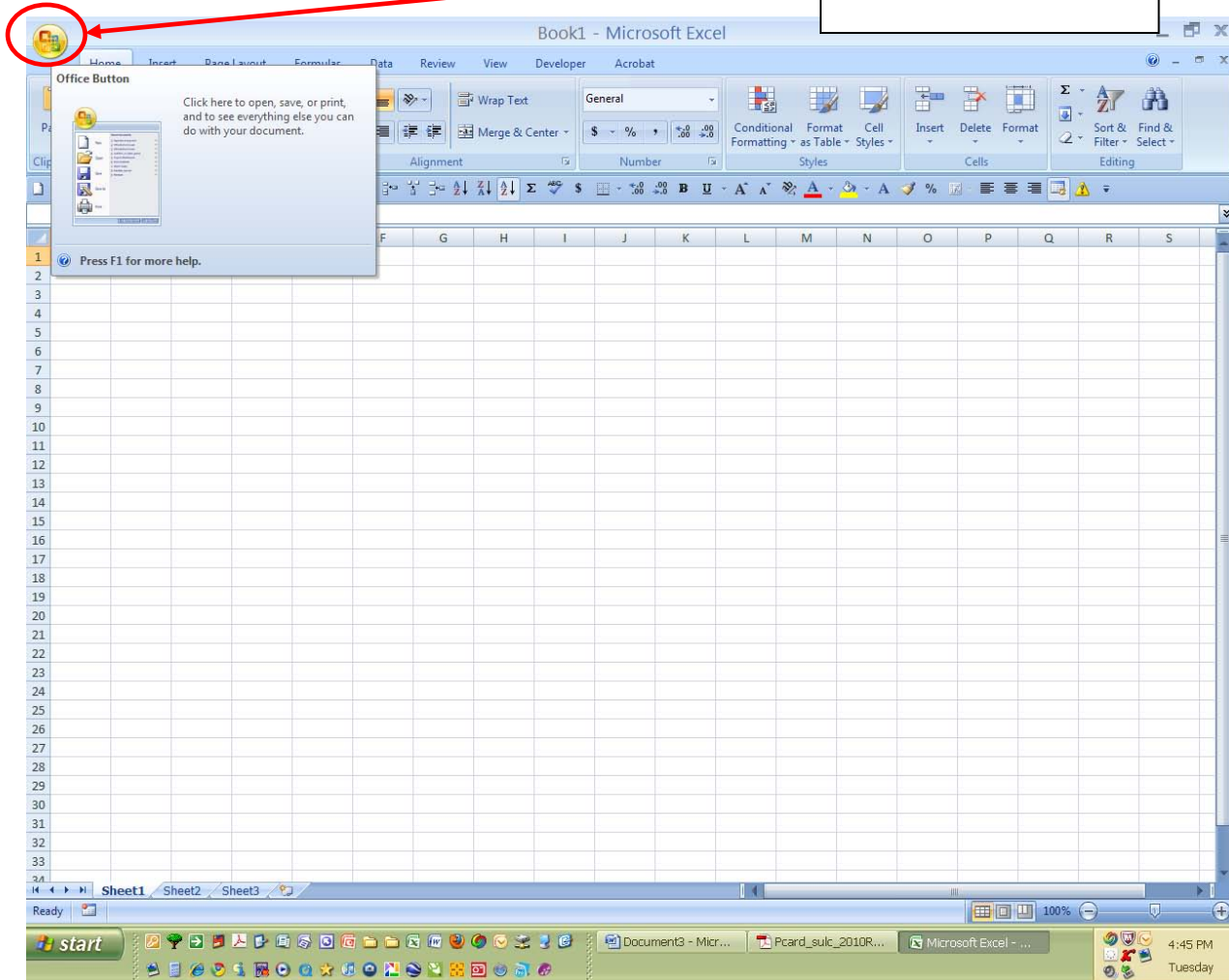


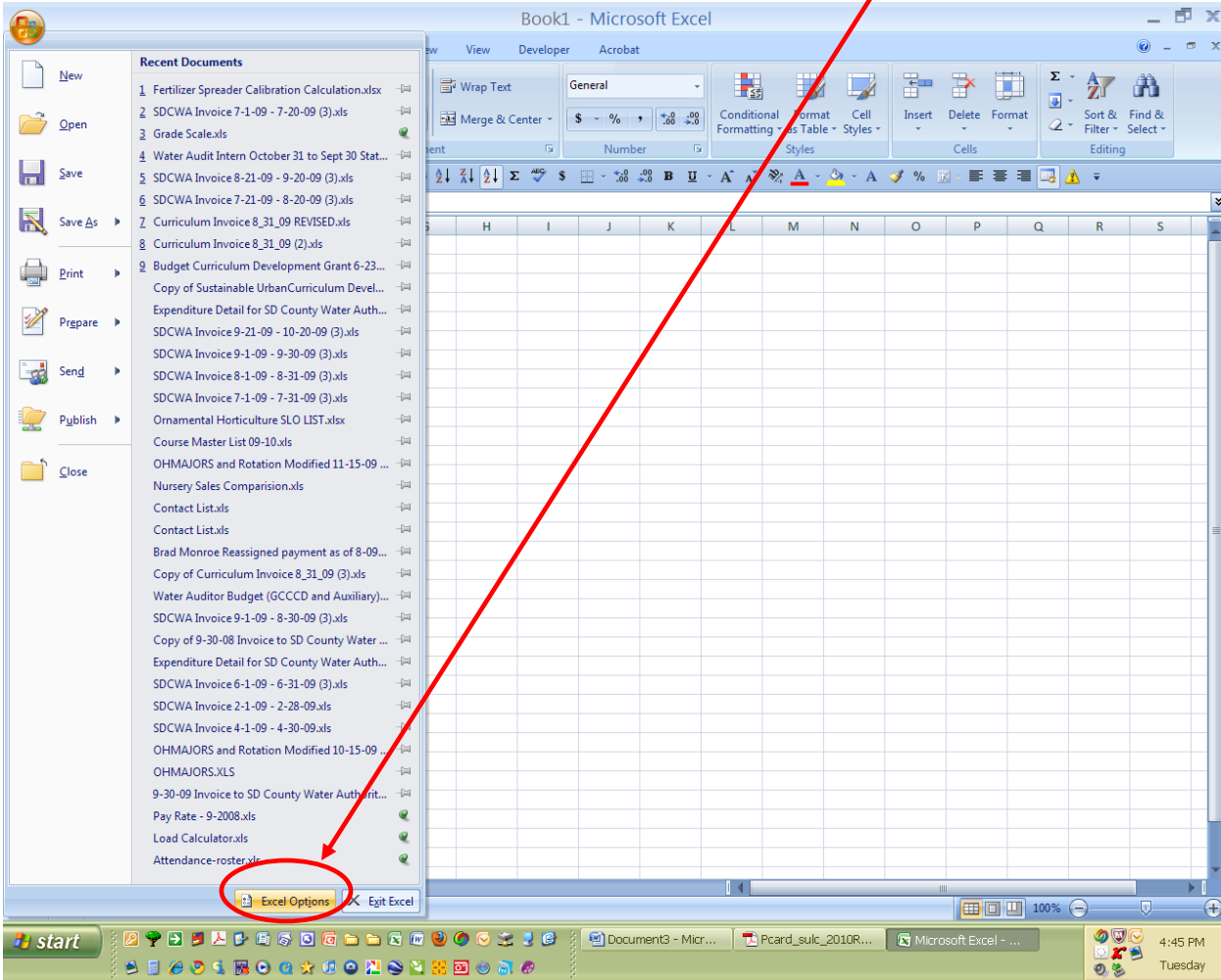
## Changing Excel Settings to Allow Macros

