

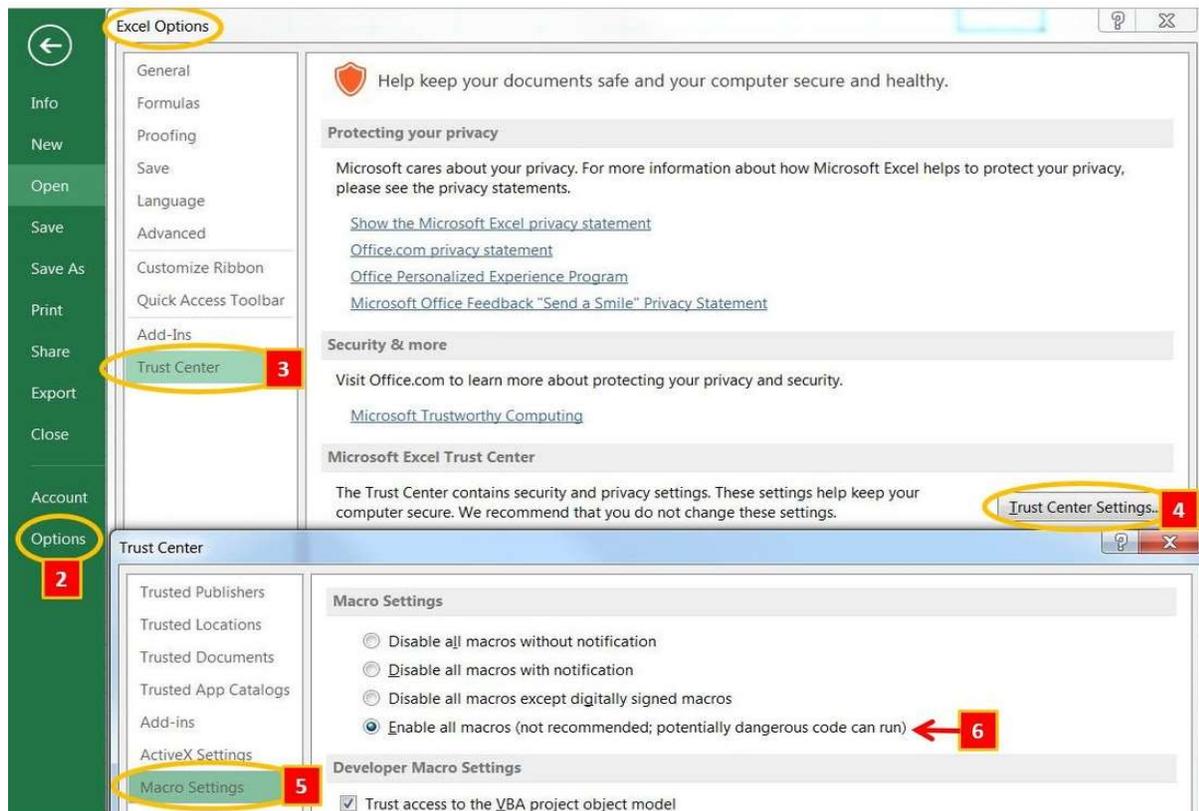
**EXCEL SETTINGS.** To fully utilize the order form template, please make the following adjustments to your Excel Security Settings:

**In Excel 2013-2016**



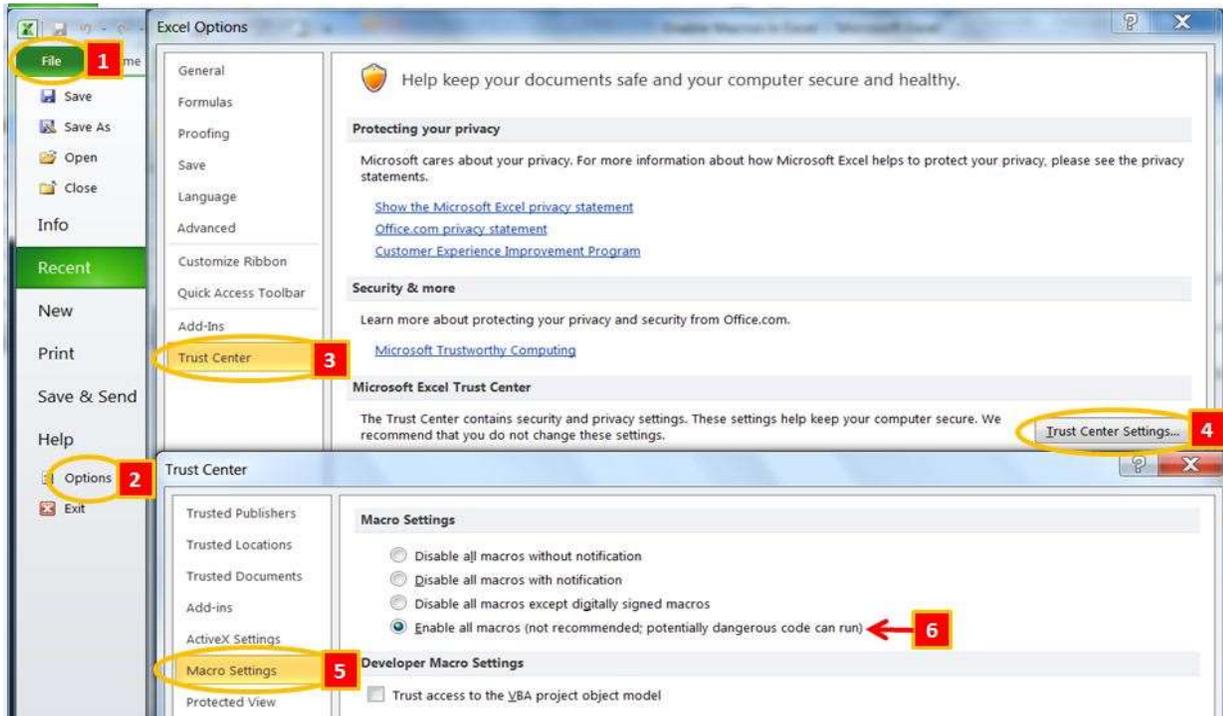
Here is what to do, if the above message is shown while opening a macro-enabled file: (XLS, XSLM, XLSB)

