



UNIVERSITY OF ILLINOIS

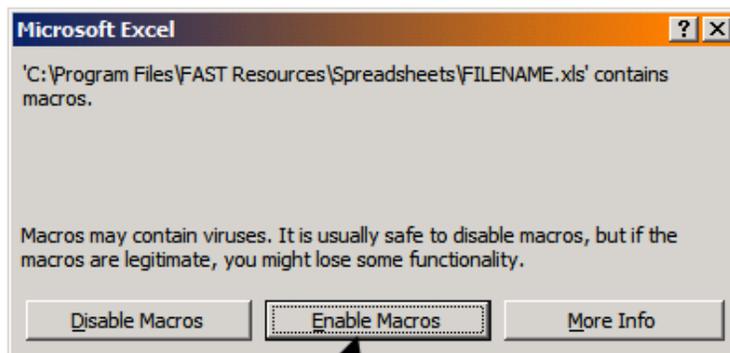
IMPORTANT SECURITY SETTINGS INFORMATION

Microsoft Office 2003 and Older

When opening the Excel programs on the CD, you may receive the following message. There are no known viruses in the programs, so Choose **Enable Macros**. If this is not chosen, the calculations within the programs will not function properly.

If you do not receive the “Enable Macros” message, the security level for Excel on the computer you are using may be set to “High.” In this case, your Excel security settings must be changed to use the FAST spreadsheets. Using the Excel menu commands, perform the following steps to change your settings. The following steps need to be performed only once to run FAST programs.

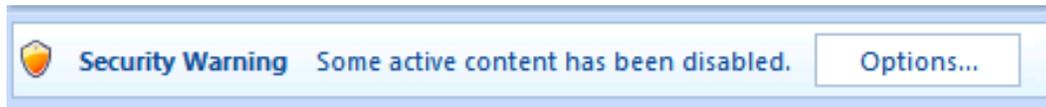
1. To change security setting, open an Excel spreadsheet.
2. Select
 Tools on the menu bar
 Macro
 Security
 Medium
3. Close the Excel spreadsheet, select
 File
 Close
 Do not save changes
4. Open a FAST spreadsheet and click “Enable Macros” when you see a dialog box similar to the one below.



Microsoft Office 2007

Microsoft Office 2007 uses a different method to enable the content in a FAST Spreadsheet. When opening FAST Spreadsheets with Microsoft Office 2007, Excel will display a “Security Warning” box just below the menu bar at the top left hand corner of the screen. The following steps need to be performed to run FAST programs.

1. Select the “Options...” button to open up Microsoft Office Security Options.

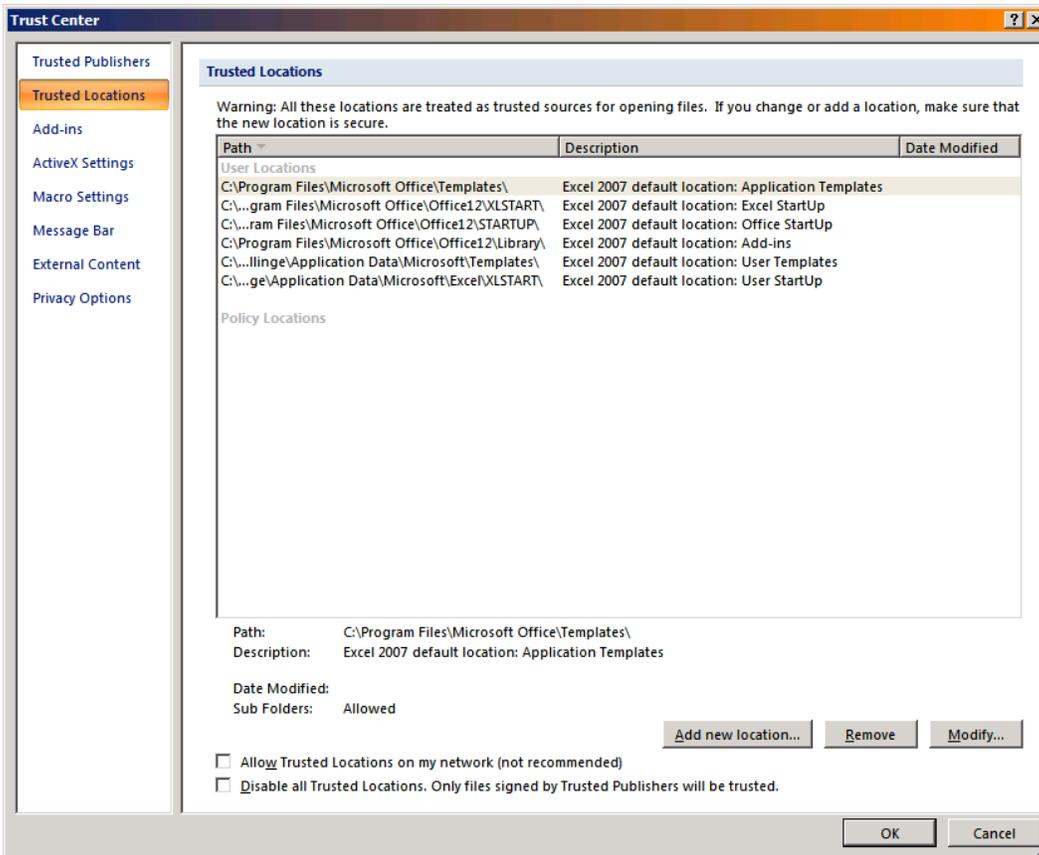


2. To allow the FAST Spreadsheet to run properly, you must enable Macros to run by selecting “Enable this content” in the list of security options.



3. To permanently enable the Macros in FAST Spreadsheets, you may add FAST Resources to your list of trusted sources. This will eliminate the need to complete the previous procedure each time you open a FAST Spreadsheet.

To add FAST Resources as a trusted source, **select the “Open the Trust Center” link** in the lower left hand corner of the above menu. The “Trust Center” will open and you will need to **select “Trusted Locations”** on the left hand panel.



4. In the lower right hand corner of the screen you will then notice a button that says “**Add new location...**” Once you have clicked that button, the “**Microsoft Office Trusted Location**” menu will appear.
5. In the “**Path:**” box, type in the folder location for FAST Spreadsheets, which is: **C:\Program Files\FAST Resources\Spreadsheets**. Click OK and exit back to the FAST Spreadsheet.

