Microsoft® Excel Security Settings - PRINT THIS NOTE FOR REFERENCE

READING THESE HELPFUL HINTS WILL ASSIST YOU IN GENERATING AN ACCURATE HARDWARE LISTING USING THE AUTOQUOTE PROGRAM IN EXCEL 2003. THE SECOND PART OF THIS DOCUMENT PROVIDES THE SAME BENEFITS FOR USERS OF EXCEL 2007.

The Rauland Autoquote spreadsheet/program (TeleCenter or Responder 5) REQUIRE Microsoft Excel (part of the Office suite) 9 or newer. This version of Excel is included in Office XP, Office 2000, 2002, 2003 & 2007. When using any Rauland Autoquote, MACROS MUST BE ENABLED if prompted when the Autoquote is opened. This allows the Autoquote to run Visual Basic which generates a fax-able Purchase Order and allows other buttons to function as well. To be able to use any of the buttons in the program, you must have your security level in Excel set to Medium or Low and "enable macros" if/when prompted.

TO ADJUST THE SECURITY LEVEL IN EXCEL 2003

1. Open Excel (no need to open a particular file) and click on "Tools" in the main menu bar.

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2. In the Tools drop-down menu, click on "*Macro*" and then "*Security*".

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a. For proper Autoquote function, you must select either the "*Medium*" or "*Low*" security Level.

Security	? ×
Security Level	Irusted Sources
C High. Only si to run. Unsig	ned macros from trusted sources will be allowed ned macros are automatically disabled.
Medium, You unsafe macro	can choose whether or not to run potentially ps.
C Low (not rec potentially ur virus scannin safety of all	ommended). You are not protected from isafe macros. Use this setting only if you have g software installed, or you have checked the focuments you open.
No virus scanner in	istalled.
	OK Cancel

- 3. Click on the radio button in front of "*Medium*" (or "*Low*" if desired) and then click OK.
 - a. All Rauland Autoquote programs have been virus scanned and will not have malicious code when they have been obtained directly from Rauland on a CD or from the Rauland Customer Connection Extranet) at http://customerconnection.rauland.com.
- 4. You will need to close out of Excel in order for the change to take effect. You can now open a Rauland Autoquote spreadsheet/program and, if you set the security to Medium, you will see the following message.

Microsoft Excel		? 🛛
'C:\Documents and Setting Documents\autoquotes\20 macros.	js\LarryM\My)10\Clock_Autoquote_v100	315_BETA.xls' contains
Macros may contain viruse macros are legitimate, you	s. It is usually safe to disab might lose some functional	le macros, but if the ty.
Disable Macros	Enable Macros	More Info

5. Click on "Enable Macros" to allow complete Autoquote functionality before proceeding.

After Enabling Macros, you can run all functions in the Autoquote.

TO ADJUST THE SECURITY LEVEL IN EXCEL 2007

1.Open Excel (no need to open a particular file) and click on the Microsoft symbol in the top left corner of the main menu bar.

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2. Click on "Excel Options" button at the bottom of the menu.

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3. Click on "Trust Center" in the column on the left.

Popular	Change the most po	pular options in Excel									
Formulas											
Proofing	Top options for working with	h Excel									
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Advanced	Enable Live Preview 🛈										
Customine	Show Developer tab in the	Ribbon 🕗									
Guatomze	Always use ClearType										
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Trust Center	ScreenTip style: Show feature	are descriptions in ScreenTips 🗸 🗸									
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4. Click on the "Trust Center Settings" button on the lower right.



5.Click on *"Macro Settings"* on the left.



6. Click on the radio button in front of "Disable all macros with notification" option.

a. All Rauland Autoquote programs have been virus scanned and will not have malicious code when they have been obtained directly from Rauland on a CD or from the Rauland Customer Connection (Extranet) at http://customerconnection.rauland.com.



7. Click on "Message Bar" on the left side.



8. Click on the radio button in front of "Show the Message Bar in all applications when content has been blocked" option.

Trusted Publishers	Message Bar Settings for all Office Applications
Trusted Locations Add-ins ActiveX Settings	Showing the Message Bar Showing the Message Bar Showing the Message Bar in all applications when content has been blocked Never show information about blocked content
Macro Settings	
Message Bar	
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	Enable Trust Center logging

- 9. Now click on "OK" to save changes.
- 10. You will need to close out of Excel in order for the change to take effect. You can now open a Rauland Autoquote spreadsheet/program and, if you see the following message bar ("Security Warning Some active content has been disabled.")



11. Click on the "Options" button.



12. Click on the radio button in front of "Enable this content" and then click "OK".



13. You may now proceed with Autoquote.

HELPFUL HINT USING EXCEL -

If you are not seeing the Comments Indicator (small red triangle in the upper right corner of each cell that has a Comment) in most inquiry cells on the upper half of the Configuration worksheet, click on Tools -> Options -> View (tab) in the main Excel toolbar and click on "Comment indicator only" in the Comments section.

Rauland-Borg recommends that you save each project as a new Excel spreadsheet. By saving it as a new file, you eliminate the possibility of miscalculation due to leftover information from a previous quote.

Consult the current Rauland manuals for complete information about required hardware and pricing issues. These manuals are available on the Customer Connection (Extranet) at http://customerconnection.rauland.com.