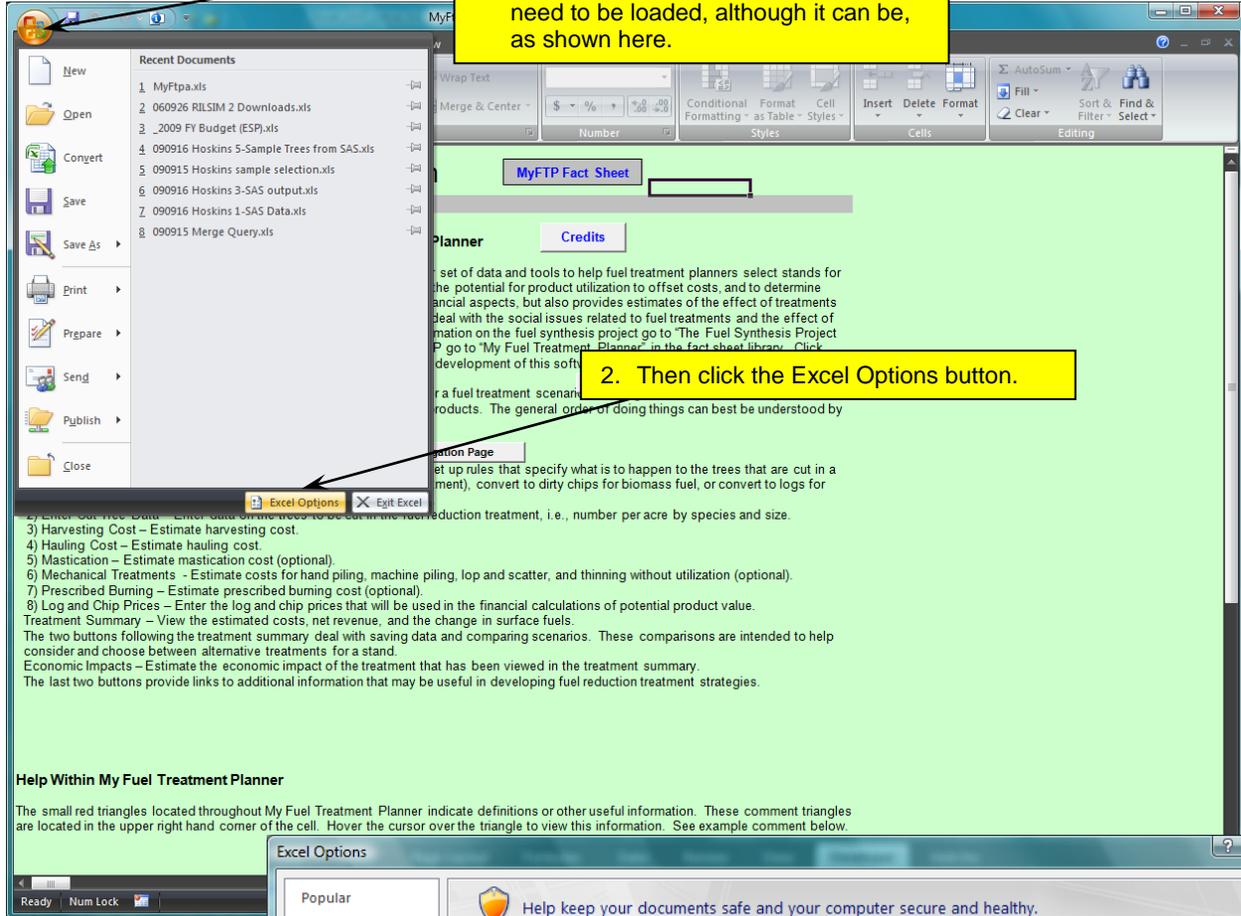


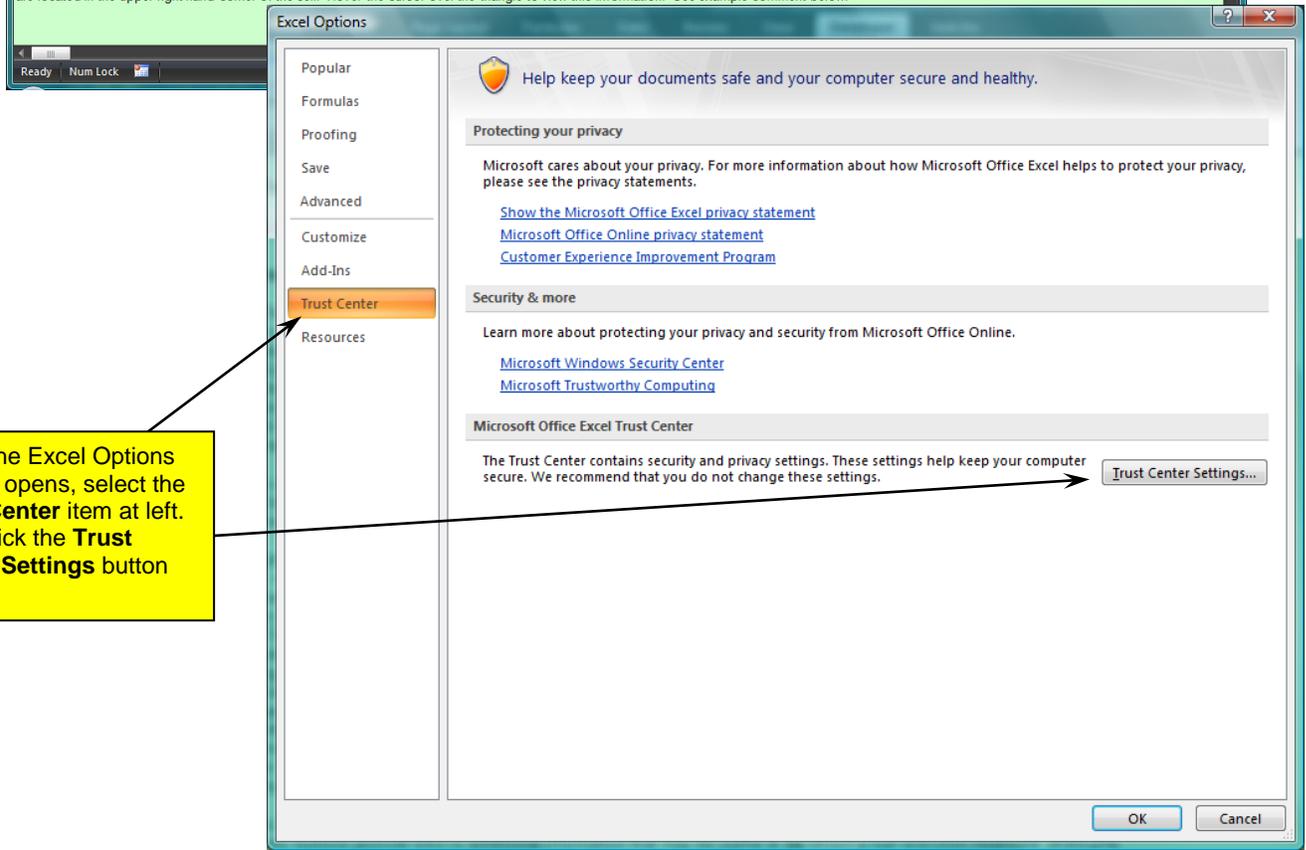
# Excel 2007 Trust and Add-In Settings for MyFTP

Dennis Dykstra, October 9, 