

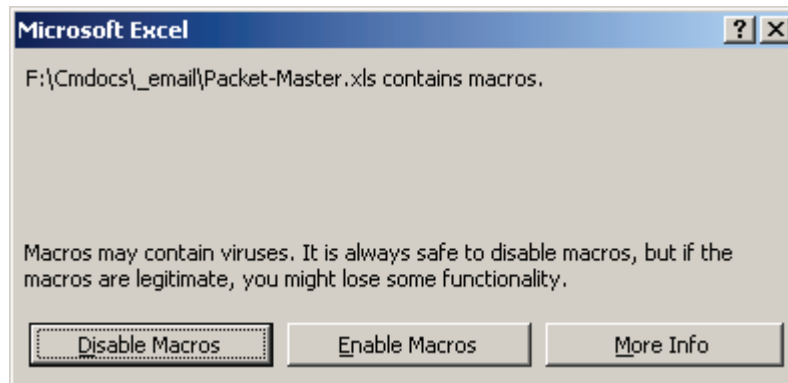
Downloading Instructions and Macros

1. Download the application from the website:

- Right click over “Application” link
- Save Target As
- Save As Dialogue box appears. Save to a trusted location.
- Open the file in MS Excel

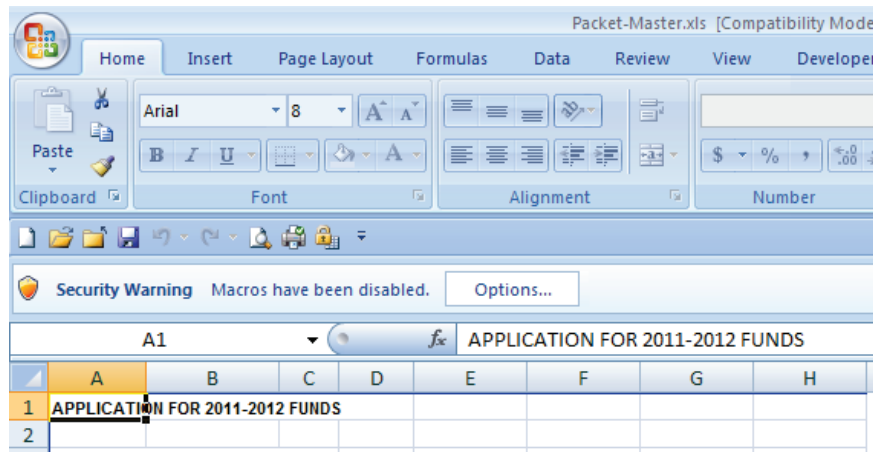
2. Enabling Macros

- a. MS Excel 2000 Users may be prompted to Enable Macros.



- Click on Enable Macros

- b. MS Excel 2007 Users may be prompted with a Security Warning regarding Macros:



- Click on Options...
- Click on “Enable this content”
- Click on “OK”

Macros must be enabled in order to enter text into the text boxes.