**Before** you open a File, first open Microsoft Excel and follow the steps outlined on the following pages.

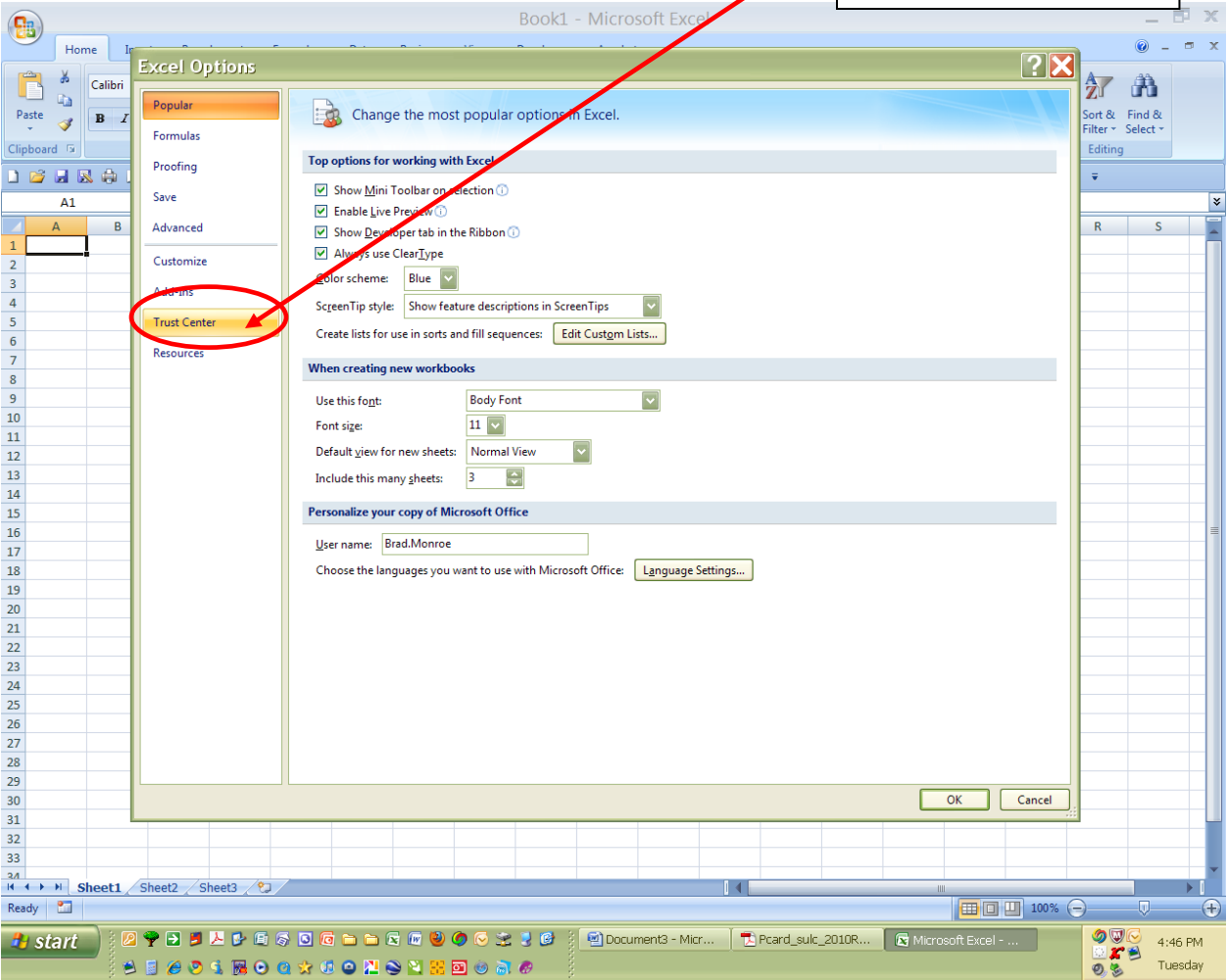
1) Click on the “Office Button” in the upper left corner.



