<u>**BRN Schools Survey Database**</u>

Operating Instructions

The BRN Schools Pre-licensure Database includes macros that automate behaviors and provide subsets of the data depending on your selections. To properly use the database, you must enable macros in Excel. The following steps show you how to enable macros so that the automated functions will operate properly.

1. Open Excel
2. To enable Macros in <u>Excel 2010</u>,
    a. Click on the **File** tab
    b. Click **Options**
    c. Click on the **Trust Center** category
    d. Click **Trust Center Settings**
    e. Click the **Macro Settings** category
        i. Select **Enable all macros (not recommended; potentially dangerous code can run)**
    f. Click **OK**
    g. Close Excel
    h. Open the **BRN Schools Pre-licensure Database**
3. To enable Macros in <u>Excel 2007</u>,
    a. Click on the **Microsoft Office Button**
    b. Click **Excel Options**
    c. Click on the **Trust Center** category
    d. Click **Trust Center Settings**
    e. Click the **Macro Settings** category
        i. Select **Enable all macros (not recommended; potentially dangerous code can run)**
    f. Click **OK**
    g. Close Excel
    h. Open the **BRN Schools Pre-licensure Database**
4. If you want to reset your security settings to their previous state, follow the instructions provided above to change your security settings to the desired level.