2009, revised December 9, 2009

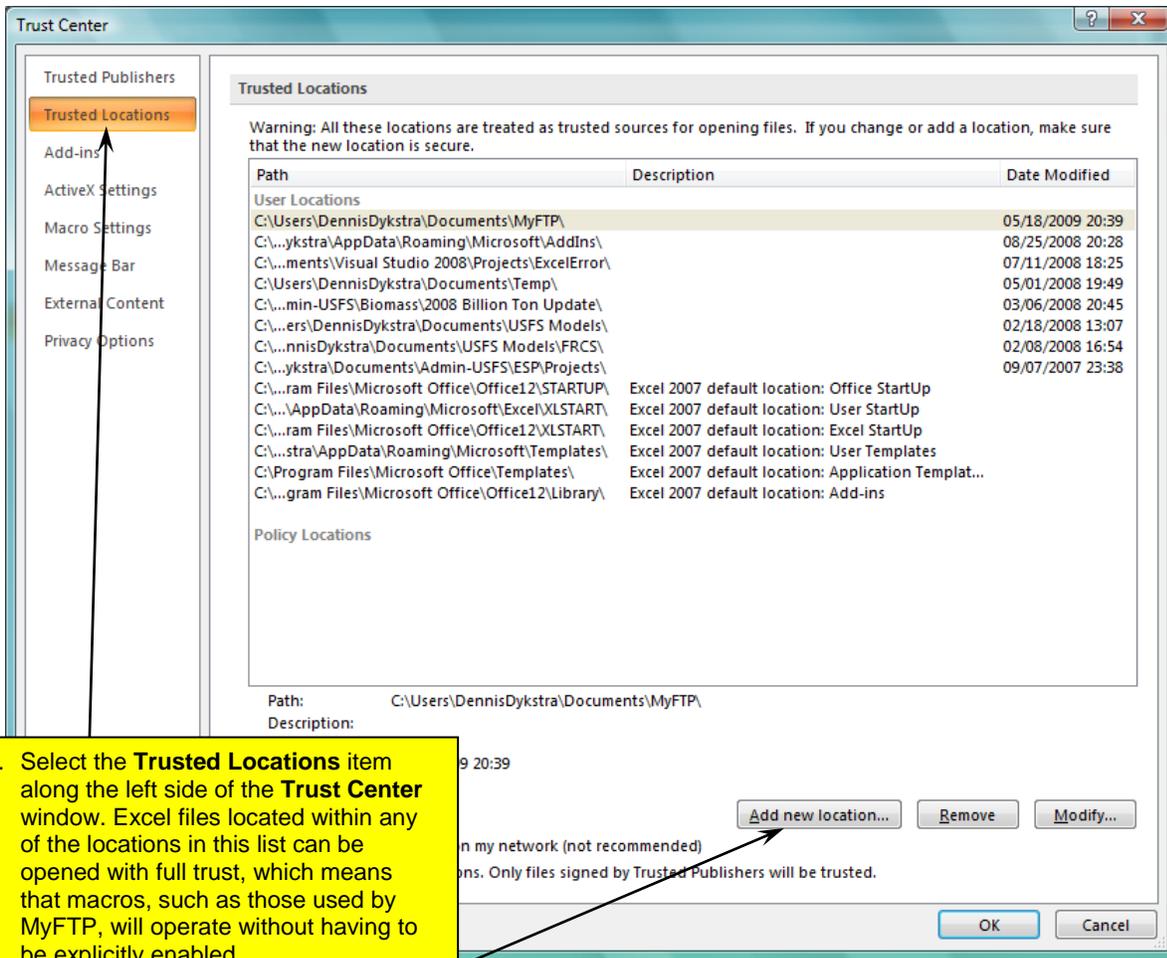
1. With Excel 2007 open, click the round Excel logo button at the upper left of the Excel