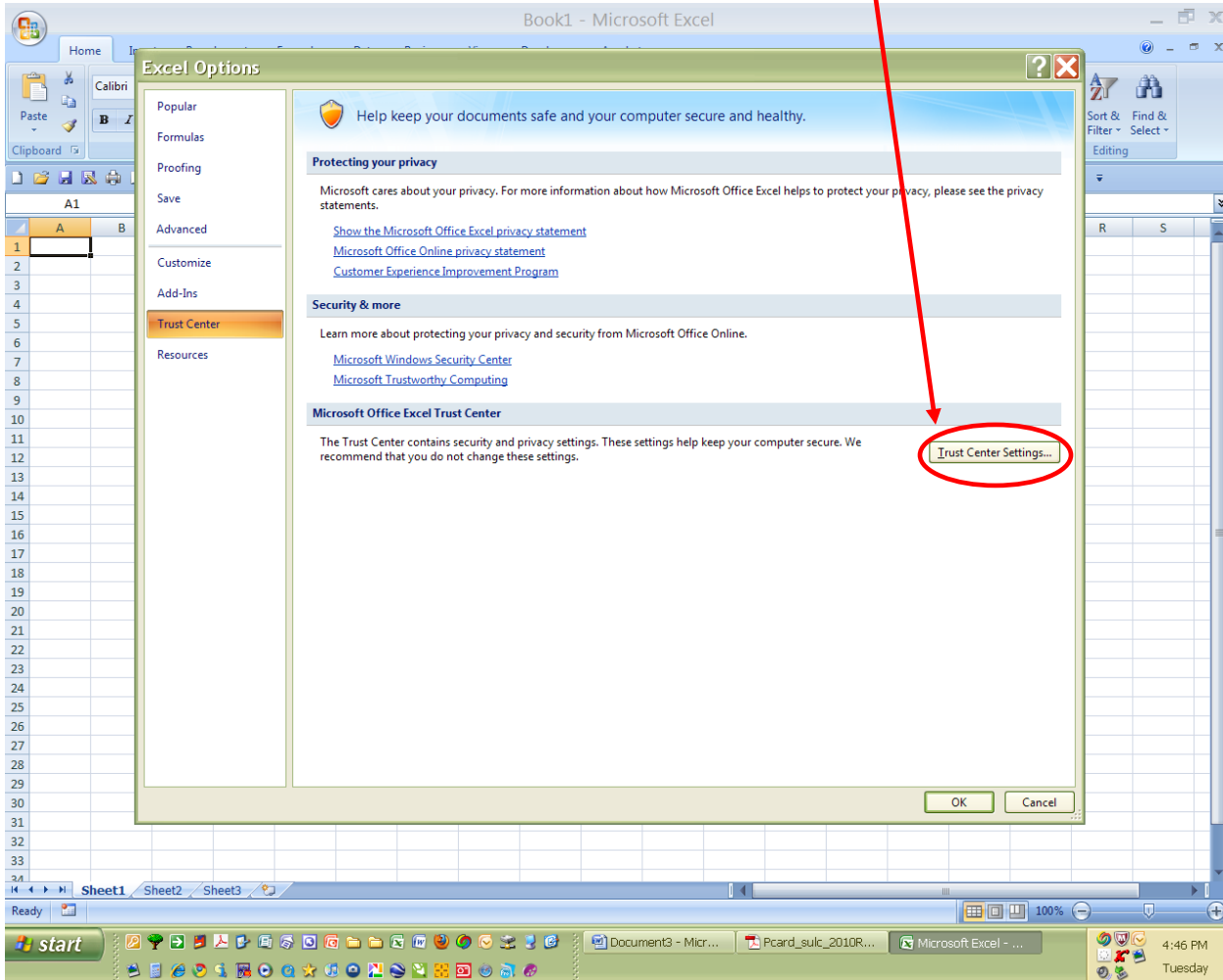
2) Click on the “Excel Options” at the bottom of the drop down menu.



