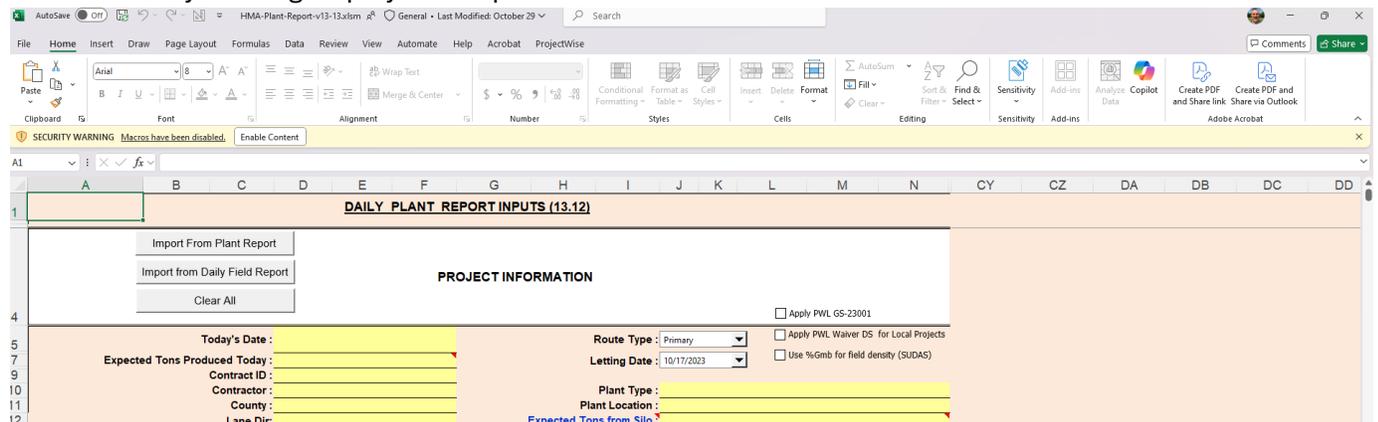


# Macro Troubleshooting for SHADES, Plant Report, and Charting Spreadsheets

1. Ensure macros are enabled in Excel. If macros are disabled then the programs will not be able to run. You will want to either choose disable all macros with notification or enable all macros. The step by step guide for these settings is as follows:

1. Open Excel and click the File tab.
2. Click Options at the bottom of the left-hand menu.
3. In the Excel Options window, select Trust Center from the left pane.
4. Click Trust Center Settings....
5. In the Trust Center dialog box, select Macro Settings.
6. Choose your desired security option:
  - o **Disable all macros with notification** This is typically the default setting in Excel and will prompt you to enable macros when you open a file containing them. For the programs to run properly you will need to select enable content. An example of the warning notification is as follows:

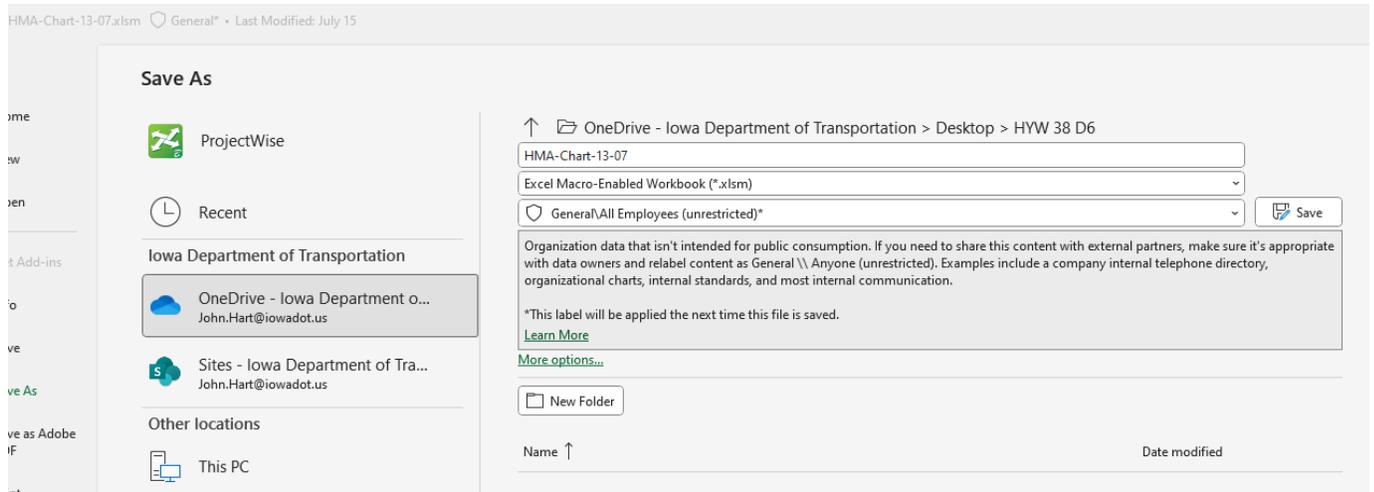
Excel spreadsheet titled "Daily Plant Report Inputs (13.12)" showing a project information form with fields for date, contract ID, contractor, county, route type, letting date, plant type, and location, with macro security warning displayed at top.



