

How to: Troubleshoot Excel macro-enabled (xlsm) files

If a CEG resource in Excel does not function as you expect, follow the steps below to ensure that 'macros' are enabled. If you still have difficulties, please contact your [local CEG facilitator](#) who can help you set up our tools and use them effectively.

What are macros?

Macros are automated actions in Excel that our APL tools, invoicing tools, and some dashboards use to run - without them, the tools will not work. They enable automated processes when copying and pasting data, formatting cells, performing calculations, and filtering data.

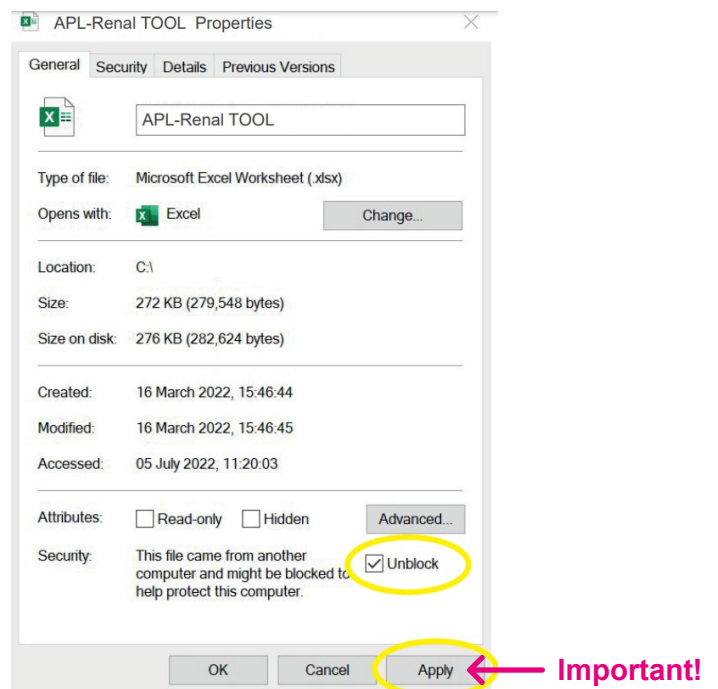
Microsoft sometimes blocks macros by default. Here are three suggested options to get around this:

Troubleshooting solution #1: Unblock macros, enable content

Before opening the file

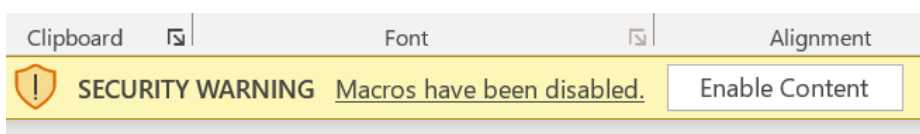
1. Right click on the XLSM file and select '**Properties**'.
2. In the 'General' tab, tick the box to '**Unblock**'.
3. Click '**Apply**'. (You must click 'Apply' before 'OK', otherwise the change won't take effect).
4. Click '**OK**'.

Note: If you accidentally click 'OK' without clicking 'Apply', the option will no longer be visible and you will need to download the file again.



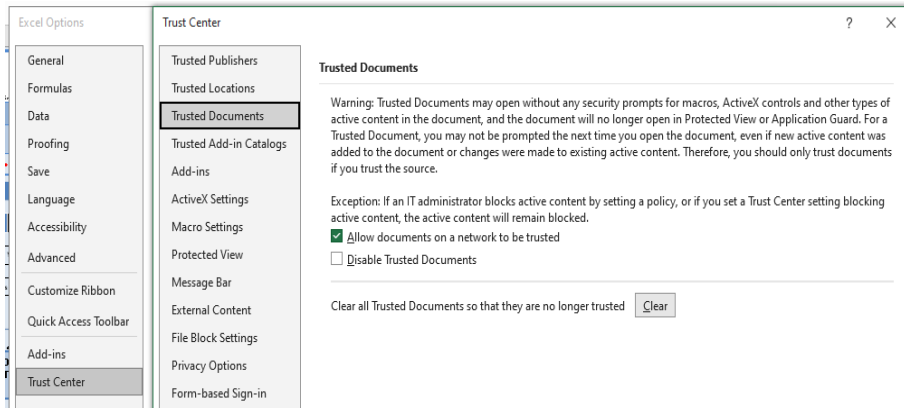
After opening the file

If you see this prompt, click '**Enable Content**':

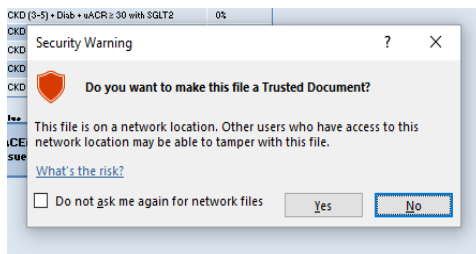


Troubleshooting solution #2: Add as a 'Trusted Document'

In the Excel file, go to: **File / Options / Trust Center / Trusted Documents**



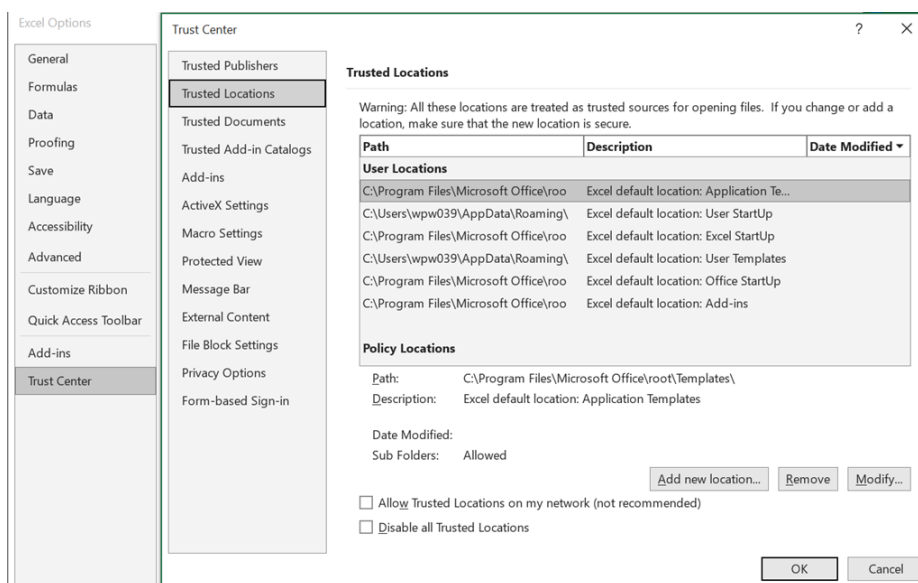
You may also see this prompt. Click 'Yes' to make the file a trusted document.



Troubleshooting solution #3: Add to a 'Trusted Location'

You can create a **short** file location where you wish to save the file. Then add that file path name as a 'Trusted Location'. (The file path must be short to be accepted, so do not create a location within folders within folders...)

In the Excel file, go to: **File / Options / Trust Center / Trusted Locations**



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