

## Data Systems and Survey Design Bureau (DSSDB) Automated Forms Technical Assistance

### A. System Requirements

- Microsoft Windows
- Microsoft Excel 2003 or later
- Microsoft Outlook or Outlook Express (Outlook is preferred, but other e-mail systems may be used)
- Internet access

### B. How to Enable Macro Settings


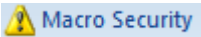
In order to activate the automated features of a DSSDB automated form, the file's macros must be enabled. Depending on your Microsoft Excel security settings, you may encounter a pop-up message when opening the file. This message may give the option to enable or disable the macros in this workbook. You must select the option to Enable Macros.

#### EXCEL 2003

1. Open Excel 2003.
2. Click on "Tools" in the main toolbar, causing a drop-down menu to appear.
3. Select "Macros" from this menu and then click "Security." This will cause a new window to appear.
4. Click on the "Trusted Publishers" tab in the window and check the box next to "Trust all installed add-ins and templates."
5. Select "OK." The macros within your file are now enabled.

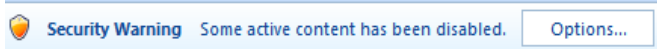
#### EXCEL 2007

##### Part I (will need to be done **only once**)

1. Open Excel 2007
2. Click on the Office Button  at the top left corner.
3. Select Options.
4. Under the Popular Tab, check "Show Developer Tab in the Ribbon."
5. Select "OK."
6. Go to Developer Tab and select Macro Security. 
7. Under Macro Settings, select "Disable all macros with notification."
8. Select "OK" and then close the file.

**Part II (will need to be done **each time** the file is opened)**

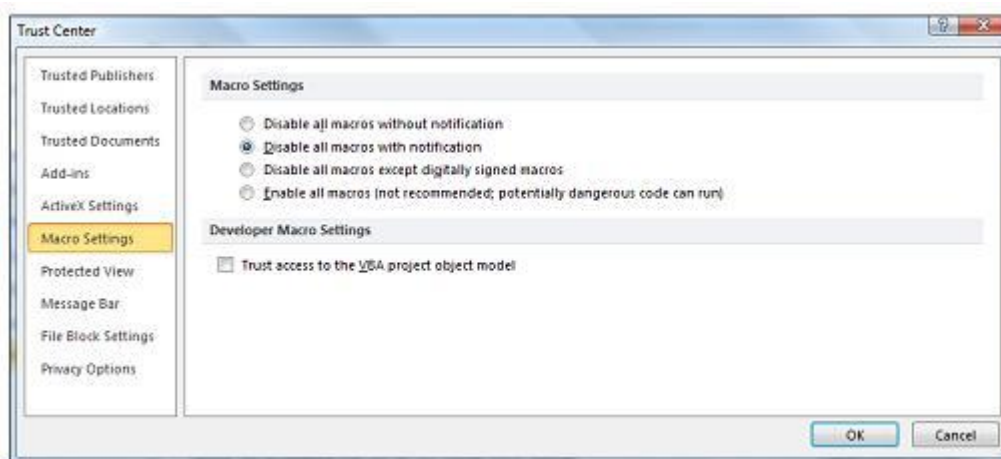
1. Open the file and locate the Security Warning message near the top of the window.



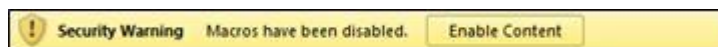
2. Select "Options."
3. Select "Enable this content."
4. Select "OK." The macros within your workbook file are now enabled.

**EXCEL 2010/2013****Part I (will need to be done **only once**)**

1. Open Excel.
2. Click the File tab.
3. Click Options.
4. Click Trust Center, and then click Trust Center Settings.
5. In the Trust Center, click Macro Settings.
6. Select "Disable all macros with notification".
7. Click OK and **close the file and program**.

**Part II (will need to be done **each time** the file is opened)**

1. Reopen the file
2. When the Security Warning appears across the top, select "Enable Content"



For additional technical assistance, please contact DSSDB at [admts@dss.ca.gov](mailto:admts@dss.ca.gov)