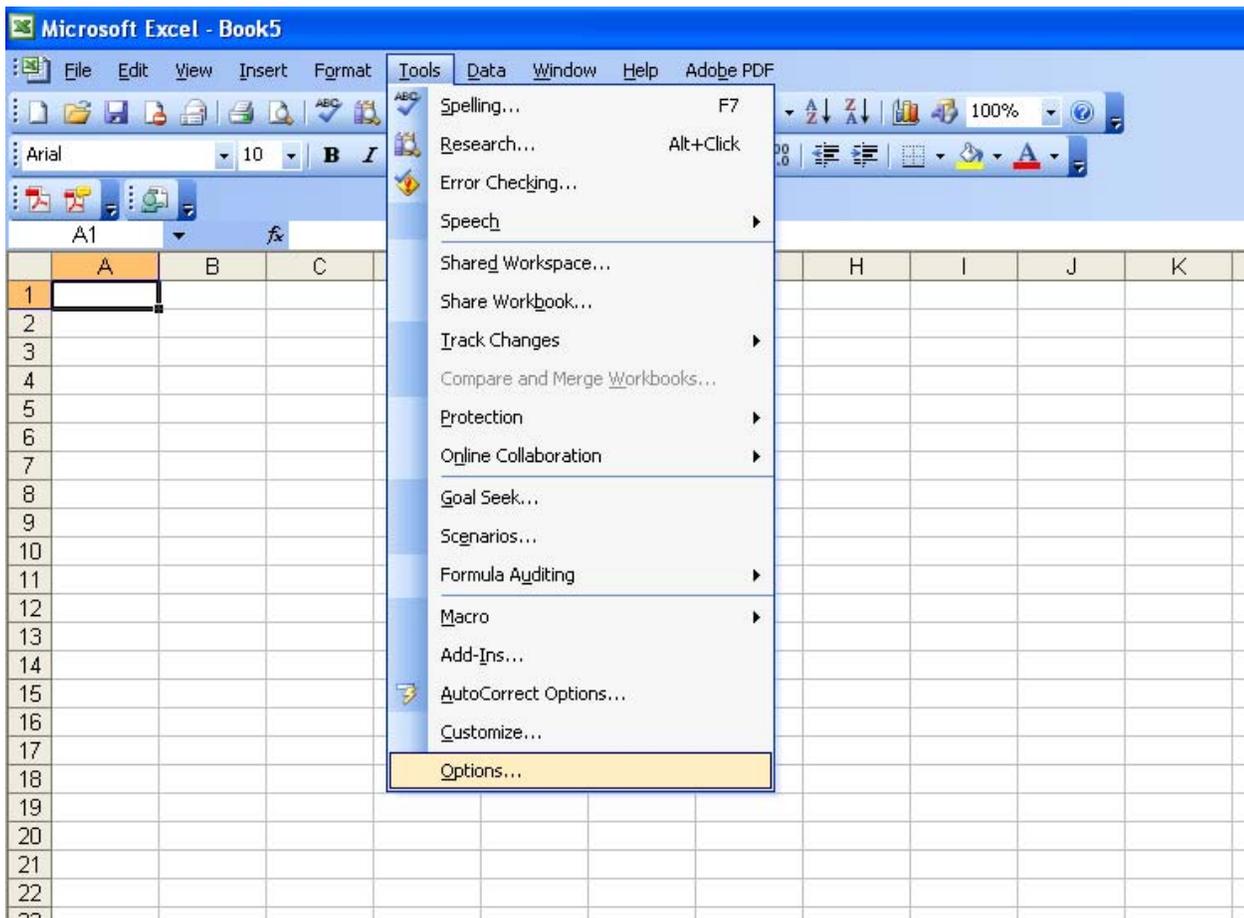


How to Open the T&I List (Form DSA-103)

The T&I list is an Excel™ File with Embedded Macros. Excel has security features built-in that are designed to protect your computer. DSA has provided a “digital signature” for the T&I list so that you can open the file without being asked if you want to “enable macros” every time you open the file. Here’s how to do it:

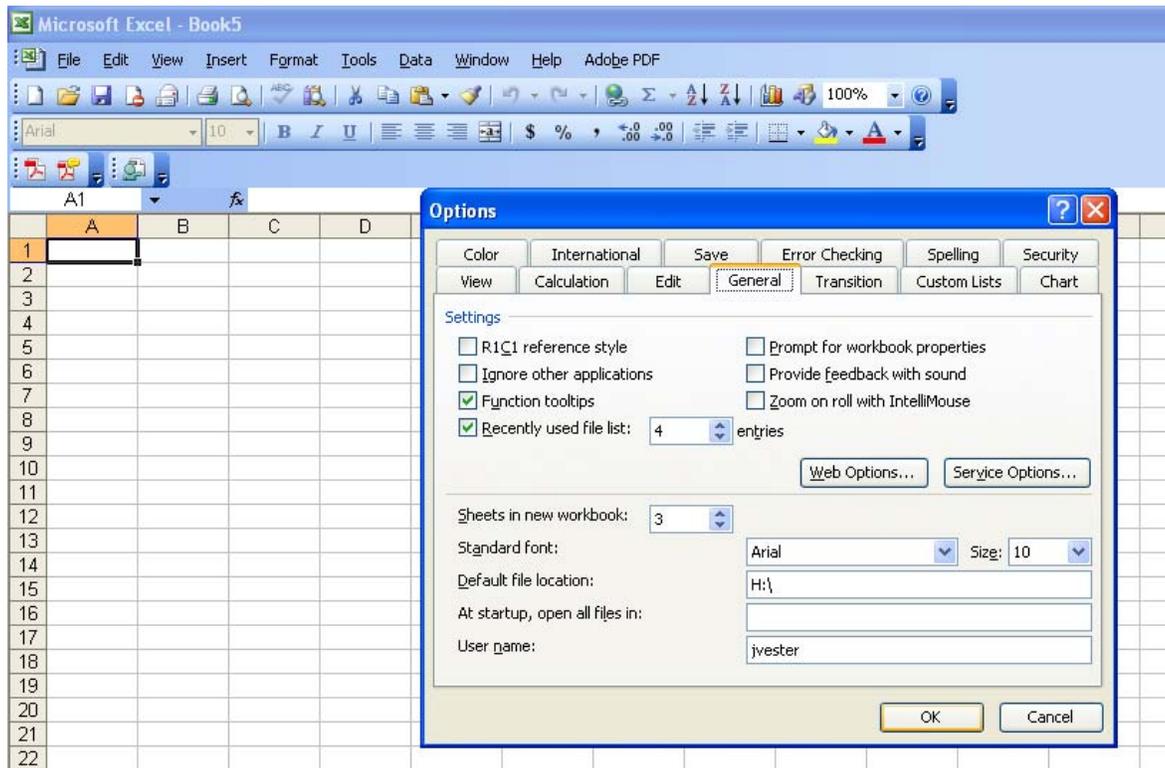
Step 1

Open Microsoft Excel. With a blank document open, click on “Tools” and choose “Options.” (If “Options” does not appear, click on the down arrow at the bottom of the pull down menu.)