- o **Enable all macros:** This will enable all macros without a warning, but provides no security as it can expose you to malicious code. If this setting is

selected the macros will automatically run in the spreadsheet but again you could be exposed to malicious code.

2. Ensure the file format is saved in .xlsm as this ensures the spreadsheet is operational with macros. A file saved with .xlsx is a spreadsheet that does not have macros enabled and will not function properly. The type of format the file is saved in is determined when using save as and can be selected below the filename as shown below. All spreadsheets provided on the Iowa DOT webpage are .xlsm.



3. Ensure that analysis toolpak, analysis toolpak vba, and solver add-ins are enabled. These add-ins allow various calculations and evaluations to occur in the spreadsheet. If they are disabled, then the spreadsheet will not function properly. The step by step guide for enabling add ins is as follows:

1. Click the File tab.
2. Select Options.
3. Click Add-ins from the left-hand menu.
4. At the bottom of the screen, find the Manage dropdown menu.
5. To activate an add-in that isn't showing, select Excel Add-ins from the Manage dropdown and click Go.
6. Check the box next to the add-in you want to enable and click OK.

The following is an example of the three Add-ins active on a spreadsheet.

Excel Options

View and manage Microsoft Office Add-ins.

**Add-ins**

Name ^	Location	Type
<b>Active Application Add-ins</b>		
Acrobat PDFMaker Office COM Addin	C:\Program Files\Adobe\Acrobat DC	COM Add-in
Analysis ToolPak	C:\Program Files (x86)\Microsoft Offi	Excel Add-in
Analysis ToolPak - VBA	C:\Program Files (x86)\Microsoft Offi	Excel Add-in
ProjectWise iDesktop Integration	C:\Program Files (x86)\Bentley\Proje	COM Add-in
Solver Add-in	C:\Program Files (x86)\Microsoft Offi	Excel Add-in
<b>Inactive Application Add-ins</b>		
Date (XML)	C:\Program Files (x86)\Common File	Action
Euro Currency Tools	C:\Program Files (x86)\Microsoft Offi	Excel Add-in
Inquire	C:\Program Files (x86)\Microsoft Offi	COM Add-in
Microsoft Actions Pane 3		XML Expansion Pack
Microsoft Data Streamer for Excel	C:\Program Files (x86)\Microsoft Offi	COM Add-in

Add-in: Acrobat PDFMaker Office COM Addin  
 Publisher: Adobe Inc.  
 Compatibility: No compatibility information available  
 Location: C:\Program Files\Adobe\Acrobat DC\PDFMaker\Office\PDFMOfficeAddin.dll  
 Description: Acrobat PDFMaker Office COM Addin

Manage: Excel Add-ins Go...

OK Cancel

Film Thickness Pay Schedule  
 Location Base Price Adjustment Factor (PAF)<sup>2</sup>  
 0.15