

**Warning:** You should only enable a macro workbook from a trusted source.

## 1. Excel Windows – Macro security and the Trust Center

The FBE desktop computers reset after each session, so this **Macro Settings** procedure will need to be performed at the commencement of each new session.

Laptops will only need to be set once, as the settings remain on the machine from session to session.

To check or change the Trust Center settings:

1. On the ribbon select **File > Options > Trust Center > Trust Center Settings ...** to display the **Trust Center** dialog box as shown in figure 1
2. From the Trust Center dialog box, select **Macro Settings**, then choose the **Disable all macros with notification** option. *Notification* means that the **Warning** shown in figures 2, 4 or 5 will appear when the macro workbook is opened
3. Click **OK**

Note: You should close the xlsx workbook before these changes are made. Follow the three steps above, then open the xlsx file.

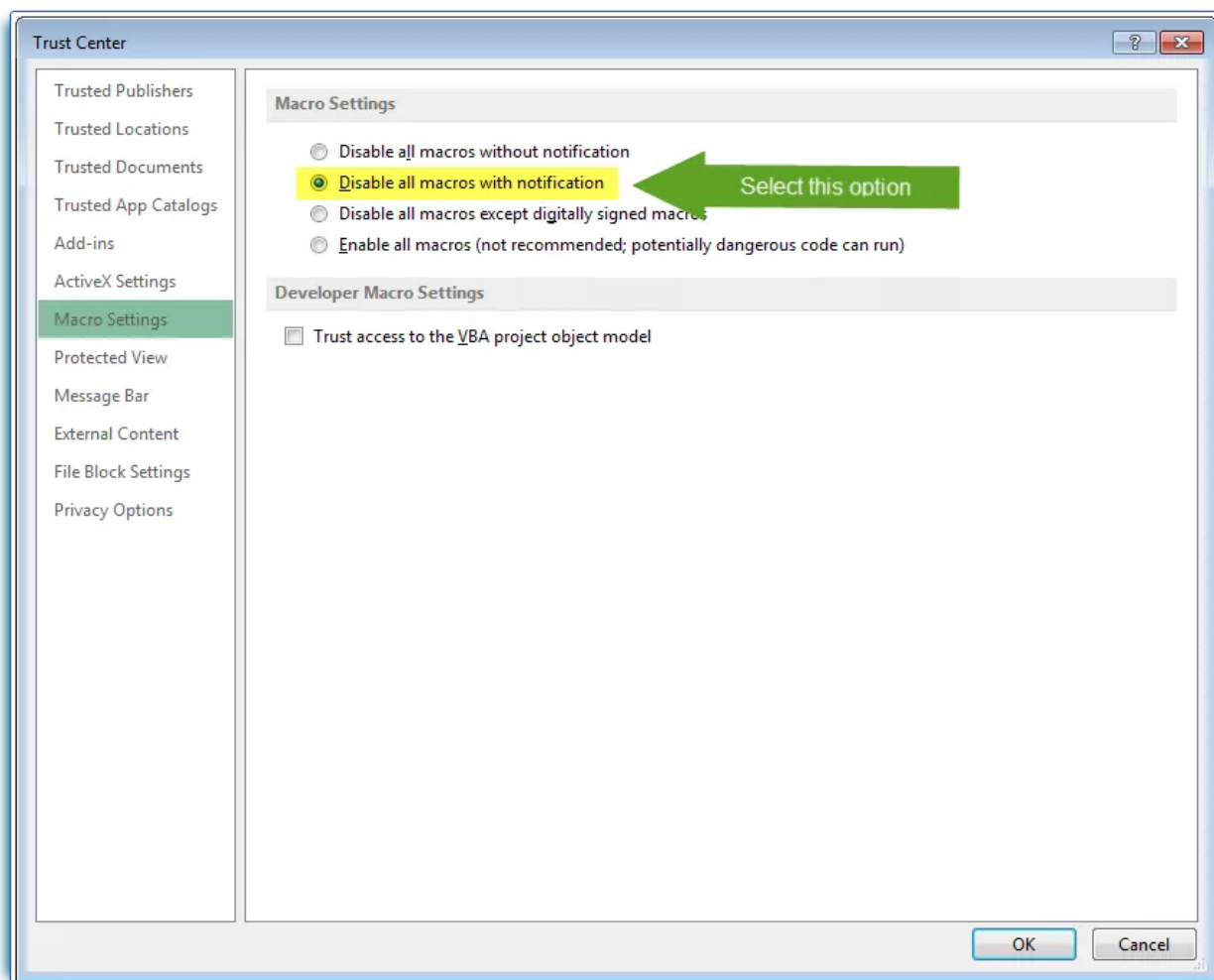


Fig 1. – Excel 2013 Trust Center dialog – select the *Disable all macros with notification* option

## 2. Excel Mac – Sharing and Privacy

To check or change the Mac Sharing and settings:

1. On the Excel menu select the sequence **Preferences > Sharing and Security > Security**
2. Select the Check Box beside **Warn before opening a file that contains macros**