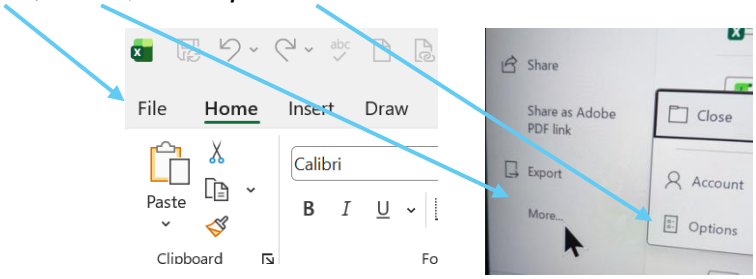
RowleyRaceDynamics

User Excel Download, Unzip and Open Macros Help File

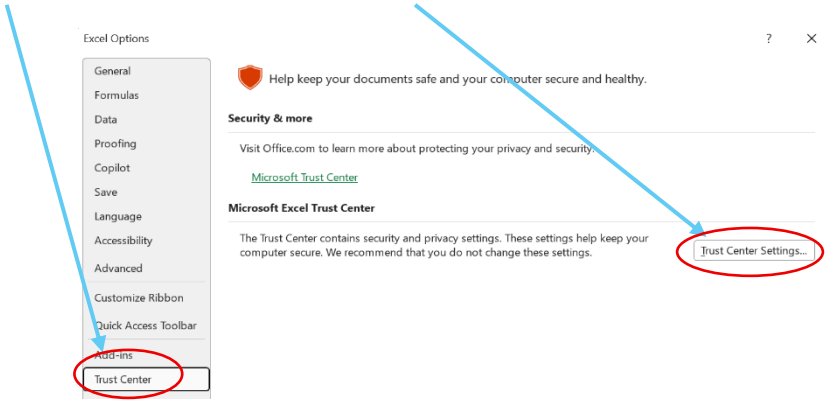
Depending on your computer's Excel settings and the Windows software you have installed, the graphical results may look slightly different; however, the procedure should remain the same.

