

## Instructions for Enabling Macros in Microsoft Excel

To be able to use the Cornell PRO-DAIRY, Dairy Water Use Calculator, macros must be enabled. Macros are additional programming code beyond what you traditionally see if you just use formulas in worksheets in Excel. They provide the ability to perform tasks that are more complex, and that may not be available within Excel itself. Among other tasks the PRO-DAIRY calculator opens and completes the DEC water use reporting form which is an adobe pdf file. File operations such as this require the use of macros.

Macros are a very powerful tool within Excel (and other Microsoft office products) however, there is a risk associated with them because they can also be used to create viruses. For this reason, the use of Macros is typically disabled as a default.

These instructions will illustrate how to temporarily enable the use of Macros to allow the Cornell PRO-DAIRY, Dairy Water Use Calculator to run.

### Step 1: Click on the MS Office Button

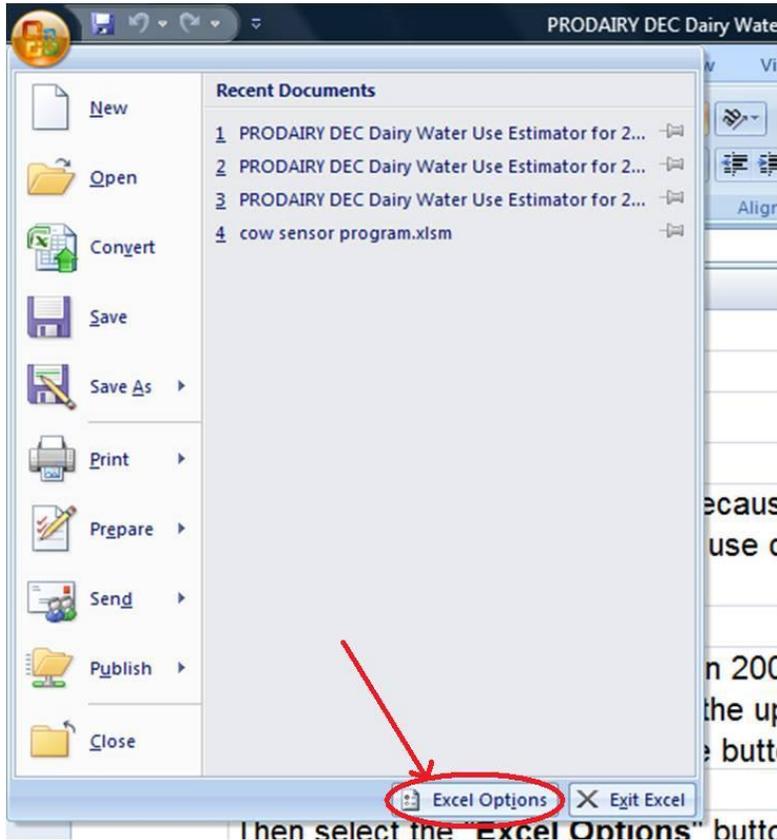
The first step is to click on the MS Office button illustrated in the figure below. Note: depending on which version of MS Excel you have/or how it is configured, you may not have an MS Office button, in which case you should click on the "File" tab.



