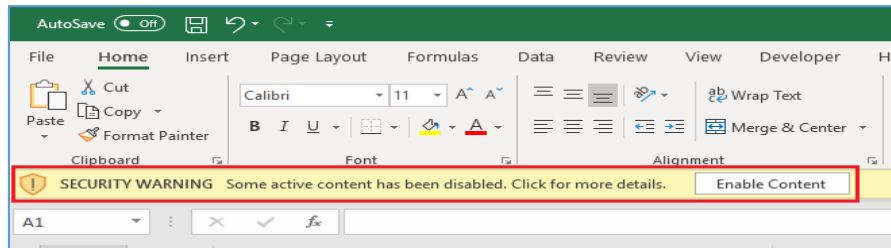




Enabling Content – to unlock features (within the simplified invoice template)


Option 1



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

This will unlock the file

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.