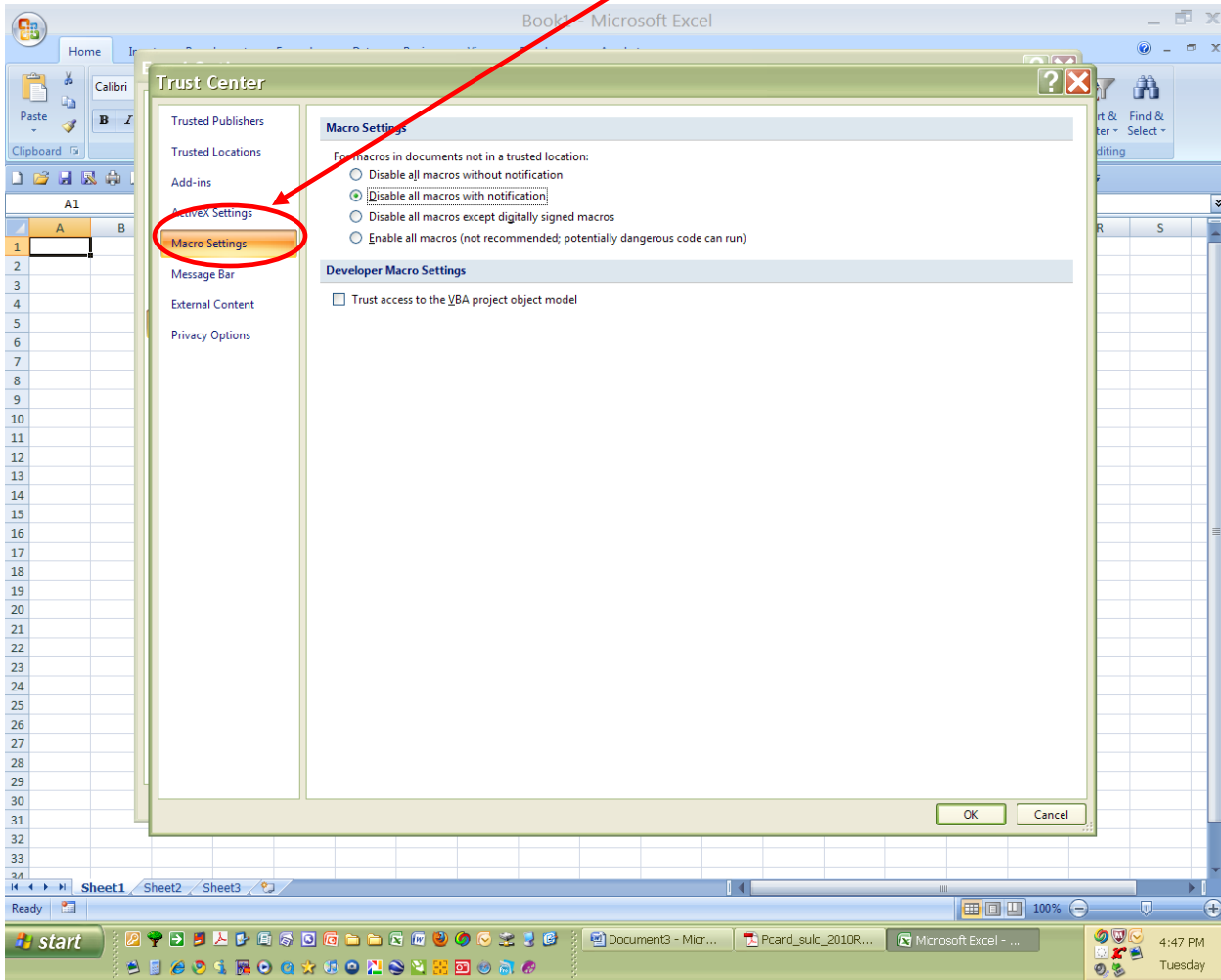
3) Click on the "Trust Center" option



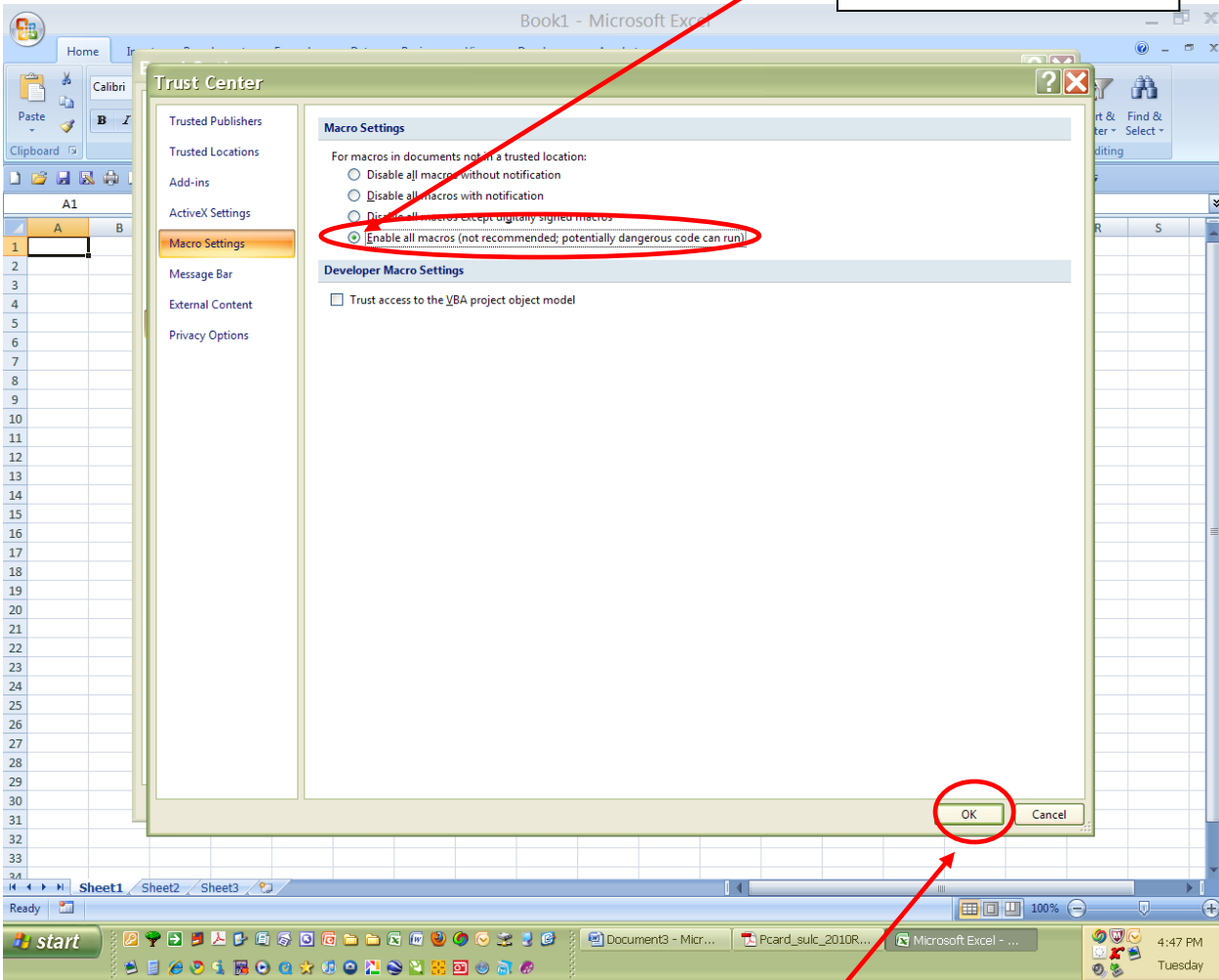