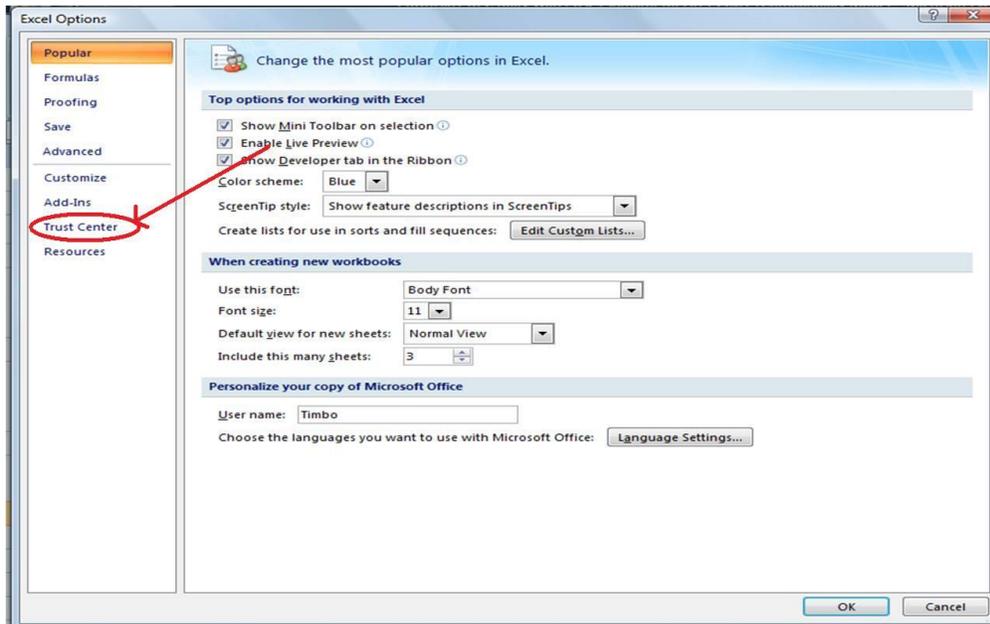
The screenshot shows the Microsoft Excel interface. The title bar reads "PRODAIRY DEC Dairy Water Use Estimator for 2013 v4.xls [Compatibility Mode] - Microsoft Excel non-com". The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home tab is active, showing options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Geneva, 10, bold, italic, underline, color, background color), Alignment (Wrap Text, Merge & Center), Number (General, \$, %, .0, .00, >0), and Styles (Conditional Formatting, Format as Table). The worksheet grid shows columns A and B, and rows 1 through 5. A red circle highlights the MS Office button in the top-left corner of the ribbon area.

	A	B
1		
2		
3		<b>Instructions:</b>
4		
5		You are seeing this worksheet because you have macros disabled, which is typical of r excel users. However the water use calculator requires that you enable macros so tha will function properly.

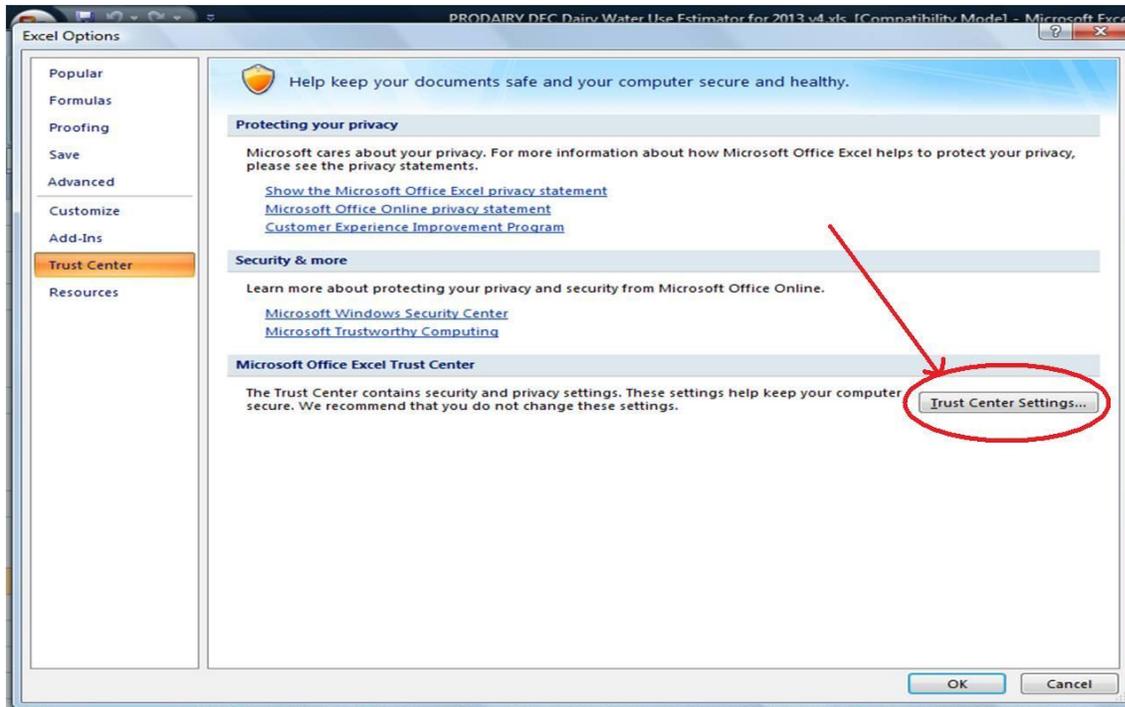
## Step 2: Select "Excel Options"