1. Before opening any individual Excel files, the user must first set the ***Trust Center Settings***.

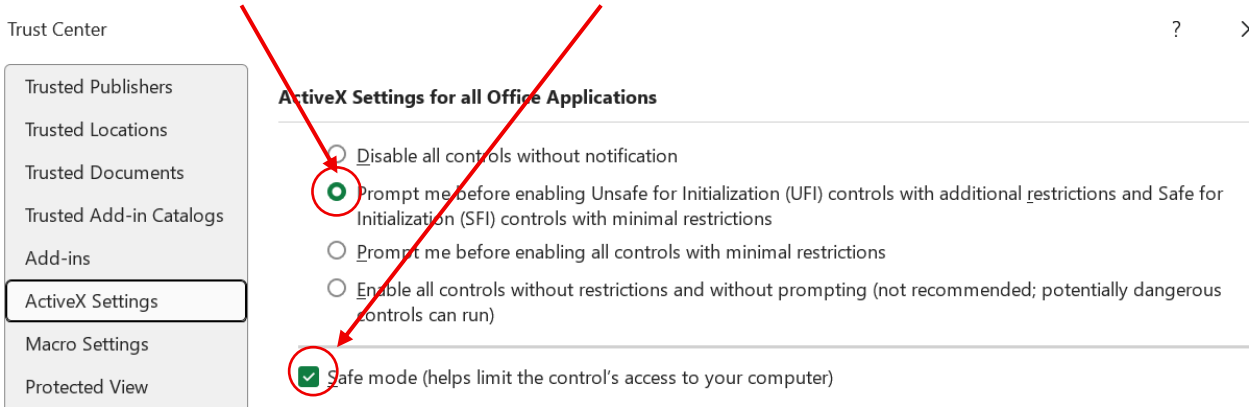
2. Click on *File, More*, and *Options*



3. Click on *Trust Center* and then Trust Center Settings.

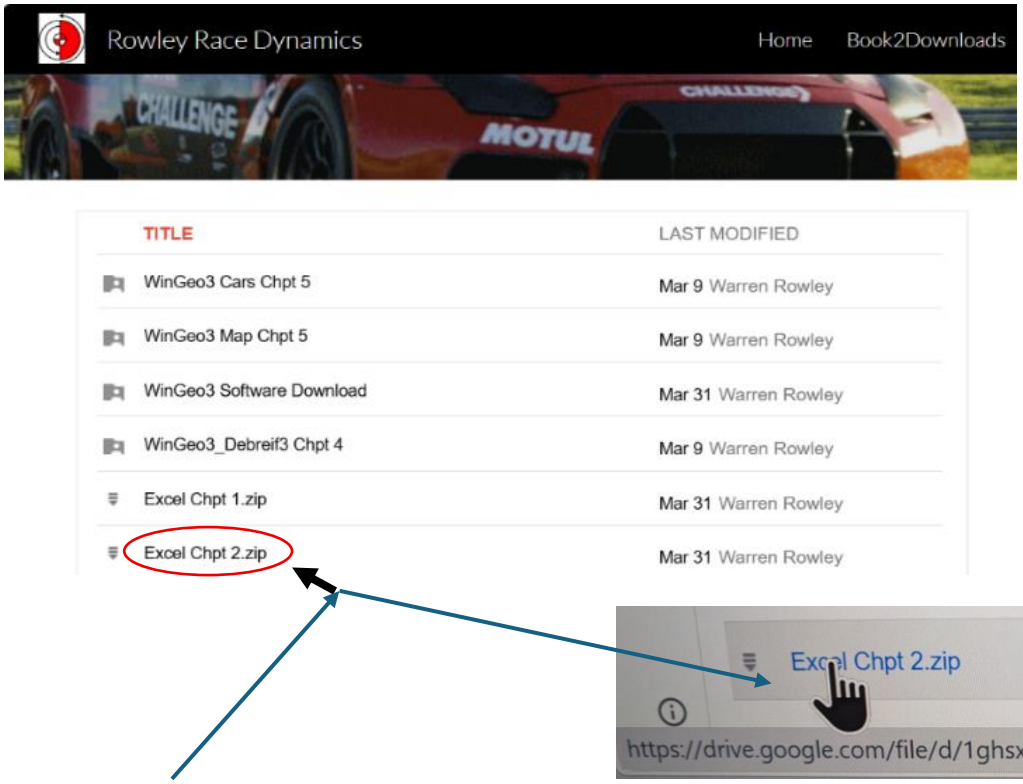


4. Click on *Prompt me before enabling* - - and *Safe Mode.*



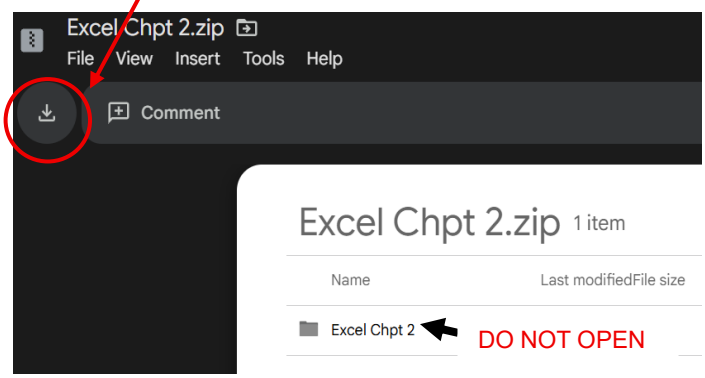
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5. Open the File - https://www.rowleyrace.com/downloads
   If this does not open the download file, open your browser window and **manually type** in *rowleyrace.com/downloads*



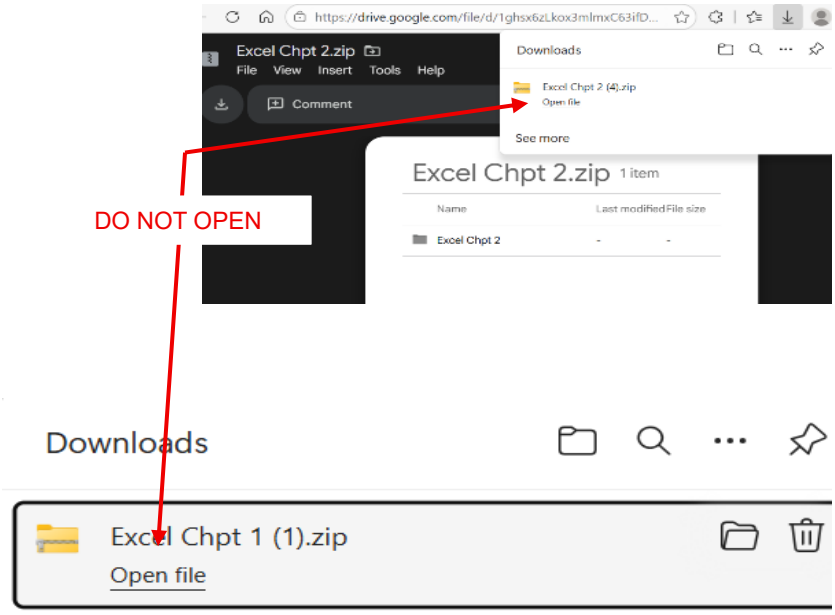
6. Place the arrow over the File you want to open (it will turn into a hand with a pointing finger) and left-click once. Notice that when the finger is over the File name, the text turns blue.

