


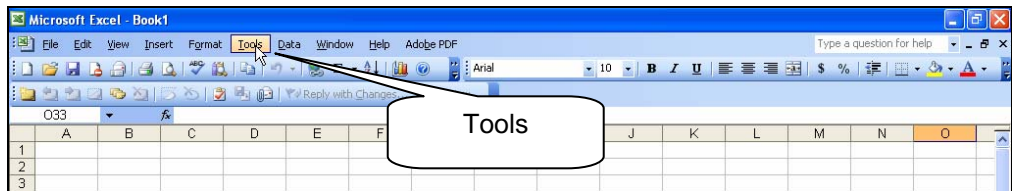
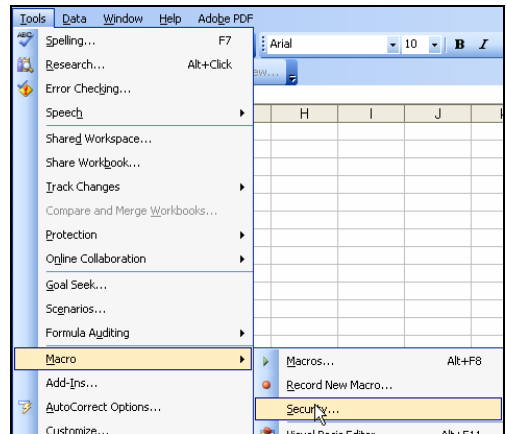
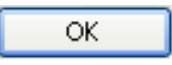
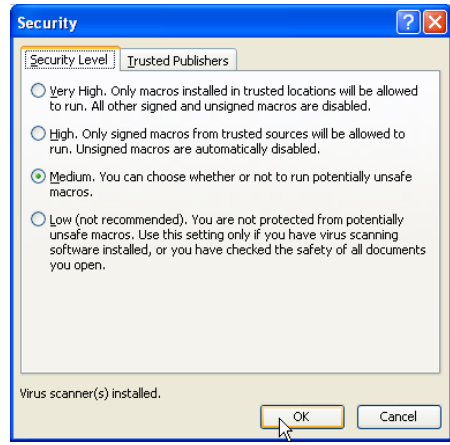


Setting Macro Security	
	This job aid describes how to set your Macro Security level to medium within Microsoft Excel. The level of your security can affect how a drill down operates, such as a report downloaded from the e*mpac Finance Reporting v8.9 Application.
	Navigate to Microsoft Excel 
	<p>Microsoft Excel opens.</p> 
Step 1.	<p>Click the Tools drop-down list in the Menu Bar at the top of the application.</p> <p>The Tools drop-down list opens.</p> <p>Mouse over the Macro option.</p> <p>A drop-down list appears to the right.</p> <p>Click the Security... option.</p> 
Step 2.	<p>The Security – Security Level window opens.</p> <p>Verify the Medium radio button is selected for your Security Level.</p> <p>Click the  button.</p> 
	END JOB AID



Last Edited Date	3/14/2007
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