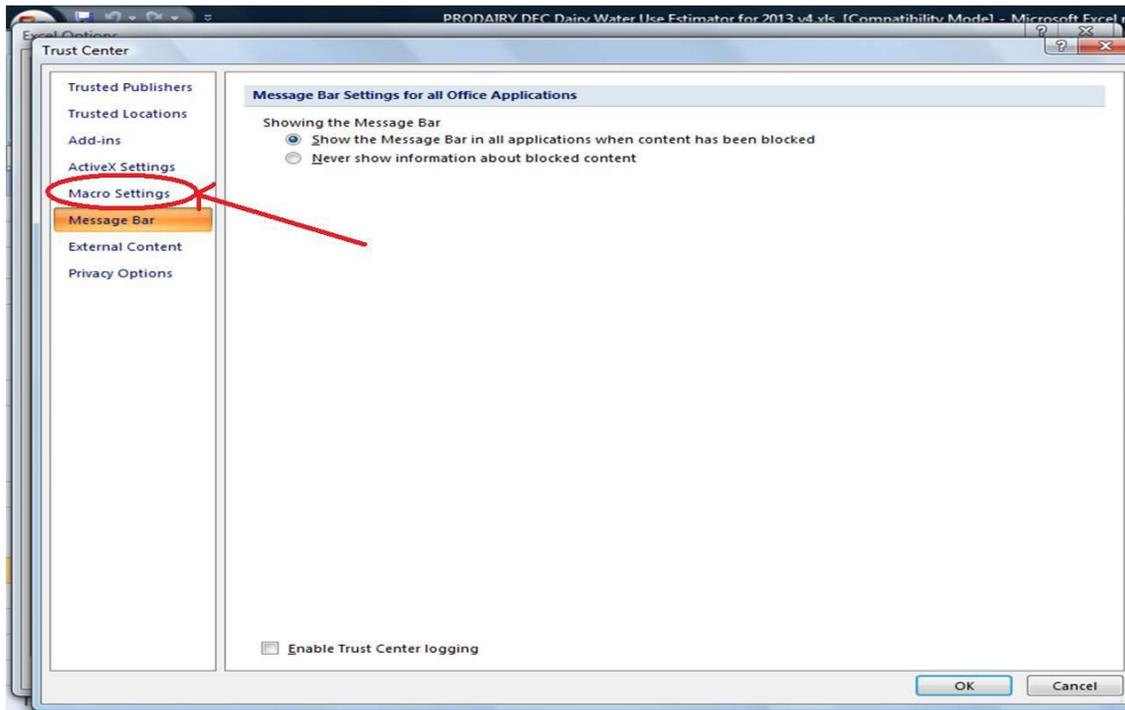
## Step 3: Select "Trust Center"

