

Tip - Change Microsoft Excel Macro Setting

By default, Microsoft Excel sets the security option to High on Macros. The High setting prevents a virus possibly contained in an Excel macro from infecting your computer when you open a workbook sent to you as an email attachment. This High setting disables all macros that are not "signed" and sent from a trusted source. Any macros in the workbook will not be used until the security level is changed.

It is recommended that you contact the sender to be sure the workbook does not contain any viruses.

If you don't expect the workbook to contain macros, or if you don't know or are uncertain about the reliability of its source, you might want to click **Disable Macros** to open the workbook with macros disabled.

Note: If the security level is set to Medium or High and you chose to disable macros because you don't trust their source, you cannot run the macros. To run the macros, close and then reopen the workbook or unload and reload the add-in program, and then click **Enable Macros**.

To change the Microsoft Excel Macro Security Setting:

1. From the **Tools** menu, select **Macro**, and slide to **Security**.
2. In the Security dialog box, click **Medium**.
3. Open the workbook.
4. In the dialog box that appears, chose **Enable Macros**.