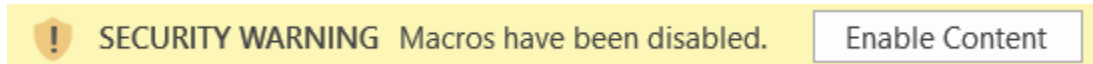


How to Ensure that Macros are Enabled

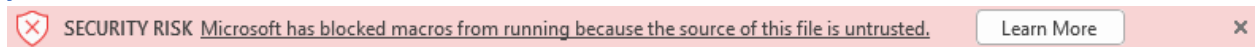
When you first attempt to open the RFA application workbook, you may see the following messages.

Security Warning



If you see this security warning, merely click the button to Enable Content.

Security Risk



If you see this security risk warning, read the following and perform the actions indicated.

Externally Sourced Excel Files

In summer, 2022, Microsoft began blocking the macros for any files that Microsoft believes came from the Internet. For example, if someone emails you an Excel workbook or you download an Excel workbook from the Internet or you store your workbook on cloud storage.

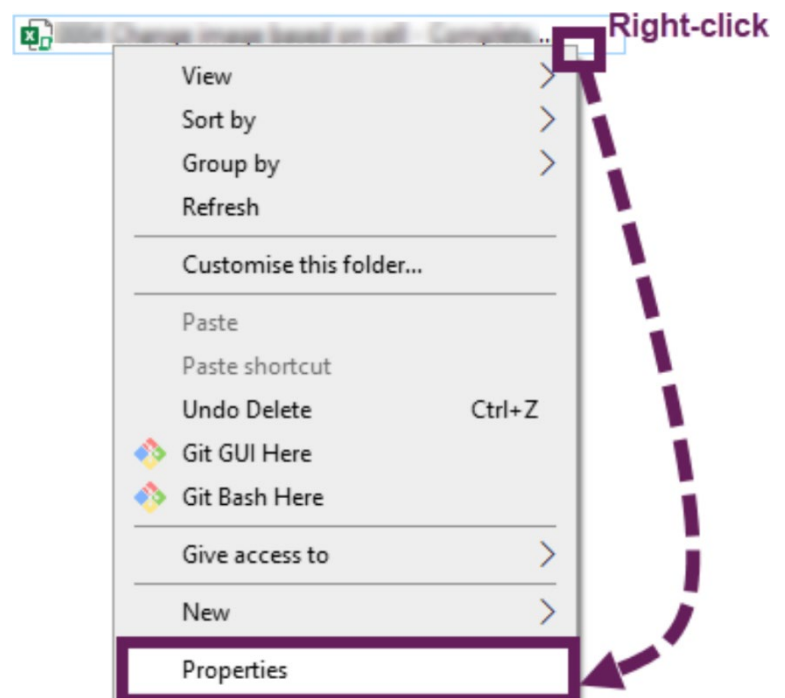
If you attempt to open a file that is located on cloud storage (e.g., Dropbox or Microsoft OneDrive), upon opening, you may see a message that Microsoft has disabled macros.

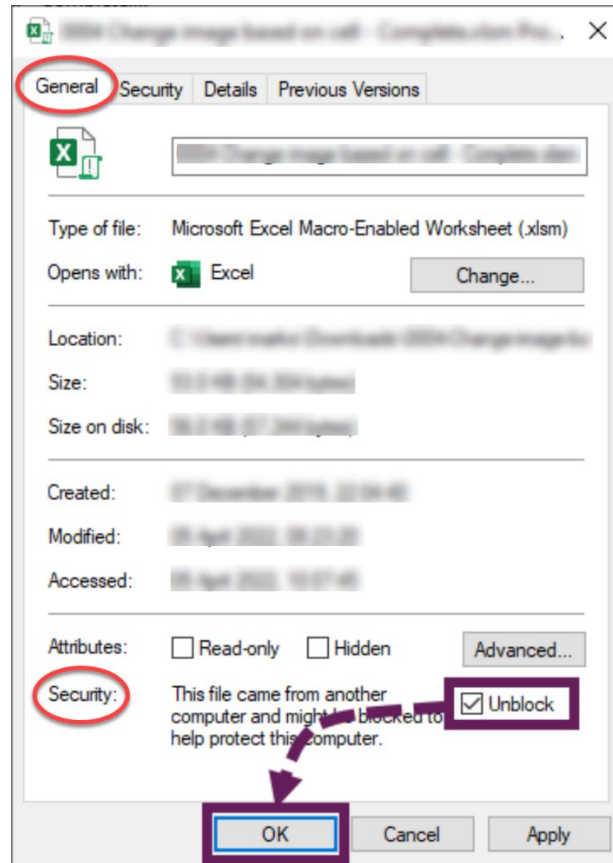
To get around this automatic blocking of macros, for any files that you have sourced from anywhere outside of your computer, create a folder on your local storage (you can use an internal network) and move that file into that folder. Then open the file from that local storage folder in Excel. You may get a warning message to enable content. Click affirmative to that message. Macros should not now be blocked. But, if they still are, continue.

