

Risk Management

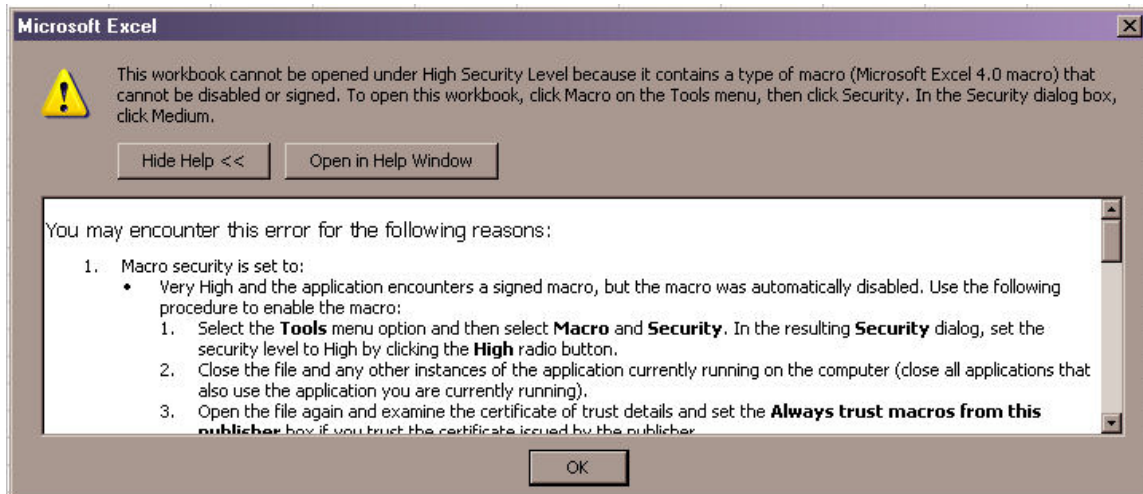
Troubleshooting Forms

If you receive an error that you cannot open a file because Macro Security is too high, follow these steps:

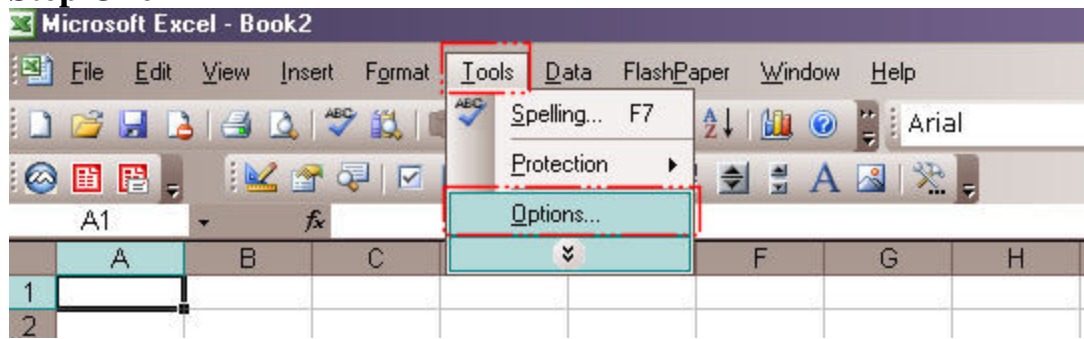
1. Open a blank (or new) Excel file.
2. From the Toolbar at the top of the page, select Tools -> Options.
3. Click Macro Security at the bottom left corner of the pop up window.
4. Select Medium
5. Click OK to save your settings and return to Excel.
6. Try reopening the file.
7. When prompted to Enable or Disable macros, select Enable.

Below is a visual representation of this process.

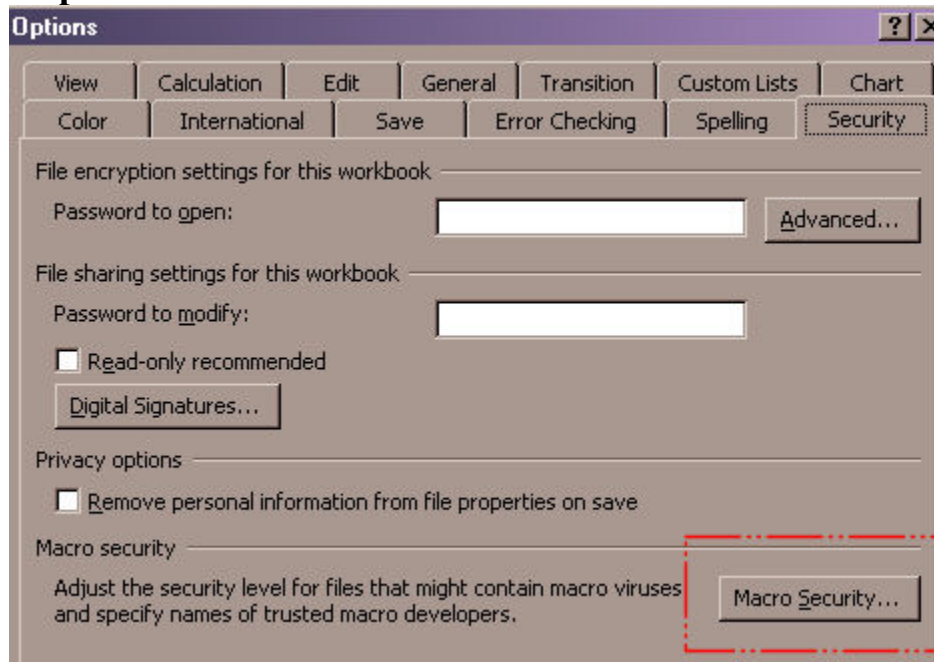
The Problem



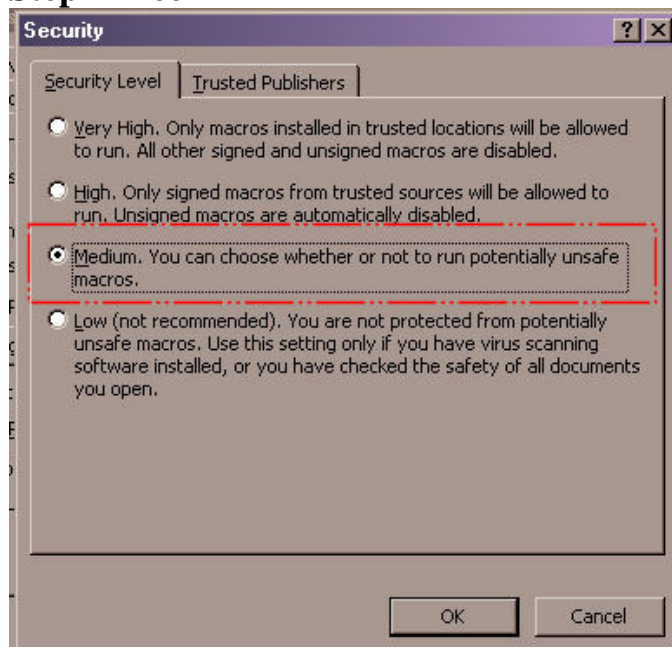
Step One



Step Two



Step Three



You are encouraged to contact the Charlotte County School District Risk Management Department when you have questions or concerns.

Charlotte County School District Risk Management

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