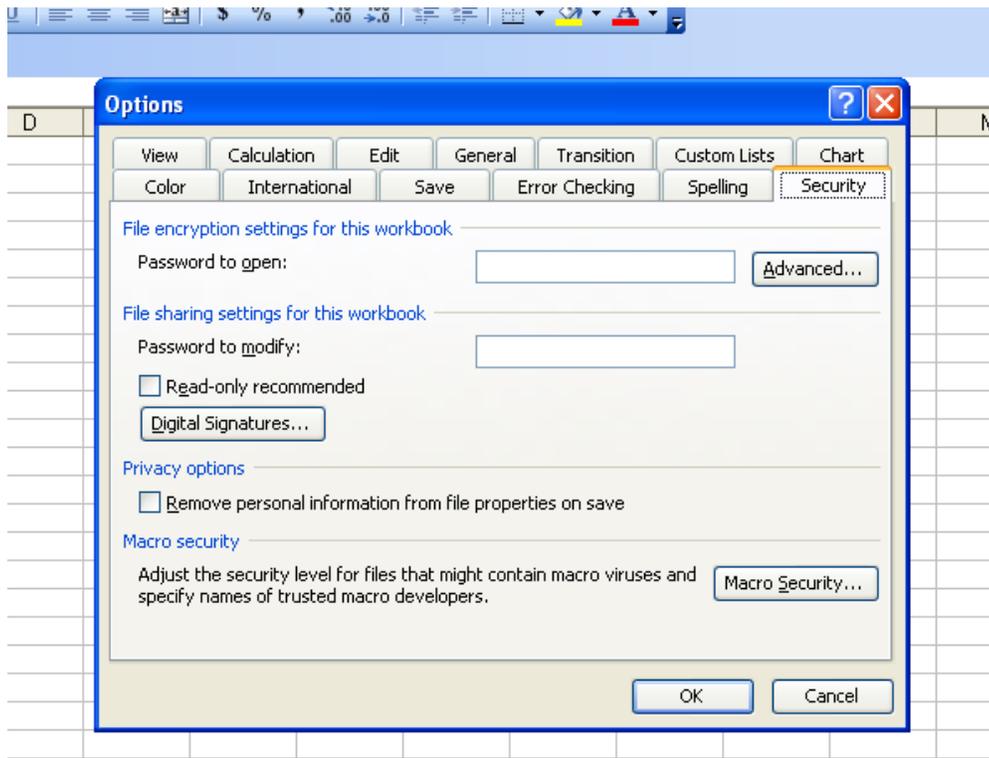
Step 2

Click “Options” on the “tools menu. You should see a screen like this:



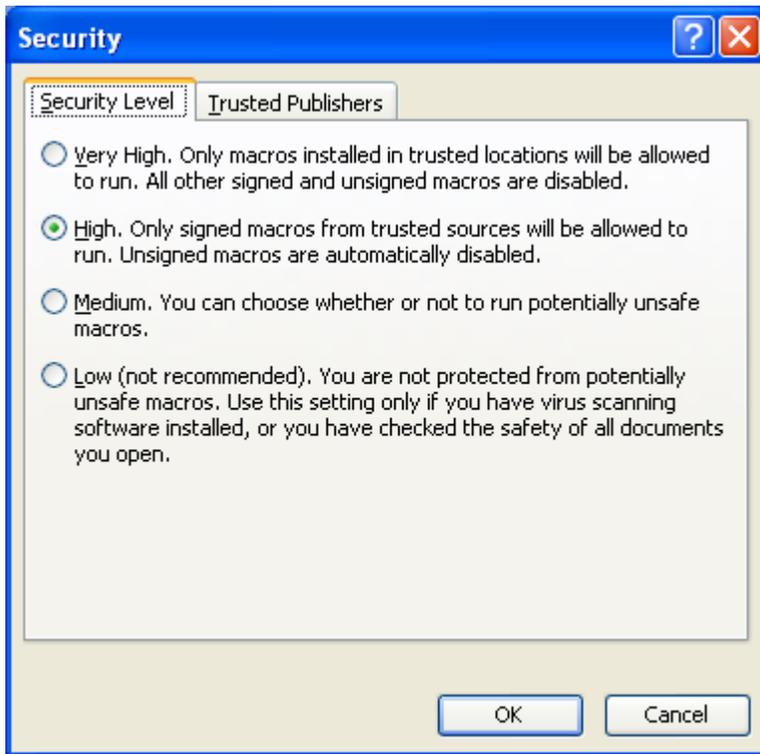
Step 3

Next, click on “Security” in the upper right corner. Your screen should then show:



Step 4

Next, click on “Macro Security...” near the lower right of the window. Your screen should show:

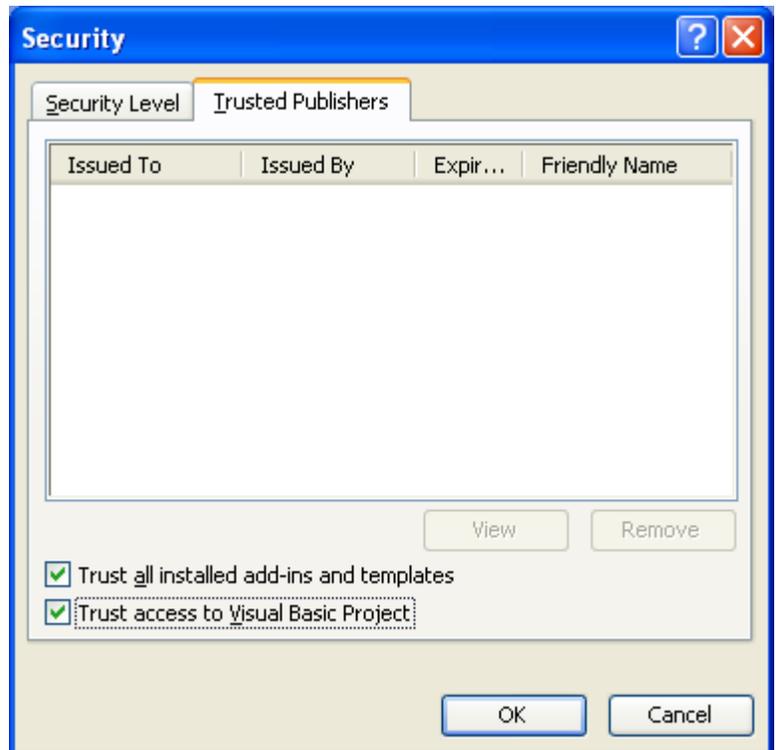


Step 5

Verify that the security level is set to “High” or lower; Macros will not work if security is set to “very high.”

Step 6

Click on the “Trusted Publisher” tab at the top and verify that both items are selected. Your screen should look like this;



Step 7

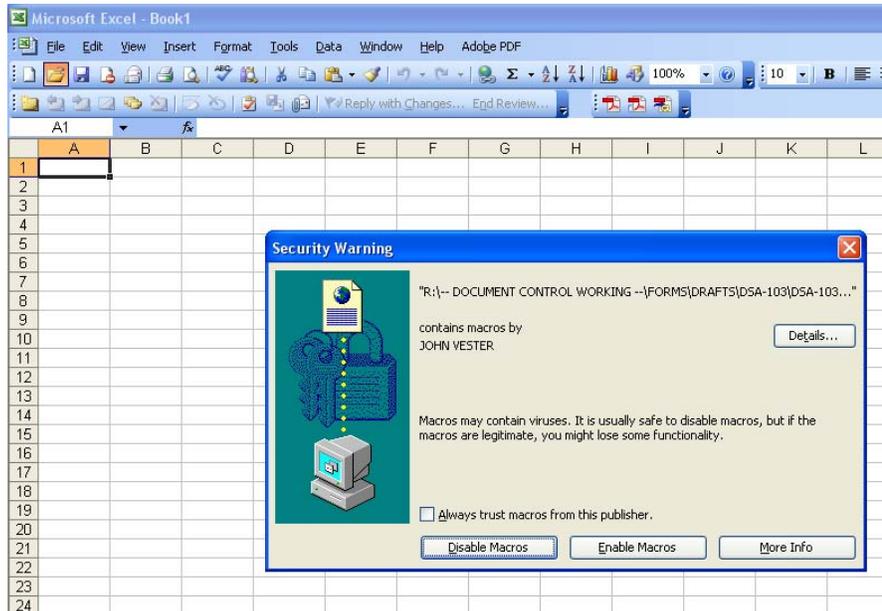
Click “OK” on “Security” window and again on the “Options” window.

Step 8

Download the T&I List (Form DSA-103) from the DSA website and save it to your hard drive.

Step 9

Open the T&I List. The first time you open it you may see a warning message as shown:



Step 10

Click the small checkbox that says “Always trust macros from this publisher.” Then click “Enable Macros.”

From now on you should be able to open the T&I List simply by clicking on it. You shouldn’t receive any warning messages about “enabling macros.”

DISCLAIMER:

These instructions and screenshots were developed for Windows XP Professional operating system and Microsoft Office Excel 2003. Procedures for other versions may differ.