

## ADJUSTING YOUR EXCEL APPLICATION SETTINGS FOR USE WITH THE SLC APR WEB SITE

You must “**ENABLE MACROS**” on your computer when working on the Excel forms that you downloaded from the SLC APR web site. These macros are required because they perform functions such as automatic calculations, error messages, charts and graphs, etc. The Excel files will NOT function correctly unless your macros are enabled.

### How Can I Tell If My Macros Are Enabled or Disabled?

#### MACROS DISABLED:

If your macros are **DISABLED** you will see error codes such as “#NAME?” in the cells of the Excel files, as shown in the example below.

| D  | E                                    | F                               | Total F |
|--|--------------------------------------|---------------------------------|---------|
| Net outlays this report<br>period<br>(Columns B - C) | Net outlays To Date<br>(Columns A+D) | Non-Federal share of<br>outlays | (Col    |
|  |                                      |                                 |         |
|  |                                      |                                 |         |
| #NAME?   | #NAME?                               |                                 |         |
| #NAME?   | #NAME?                               |                                 |         |
| #NAME?   | #NAME?                               | \$0.00                          |         |

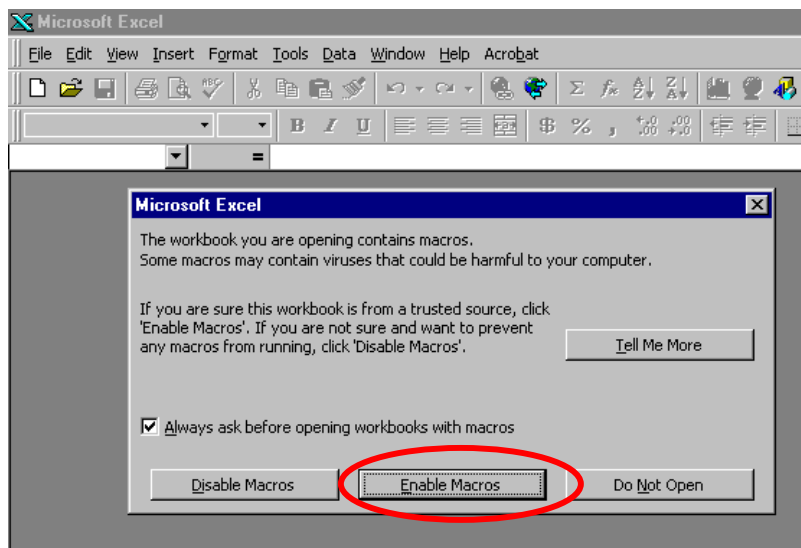
#### MACROS ENABLED:

If your macros are **ENABLED** this same file will look like the example below.

| D  | E                                    | F                               | Total F |
|--|--------------------------------------|---------------------------------|---------|
| Net outlays this report<br>period<br>(Columns B - C) | Net outlays To Date<br>(Columns A+D) | Non-Federal share of<br>outlays | (Col    |
|  |                                      |                                 |         |
|  |                                      |                                 |         |
| \$102,988.88   | \$102,988.88                         |                                 |         |
| \$184,228.04   | \$184,228.04                         |                                 |         |
| \$287,216.92   | \$287,216.92                         | \$0.00                          |         |

### How Do I Enable Macros On My Computer?

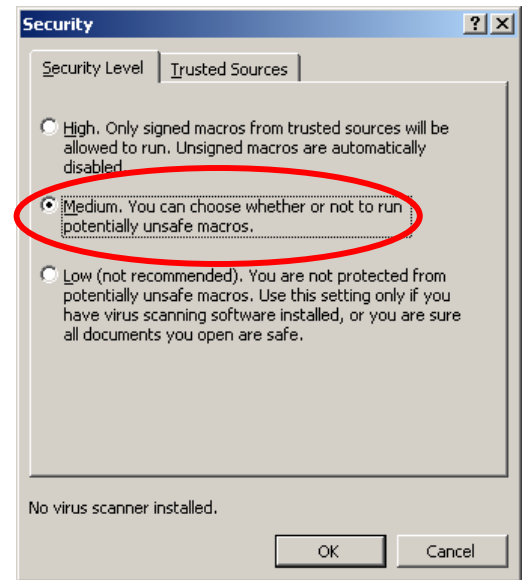
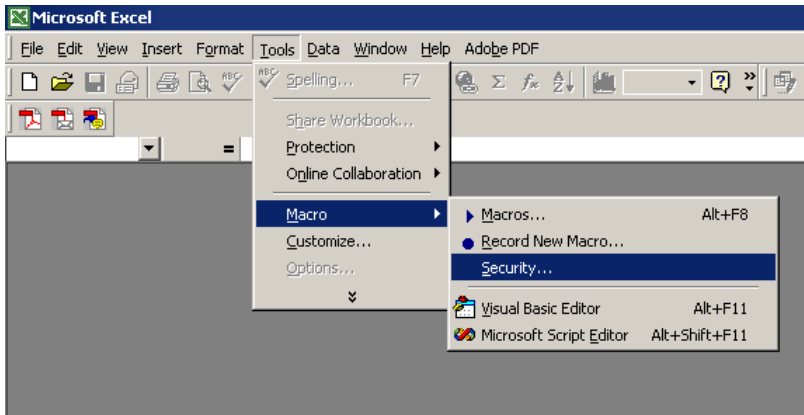
When opening the SLCAPR Excel files, most users will see a pop-up window like the example below. You should select the button that says “Enable Macros”. All of the files provided have been thoroughly checked for viruses, thus choosing “Enable Macros” will not harm your system.



**IMPORTANT NOTE:** If you do not get this pop-up box when you open your Excel files, please refer to the following settings.

## EXCEL 2000 USERS

If you are using EXCEL 2000 and **do not see this pop-up window** when opening the file, please go to the Excel menu bar and select “Tools” > “Macro” > “Security” as in the example below. When the pop-up box appears, select “Medium Security” and then “OK”. Once this is done, open the file again.



## EXCEL '97 USERS

If you are using EXCEL '97 and do not see this pop-up window when opening the file, please go to the Excel menu bar and select “Tools” > “Options” and a pop-up window like the one below will appear. Please make sure you are on the “General” tab. **UN-CHECK** the box for “Macro Virus Protection” and then click “OK”. Once this is done, close the file and then open the file again.