File Level Security Settings

If after doing the above, you may need to change the file properties of the RFA application itself.

1. Navigate to the location where the RFA is stored using File Explorer.
2. Right-click on the file and select Properties from the menu.
3. If you see a Security message that the file came from another computer and it is blocked to protect this computer, check the **Unblock** box, then click OK.





Excel Security Settings

Setup the following security settings in Excel.

Note: the following instructions apply to MS Office 365, but these options are available in any recent version of MS Excel.

1. Open Excel. Any Excel, a blank file is fine.
2. Click File, Options, Add-ins
 - a. Under the add-ins, look over the active add-ins and make sure the active ones are ones you recognize and use. To make any changes to the add-ins, click manage Excel Add-ins Go button and disable any Excel add-ins that you do not need. Click OK when done.
 - b. Repeat steps 1 and 2, but this time select “COM Add-ins” from the drop-down menu. Remove or uncheck COM add-ins that are not used. Click OK.
3. Click File, Options, Trust Center

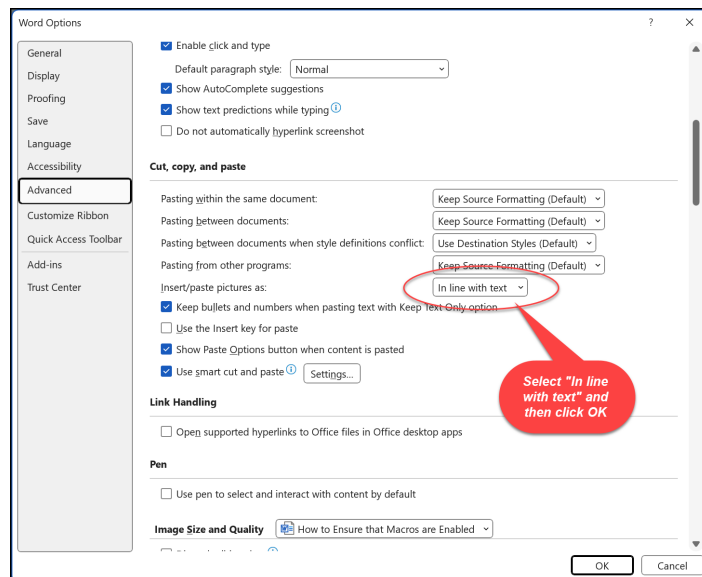
4. In the Trust Center window, click "Trust Center Settings" button
 - a. Select Trusted Locations. Check the box for "Allow documents on my network to be trusted" if you are placing the RFA on your internal network. Otherwise leave this unchecked.
 - b. Select Add-ins. Uncheck all boxes on the "Add-ins" section
 - c. Select ActiveX Settings. Select radio button for "Prompt me before enabling Unsafe ... "
 - d. Select Macro Settings option, select the radio button for "Disable VBA macros with notification" or "Enable VBA macros ... ". Also, check the box for "Enable Excel 4.0 macros when VBA macros are enabled"
 - e. Select File Block Settings option, uncheck all boxes for all file types. And select the radio button, "Open selected file types in Protected View"
 - f. Click OK to close Trust Center Settings window. Click OK again to close the Options window.
5. Close Excel. Your settings will be saved and applied.

Setting Defaults for Microsoft Word

In addition to the above, you should ensure that the text wrapping default for Microsoft Word is set up so that when pictures are inserted, they are inserted In Line with Text. If you have set the default word wrapping option to other than In Line with Text, the reserve study report will not format correctly.

In any instance of Microsoft Word, do the following:

- Click File, Options, Advanced
- In the "Cut, copy and paste" section, ensure that "In line with text" is selected for the option "Insert/paste pictures as:"



- After selecting "OK" in the options dialog, close Word and any change you have made will be saved.