Enabling Content – to unlock features (macro enabled template for PC users)

This file has programmed buttons that are "Macro enabled". The macros may be locked.

For more information, see the Instructions on the first tab of the file.
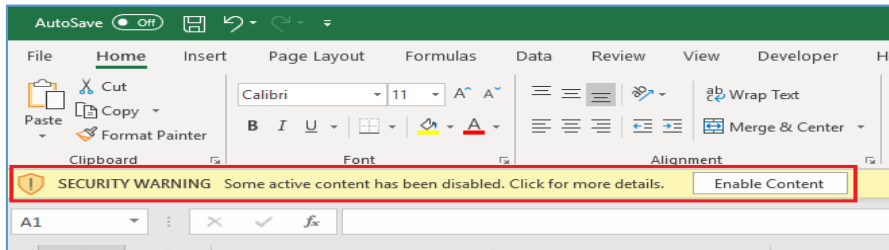
To unlock the features:
Save a copy of the excel file on your computer
Close the File
Reopen the file

Option 1

If you see this message at the top of your screen, click "Enable Content"

This will unlock the features in the template including calculations and button functions.

Option 2 – if you do not see the banner when you open the file

Go to the top left of excel and click on "File"

If the Enable Content shield is there click on "Enable Content" as shown

A box may open asking if you want to make this a trusted document? Click on yes.

These steps may have to be repeated in the future when you open the file and the macros are not working even though the content was enabled the last time you used the file.