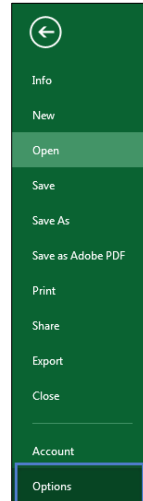
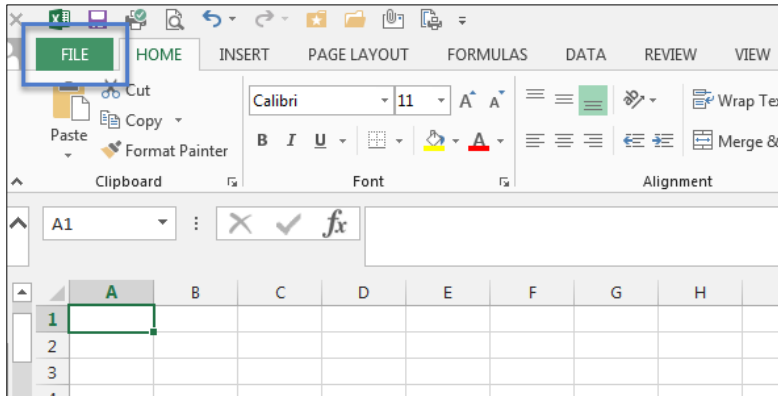


Excel Trust Center Settings- nVision Optimization

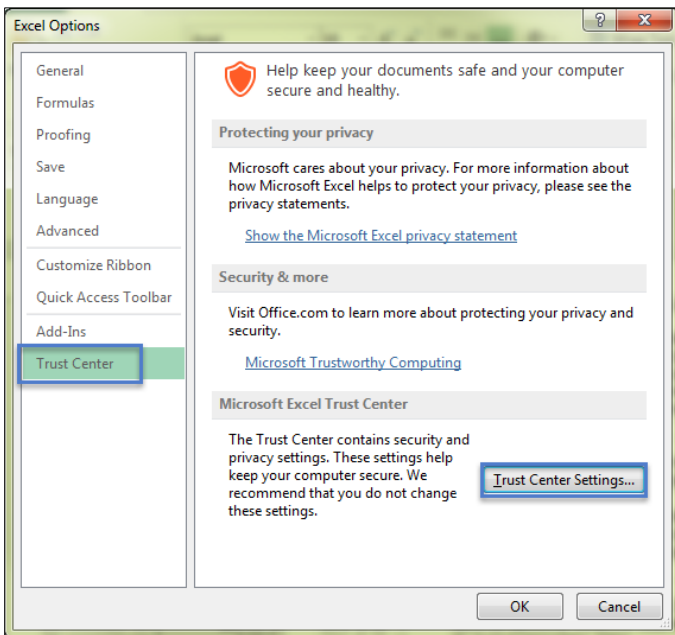
Macros, File Block, Protected View and Add-in Settings for nVision

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

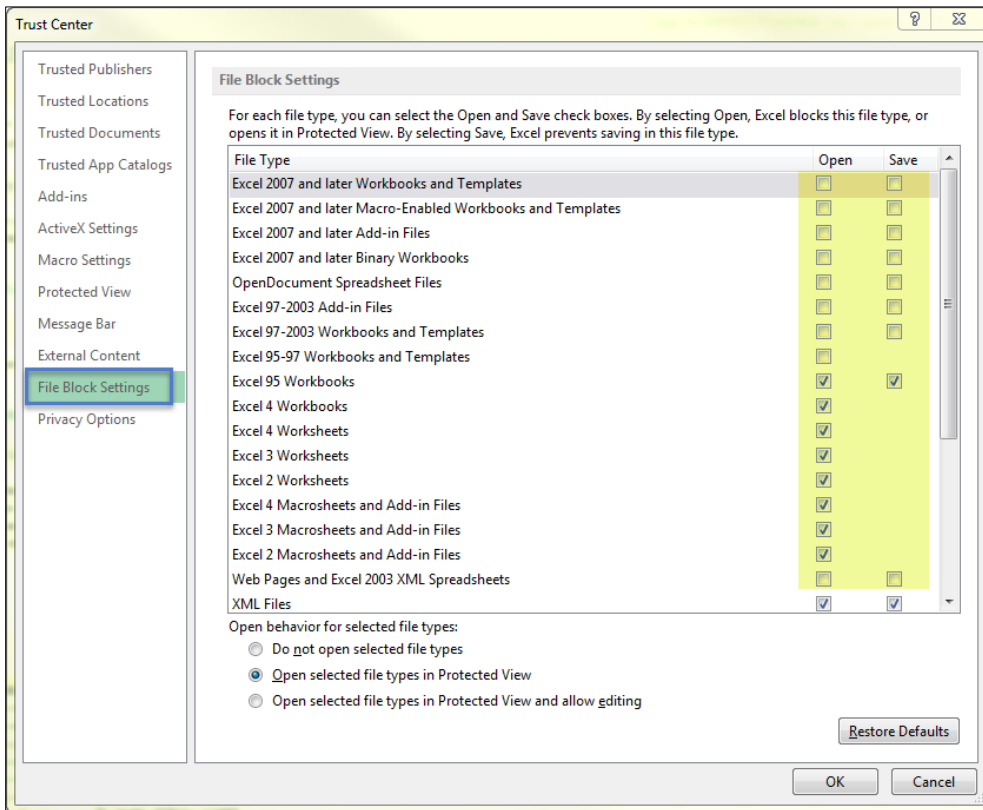


From the file menu, **choose** 'Options'. The *Excel Options* box opens.

