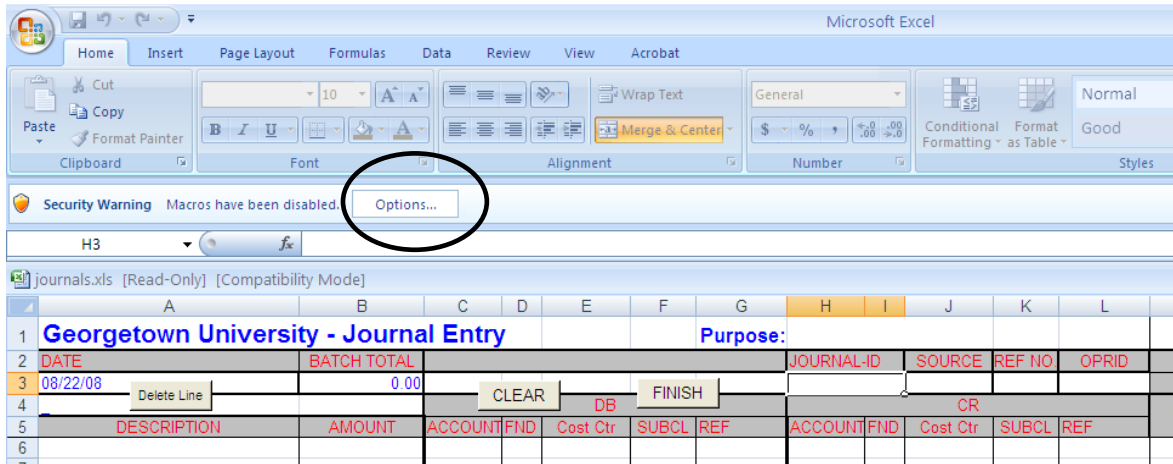


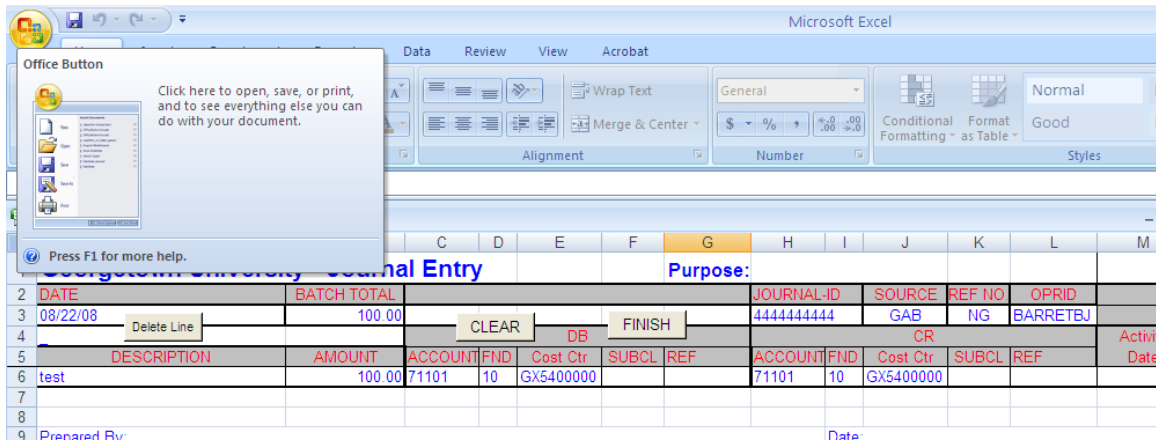
## Using Georgetown Journal Templates with Microsoft Excel 2007.

Step 1 – open template.