7. When the following Window opens, **left-click** the download arrow in the top-left corner.

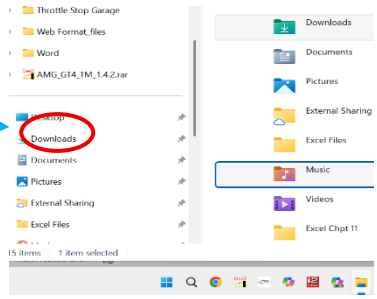


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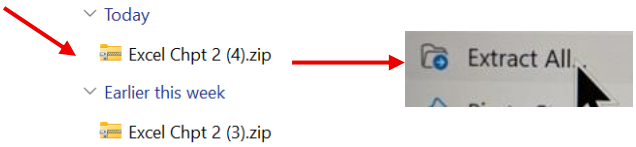
8. After clicking the download button, a window will open indicating that the download is complete – this can take a bit of time. However, **do not download the File from this Window**.



9. I**nstead**, go to the **Home File Explorer** and open the **Downloads** folder.



10. With the cursor over the file name, **right-click** and then **left-click** on **Extract All**.



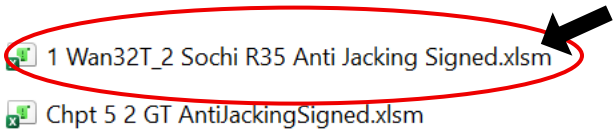
11. You can now resave the unzipped File (s) to your computer or to the cloud documents folder, for example, *Book 2 Software*.

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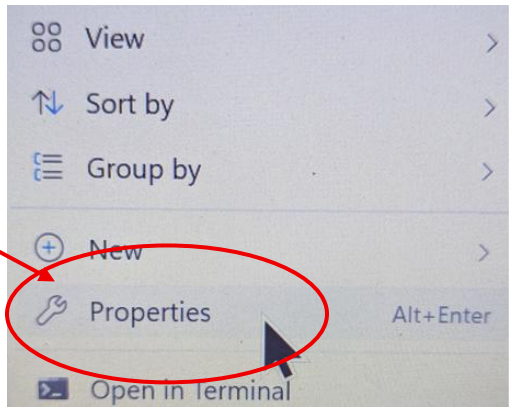
13. Do not skip this step.

Very Important: To stop Microsoft from blocking the Macros (Spinners).

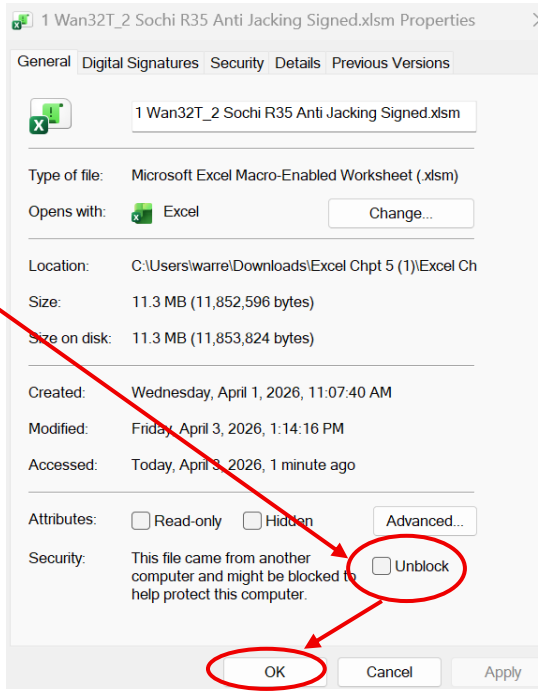
- **Before** you open each chapter's individual files
- Place the cursor over the File you want to open and right-click



- Click on properties



- Check the **Unblock** box and click OK.