4) Click on the "Trust Center Settings"



5) Click on the  
“Macros Settings”  
option

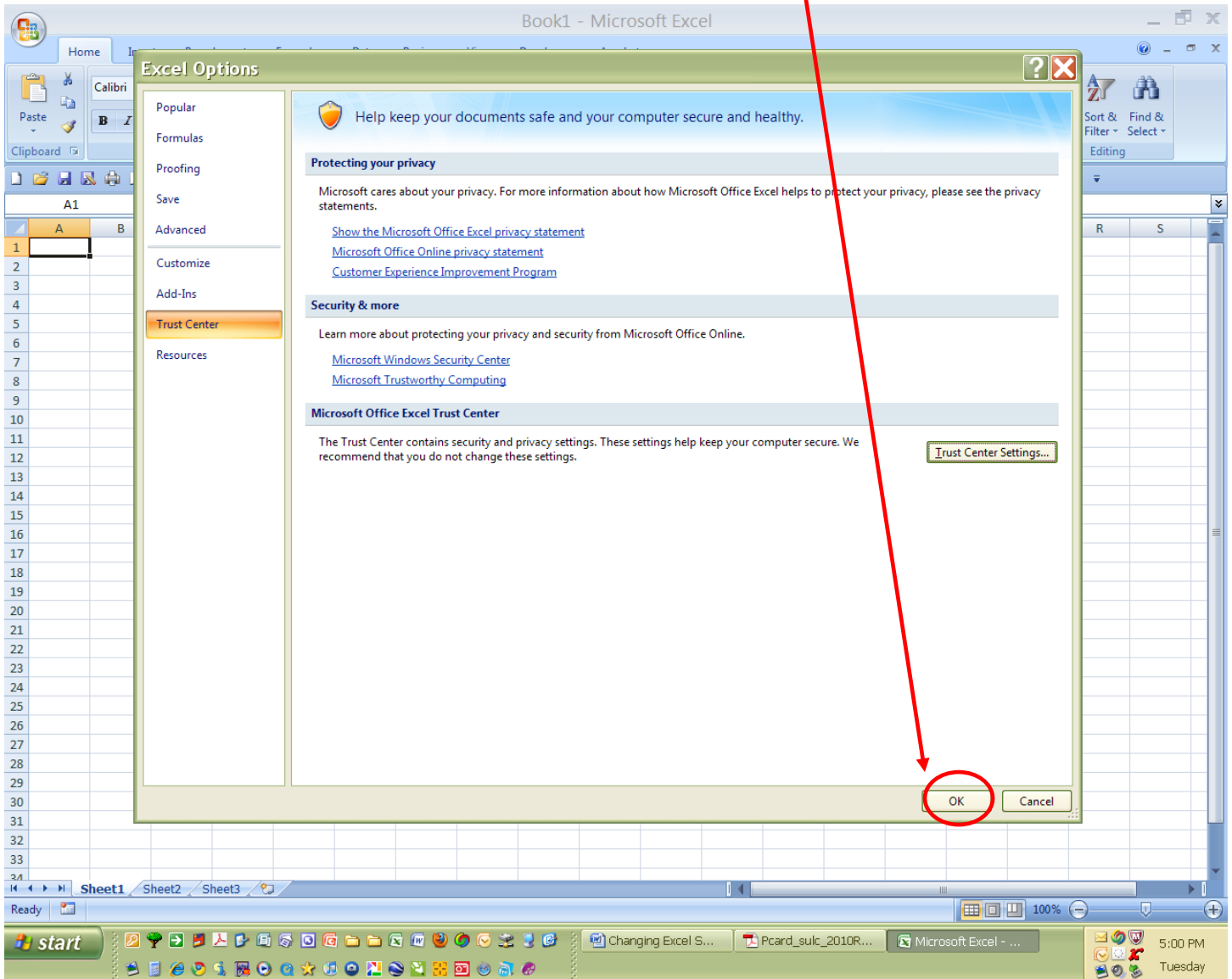


6) Click on the “Enable all macros” radio button.



7) Click “OK”

8) Click "OK"



9) Now, locate and open the desired Excel file and the macros should work.