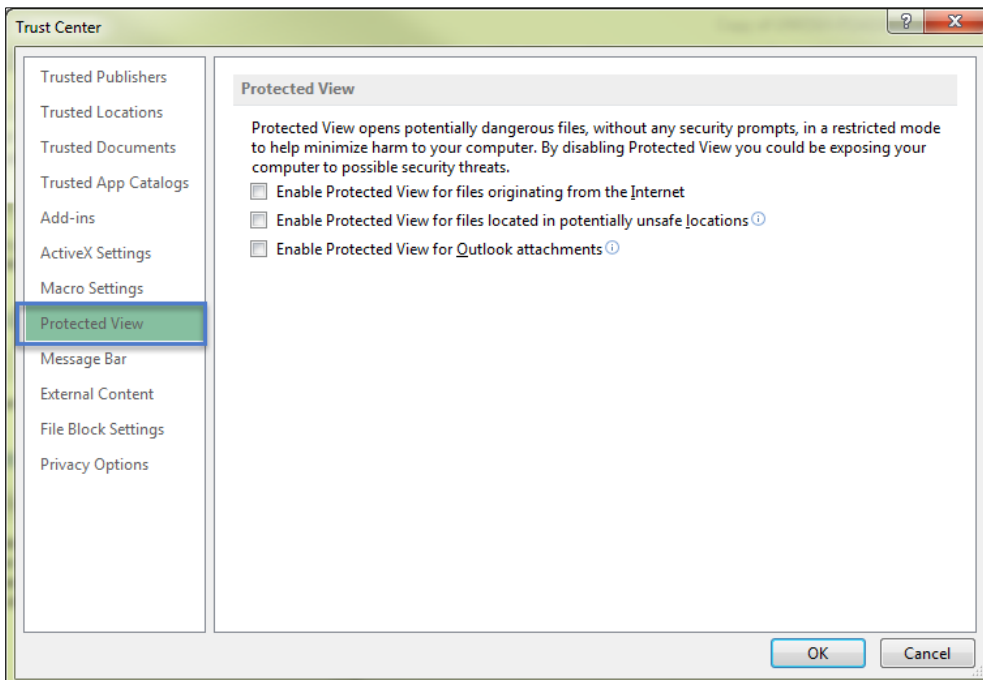
In the menu on the left, **choose** 'Trust Center'. On the right hand side, **click** the 'Trust Center Settings...' button.



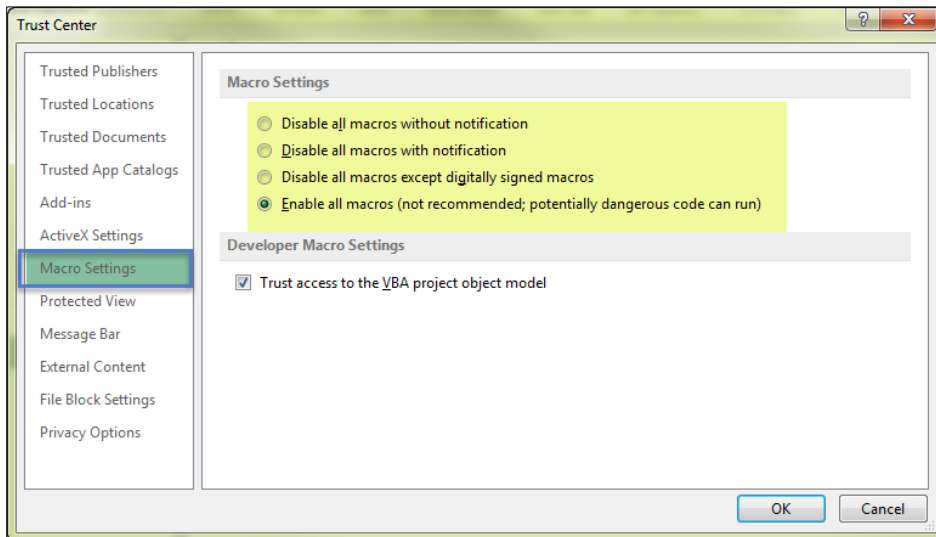
The *Trust Center* dialog box opens. **Choose 'File Block Settings'**. The below pictured boxes should be checked/unchecked. **Uncheck** any file types you would like to be able to freely open or save.



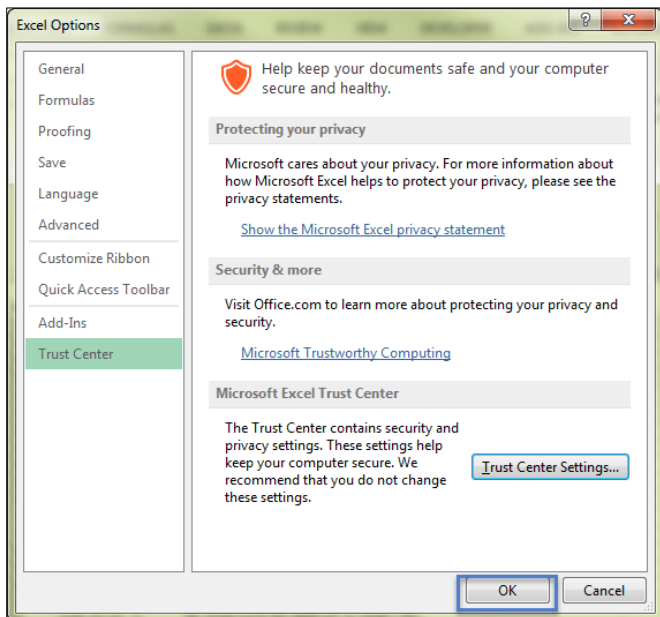
Next, **select the 'Protected View'** menu item. The *Protected View* screen should look like so:



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:



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 [Problem Solvers](#) 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 uwsaproblemsolvers@maillist.uwsa.edu.