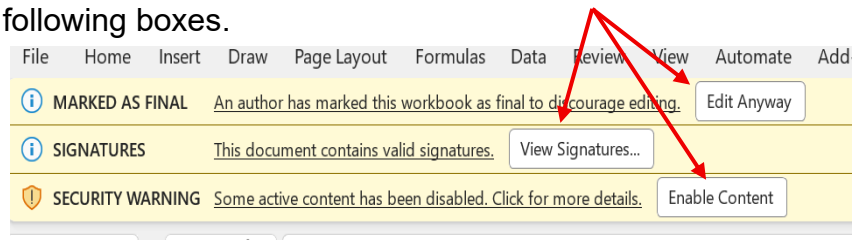


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14. Checking to see if the **Signed** Excel file is working as a signed document: Open the file, and you will see something like what is shown below.

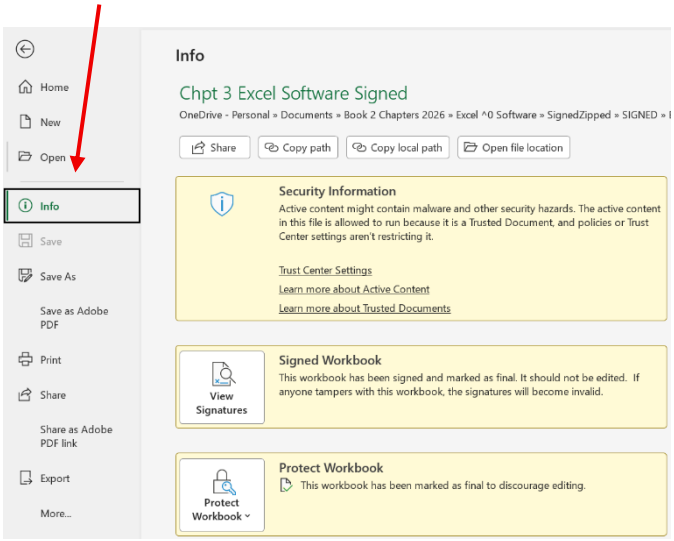
    Important: If you want to keep the Excel file as a signed document, **Do Not Click** on any of the following boxes.

    When closing the file: DO NOT SAVE THE FILE.



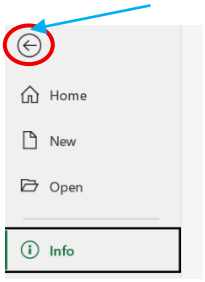
15. Click on **File** (top left corner) and then **Info**

- The top box (***Security Information***) displays this panel when the file contains Active Content (macros, data connections, ActiveX, signatures, etc.). Depending on the computer setting, this panel may not be shown.

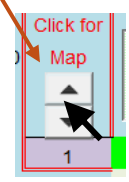


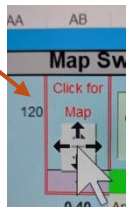
- **Do Not Click** on any of the panels.

- To get back to the Excel model, click on the arrow in the top left corner.



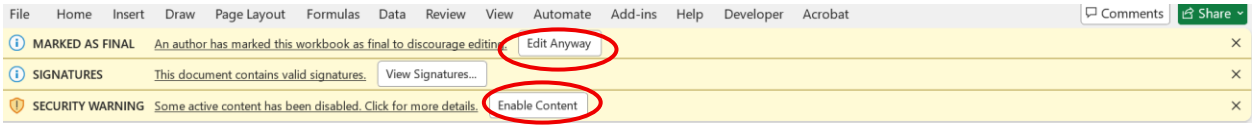
16. If the active worksheet has a macro, such as a spinner, and you hover the cursor over the spinner, and the cursor arrow is not changed, the cell is active. If the cursor is shown as a white arrow with four small black arrows protruding from the tip of the arrowhead, it is **not active**. In this case, the user will need to go back to step 13.





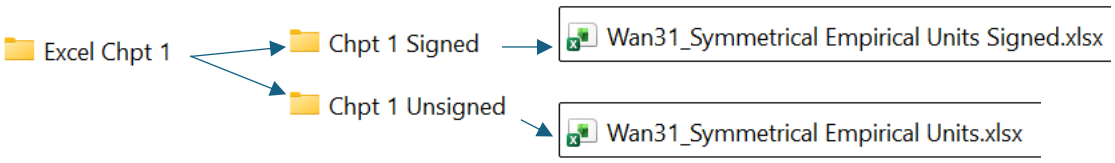
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17. To remove the sign component and turn the Excel file into a **working document**, click **Edit Anyway**, then ***Enable***.



- Save the file as unsigned, close and reopen the file. The Excel file is now ready to be used.

- For example from: Wan32_*Symmetric Metric Units Signed.xlsx* to *Wan32_Symmetric Metric Units.xlsx*. You will probably want to save the unsigned documents in a new folder.



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