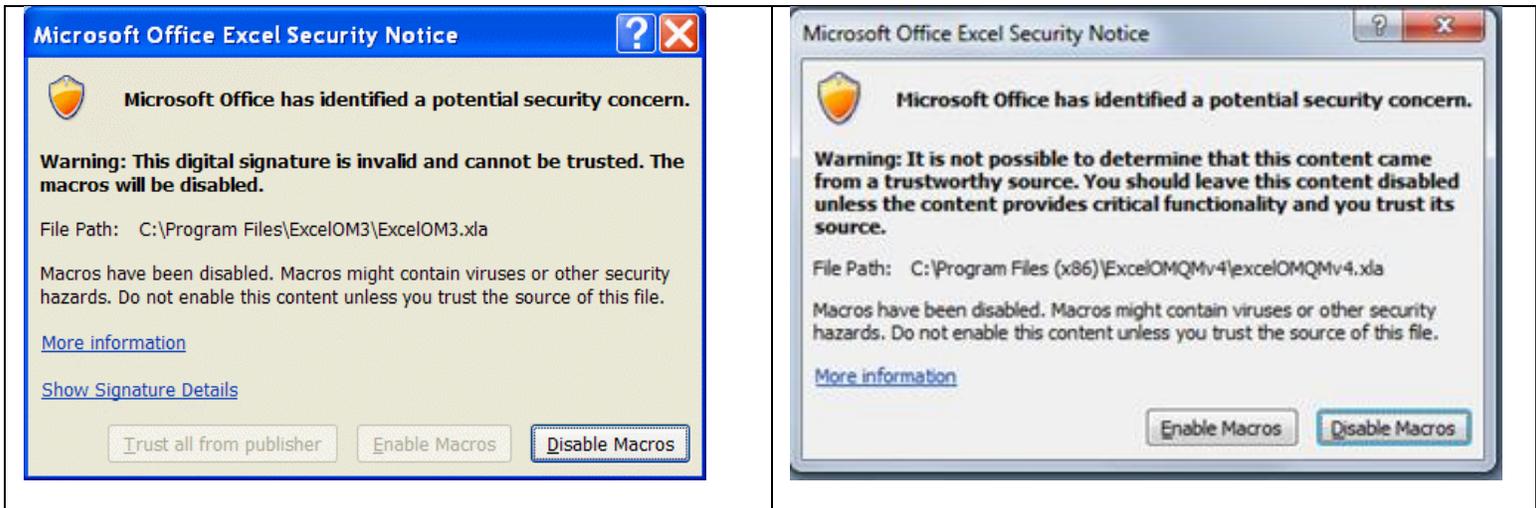


Excel 2007, Excel 2010

Security and Add-Ins

When you attempt to open one of the Pearson Excel add-ins in Excel 2007/2010 you may be confronted with one of the following windows on the screen.



If the screen has the message on the left you will not be able to open the add-in without taking the following action. For the screen on the right, by clicking Enable Macros you will open the add-in but if you want to avoid the message and the extra click every time you open the add-in then if you **create a trusted location** this should accomplish what you want. Creating a trusted location will indicate to Excel to trust all macros from the folder in which the file resides and not to issue messages about security.

Create a trusted location

The following discussion has been modified from Microsoft's discussion of trusted locations for Office 2007, <http://office.microsoft.com/en-us/excel/HA100319991033.aspx> (last visited 8/1/11). For Office 2010 the only difference is in the first step.

1. In **Excel 2007** click the **Microsoft Office Button** , and then click **Excel Options** on the bottom right of the window. In **Excel 2010** click on the File Tab then click on **Options** in the bottom left of the window just above Exit.
2. Click **Trust Center**, click **Trust Center Settings**, and then click **Trusted Locations**.
3. Click **Add new location**.

IMPORTANT We recommended that you don't make your entire Documents or My Documents folder a trusted location. Doing so creates a larger target for a hacker to potentially exploit and increases your security risk. Create a subfolder within Documents or My Documents, and make only that folder a trusted location.

- Click **Browse** to locate the folder. Depending on which Prentice-Hall Business Publishing software you have the folder will be given according to the following. Begin with the appropriate Program Folder and then append the appropriate subfolder for the add-in that accompanies the textbook.

	32 bit Windows	64 bit Windows
Program Folder	C:\Program files\	C:\Program files(x86)\

Please notice that the above selection refers to the bits for Windows, not the bits for your version of Excel.

Authors	Subfolder
Heizer/Render	ExcelOMQMv4 or ExcelOM3
Render/Stair/Hanna	ExcelOMQMv4 or ExcelQM3
Taylor	ExcelOMQMv4 or ExcelQM3
Balakrishnan/Render/Stair	ExcelModules
Krajewski	Prentice Hall\ OMExplorerKRM10 or Prentice Hall\ OMExplorerKRM9

For example, if you have a 64-bit Windows Operating System, are using the 10th edition or later of the Heizer/Render text then the trusted location should be

C:\Program files(x86)\ ExcelOMQMv4

- Click **OK**.
- Close Excel
- Open Excel OM (or another add-in for which you have made a trusted location)

If you have problems then try searching for the following on the internet: Excel Trusted Locations