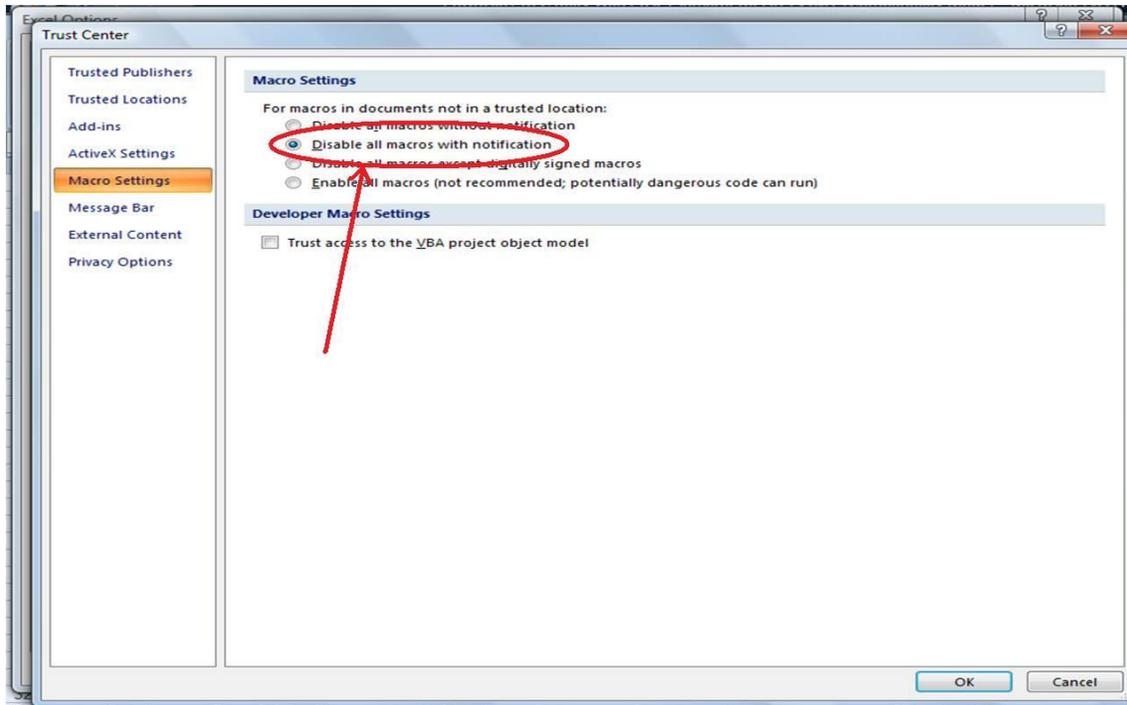
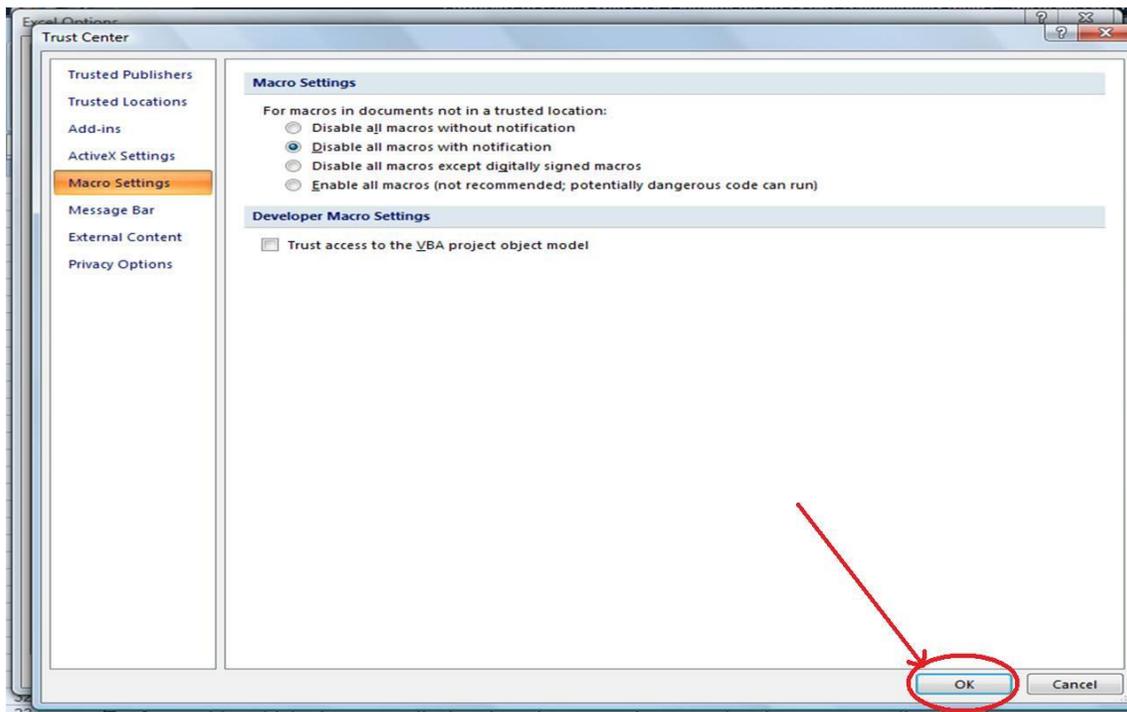