- Click the **File** tab (top-left most tab In the window)
- Click the Excel **Options** button.
- Click **Trust Center** in the menu on the left.
- Click **Trust Center Settings** in the window on the right.
- In the new window that opens, click **Macro Settings** in the menu on the left.
- Select **Enable all macros**.
- Click **OK**.
- Click **OK**.
- Close** all Office applications and restart Excel.



## In Excel 2010

Same as instructions listed above



## In Excel 2007

When opening the file you may see the following warning:

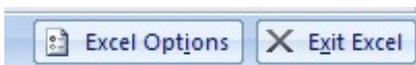


Click on the OPTIONS button and then select ENABLE THIS CONTENT  
Enabling the macro will allow you to use the automatic sort routine for the MBS Order Form.

If you do not see a warning you may need to change your security settings.  
From the Office Button in the top left corner



Select Excel Options



Select TRUST CENTER then TRUST CENTER SETTINGS...



Customize  
Add-Ins  
**Trust Center**  
Resources

[Microsoft Office Online privacy statement](#)  
[Customer Experience Improvement Program](#)

**Security & more**

Learn more about protecting your privacy and security from Microsoft Office Online.

[Microsoft Windows Security Center](#)  
[Microsoft Trustworthy Computing](#)

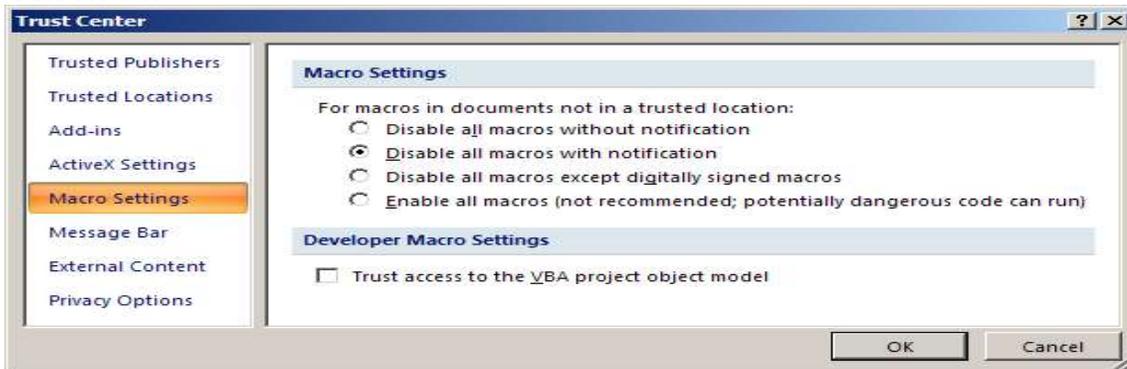
**Microsoft Office Excel Trust Center**

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

[Trust Center Settings...](#)

OK Cancel

Select MACRO SETTINGS and make sure "Disable all macros with notification" is selected...



**If when opening the template you receive a dialog box asking to check the certificate of authenticity, please do the following:**

Open Excel

From the TOOLS menu, select MACRO

Select SECURITY

Select TRUSTED PUBLISHERS

Check the box titled "Trust Access to Visual Basic Project"

Click OK.

**Upon opening the template:**

Click and do a "Save as" to an \*.xls or \*.xlsx

This will preserve your template and allow you you to use it over and over again.

### ***In Excel 2003***

From the TOOLS menu, select MACRO

Select SECURITY

Make sure Security Level is set at MEDIUM

With this setting, you will be given the options to "disable", "enable" or get "more info" on the macro. Enabling the macro will allow you to use the automatic sort routine for the MBS Order Form.

### ***In Excel 2003***

From the TOOLS menu, select MACRO

Select SECURITY

Make sure Security Level is set at MEDIUM

With this setting, you will be given the options to "disable", "enable" or get "more info" on the macro. Enabling the macro will allow you to use the automatic sort routine for the MBS Order Form.

### **Using the MBS Order Form**

Enter the quantity for each item you wish to order

Be sure to press "Enter" after the final entry

Go to the TOP of the form and click on the "**Check Mark**" icon to sort. This will move all of the items ordered to the top of the form.

You may continue to select items and sort as many times as necessary.

If the file does not sort when you click on the "Check Mark" icon, press "Enter" and try again. It should then perform the sort.

**Once you have completely finished ordering and have sorted for the last time:**

Click on the "**Order Now**" icon. This will delete all the other lines on the order form that you have not used.

Depending on the speed of your computer, this may take a minute or two. Your page may "flicker", this just means it is working.

**NOTE: Once the double check is answered "YES", this process cannot be undone.**

**To PRINT the copy:**

Simply choose to print under the FILE tab.

**To SAVE the order:**

Simply choose to SAVE AS under the FILE tab and rename your order.