

## Excel Trust Center Settings- nVision Optimization

## Macros, File Block, Protected View and Add-in Settings for nVision

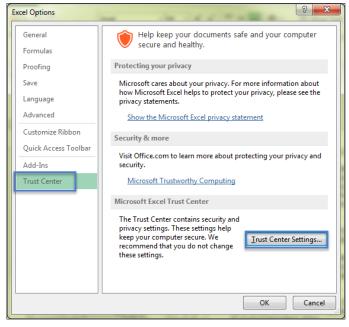
To modify Excel *Trust Center* settings to be compatible with nVision reporting, **click** the 'File' tab in your open Excel spreadsheet.

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From the file menu, **choose** 'Options'. The Excel Options box opens.

In the menu on the left, **choose** '*Trust Center*'. On the right hand side, **click** the '*Trust Center Settings...*' button.





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The *Trust Center* dialog box opens. **Choose** '*File Block Settings*'. The below pictured boxes should be checked/unchecked. **Uncheck** any file types you would like to be able to freely open or save.

Trusted Publishers	File Block Settings			
Trusted Locations				
Trusted Documents	For each file type, you can select the Open and Save check boxes. By selecting Op opens it in Protected View. By selecting Save, Excel prevents saving in this file typ		le type, oi	
Trusted App Catalogs	File Type	Open	Save	-
Add-ins	Excel 2007 and later Workbooks and Templates			
	Excel 2007 and later Macro-Enabled Workbooks and Templates			
ActiveX Settings	Excel 2007 and later Add-in Files			
Macro Settings	Excel 2007 and later Binary Workbooks			
Protected View	OpenDocument Spreadsheet Files			
	Excel 97-2003 Add-in Files			Ξ
Message Bar	Excel 97-2003 Workbooks and Templates			
External Content	Excel 95-97 Workbooks and Templates			
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	Open behavior for selected file types:			
	Do not open selected file types			
	Open selected file types in Protected View			
	Open selected file types in Protected View and allow editing			
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## Next, select the 'Protected View' menu item. The Protected View screen should look like so:

rust Center	
Trusted Publishers	Protected View
Trusted Locations	Protected View opens potentially dangerous files, without any security prompts, in a restricted mode
Trusted Documents	to help minimize harm to your computer. By disabling Protected View you could be exposing your computer to possible security threats.
Trusted App Catalogs	Enable Protected View for files originating from the Internet
Add-ins	Enable Protected View for files located in potentially unsafe locations ()
ActiveX Settings	Enable Protected View for <u>O</u> utlook attachments
Macro Settings	
Protected View	
Message Bar	
External Content	
File Block Settings	
Privacy Options	
	OK Cancel

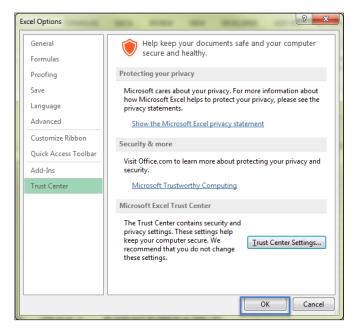


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Next, **select** the '*Macro Settings*' menu item. Only modify this setting if you are having difficulty with nVision reports with macros. To enable macros for nVision, the *Macro Settings* screen should look like so:

Privacy Options	Trusted Publishers Trusted Publishers Trusted Locations Trusted Documents Trusted App Catalogs Add-ins ActiveX Settings Macro Settings Protected View Message Bar External Content File Block Settings	Macro Settings <ul> <li>Disable all macros without notification</li> <li>Disable all macros with notification</li> <li>Disable all macros except digitally signed macros</li> <li>Enable all macros (not recommended; potentially dangerous code can run)</li> </ul> Developer Macro Settings <ul> <li>Trust access to the <u>VBA</u> project object model</li> </ul>	
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Click 'OK' to apply changes. Click 'OK' in the Excel Options window to save your changes and exit.



In your Excel workbook, you should see the 'ADD-INS' tab and a dropdown menu for nVisionDrill. If you do not have this option, please contact <u>Problem Solvers</u> and ask for a copy of the DrilltoPIA.xla Add-In file. Your local IT Support staff can install this in your Excel directory.

Your Excel settings should now be optimized for nVision reporting. If you need additional assistance with Excel, please contact your local IT Support staff. For additional assistance with the nVision reporting tool, please email <u>uwsaproblemsolvers@maillist.uwsa.edu</u>.