

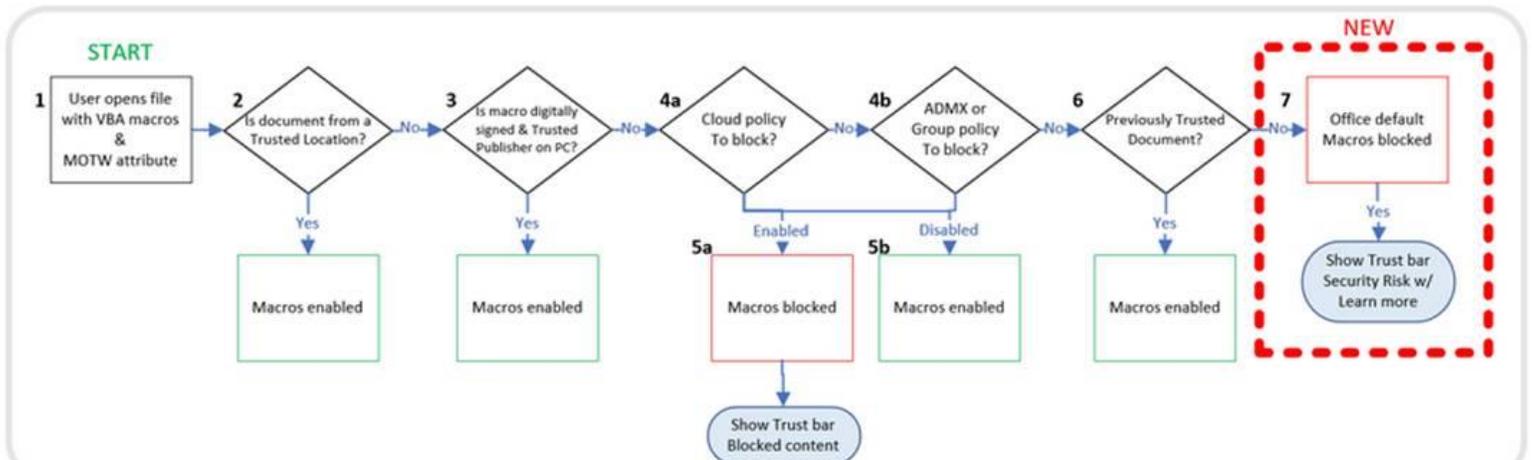
First Time Use of Excel Planning tools downloaded from the Nutrient Management Website

Microsoft now blocks macros by default in files downloaded from the internet. Therefore, when a Nutrient Management Plan (NMP) or Nutrient Balance Sheet (NBS) is downloaded from the Nutrient Management website, an additional step will be required to allow the macro buttons to be used. The process to do things like update the NMP Summary or using the print pop up box is achieved by something called a macro.

Microsoft has updated the way Office determines whether to allow macros to run in a file from the internet. The diagram below shows the process Microsoft Office will now use to determine whether or not to allow macros to run.

How Office determines whether to run macros in files from the internet

The following flowchart graphic shows how Office determines whether to run macros in a file from the internet.



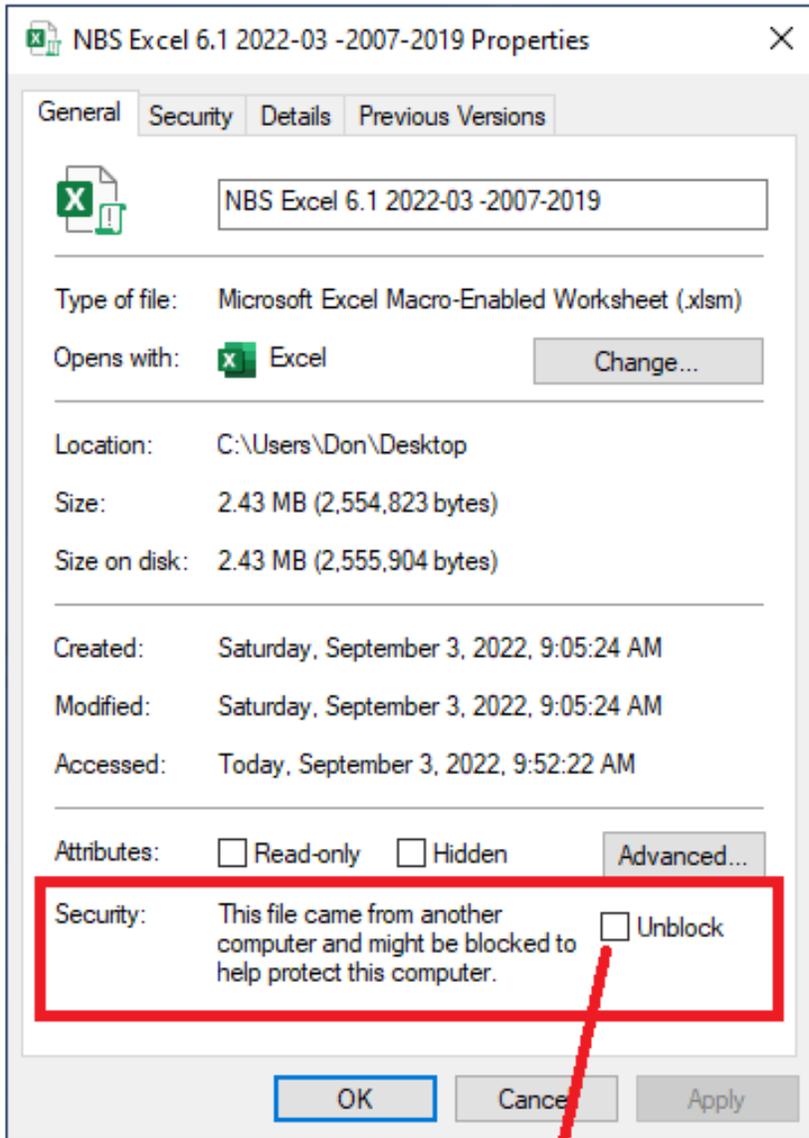
Link to the Microsoft website macro update details:

<https://docs.microsoft.com/en-us/DeployOffice/security/internet-macros-blocked>

Various steps to take to allow VBA macros to run in files that you trust is listed in the attached link.

The simplest step to unblock an individual file. The process is detailed on the next page.

The screenshot below is the simplest way to allow macros to run. For an individual file, such as a file downloaded from an internet location or an email attachment the user has saved to their local device, the simplest way to unblock macros is to remove Mark of the Web. To remove, right-click on the file, choose Properties, and then select the Unblock checkbox on the General tab. You only need to do this the first time you download the file.



Check this box to unblock or enable macros to run

When completed, save the file on your computer. The file macros will now be enabled.

If you have any questions, please contact Don Orner

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