#### Step 4: Select "Trust Center Settings"

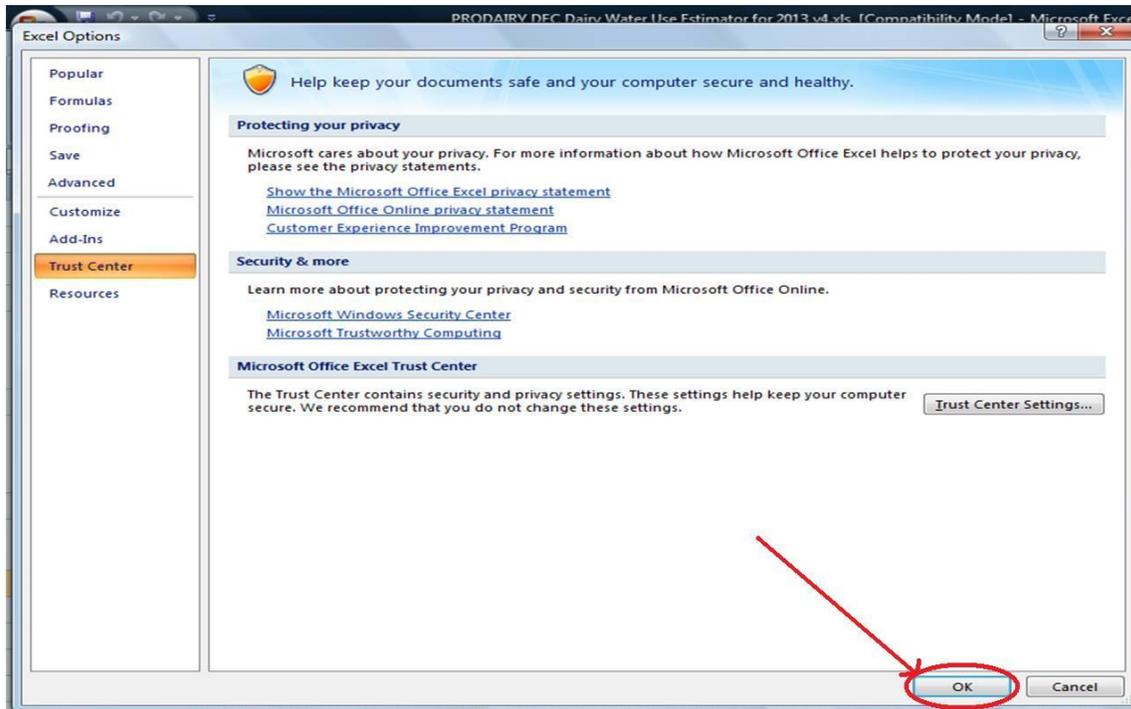


#### Step 5: Select "Macro Settings"



**Step 6: Select “Disable all macros with notification”****Step 7: Select “OK”**

## Step 8: Select “OK”

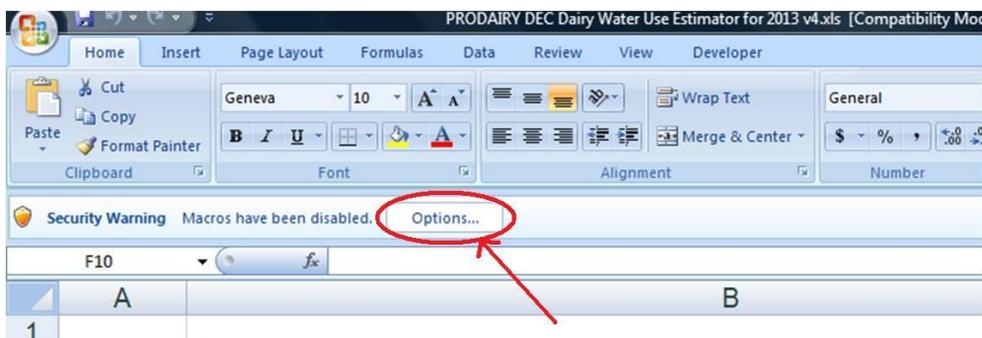


Macros are still not enabled, however MS Excel will now prompt you whenever it attempts to open a file that contains macros. It is recommended that you either leave the settings at “Disable all macros with notification” or once you have finished using the calculator, back to their original setting of “Disable all macros without notification”. You should never allow macros in an excel file that you are unfamiliar with, or that you haven’t been told uses macros.

## Step 9: Re-open the Dairy Water Use Calculator Excel file.

You will now need to close and reopen Excel, and the Dairy Water Use Calculator Excel file, so that the change in settings can take effect.

## Step 10: Click on the Security Warning “Options”



**Step 11: Click on “Enable this content”**



**Step 12: Click on “OK”**



You will now be able to use the PRO-DAIRY Dairy Water Use Calculator. You will need to repeat steps 10 through 12 every time you close and reopen the Dairy Water Use Calculator.