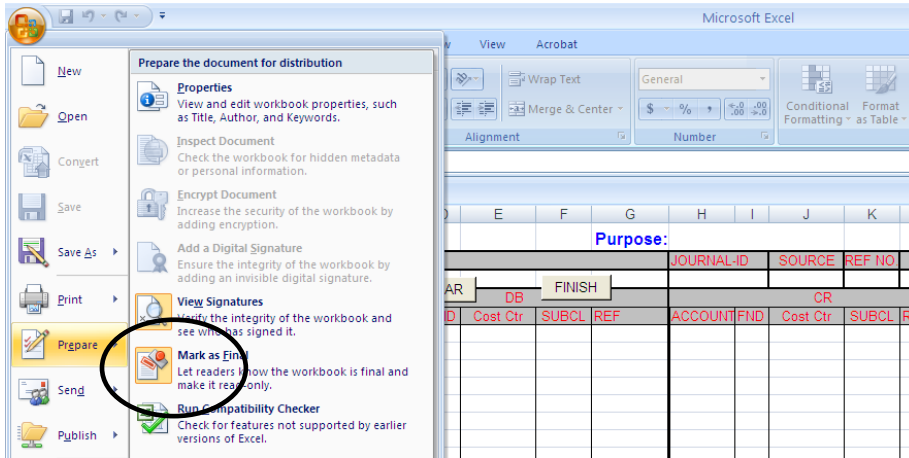
Step 2 – click options button next to security warning and enable macros. (If you do not see this warning go to step 4.)



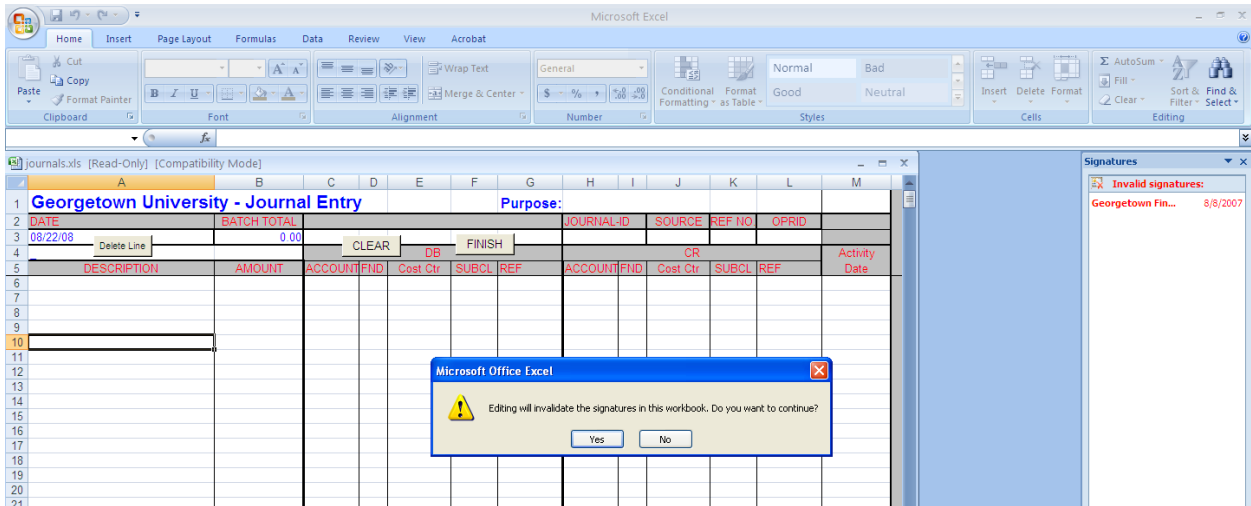
Step 3 – select the 'Office Button' in the top left corner of Excel



Step 4 – select the ‘Prepare’ option within the office button and click on the option ‘Mark as Final’



Step 5 – By clicking the ‘Mark as Final’ option Excel should prompt you with the message below about editing the document. Click ‘Yes’ to allow editing of the document.



Step 6 – save the journal template and begin entering journal data.

Additional Notes:

1. To unprotect a worksheet go to Review, then click unprotect sheet.

C:\Documents and Settings\Chacono\Desktop\Excel 2007 with templates.doc

## Change Macro Settings

1. Click the Microsoft Office Button and then click Excel Options
2. Click Trust Center, click Trust Center Settings, and then click Macro Settings.
3. Click Disable all macros with notification. This option disables macros but will give you the security alert that macros are present in the worksheet and you can choose to enable them on a case by case basis. For the journal templates you would 'enable' the macros.
4. After changing the settings open a journal template and the security warning should appear. Click on 'options' next to the message and click on 'enable content'
5. The macros should now be active for this spreadsheet.
6. Return to step 3 above if the spreadsheet is indicating that it is 'read only'