Instructions for Enabling Macros in Excel

If you open the file and the 'Enable Macros' Dialog Box does not appear, please do the following:

1. Changing security settings in Excel
   a. Select from the Excel Menu 'Tools/Macro/Security';
   b. In the Dialog box, select 'Medium Security';
   c. Press OK;
   d. Close the file, and then open it again. This time you should see the 'Enable Macros' dialog box.

2. The box should give the location of the file and should say, "Macros contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality." Three buttons are below the dialog above, Disable Macros, Enable Macros and More Info. Choose Enable Macros.

3. This allows the file to function properly while being filled out.