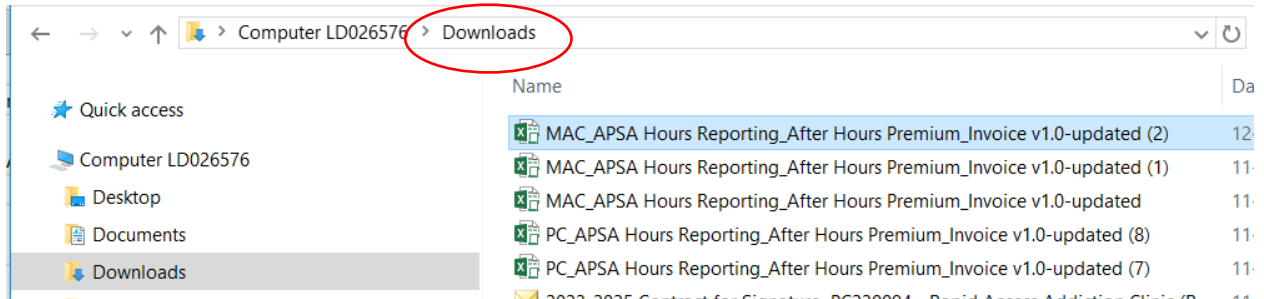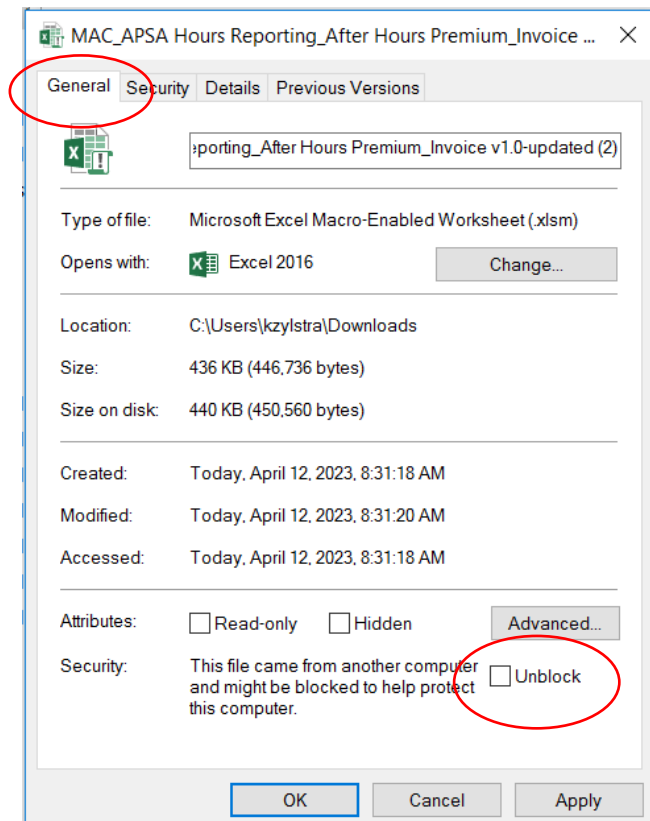## How to Unblock the invoice file

Go to the Downloads folder or where you have saved the file on your computer, right click on the file that was downloaded or saved.

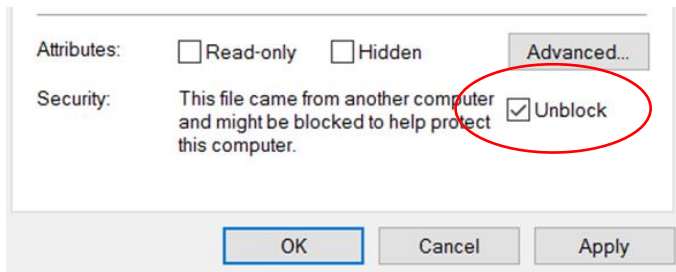A popup menu will open, click on Properties (at the bottom)

Your Downloads folder location might be slightly different. In this example the MAC version is being used. You file may not have a number at the end of the file name.

The dialogue box below will open, you should be in the General tab. At the bottom; in the Attributes area you will see Security and a checkbox for Unblock.
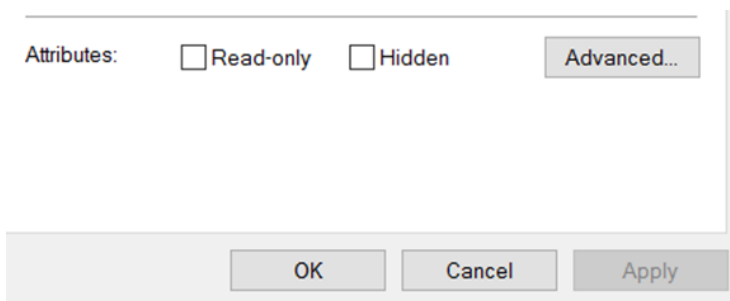
Click in the box beside Unblock, a checkmark will be in the box. Click on Apply then Ok. This will Unblock the file and it can now be opened and saved to a location of your choosing.

After clicking on Apply the Attributes area would now look like this. The security area is gone.

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.