window. MyFTP does not need to be loaded, although it can be, as shown here.



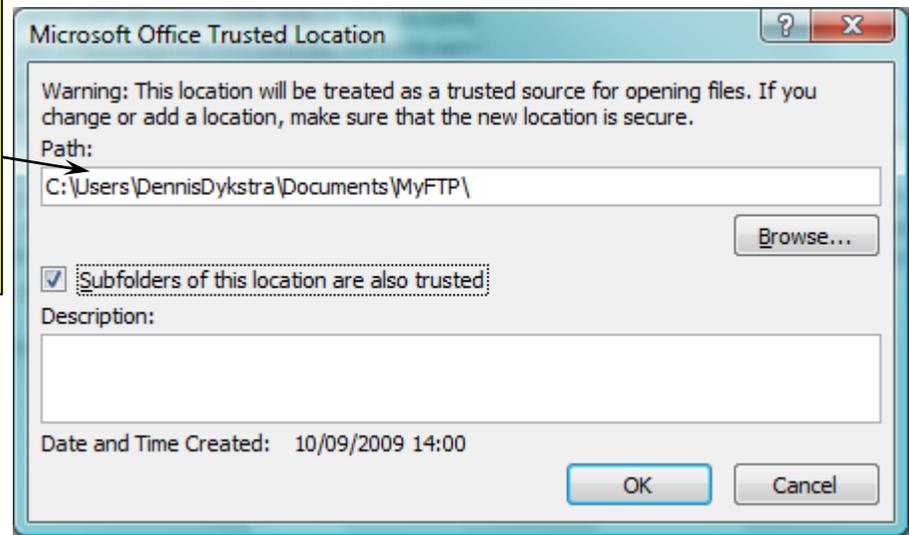
2. Then click the Excel Options button.

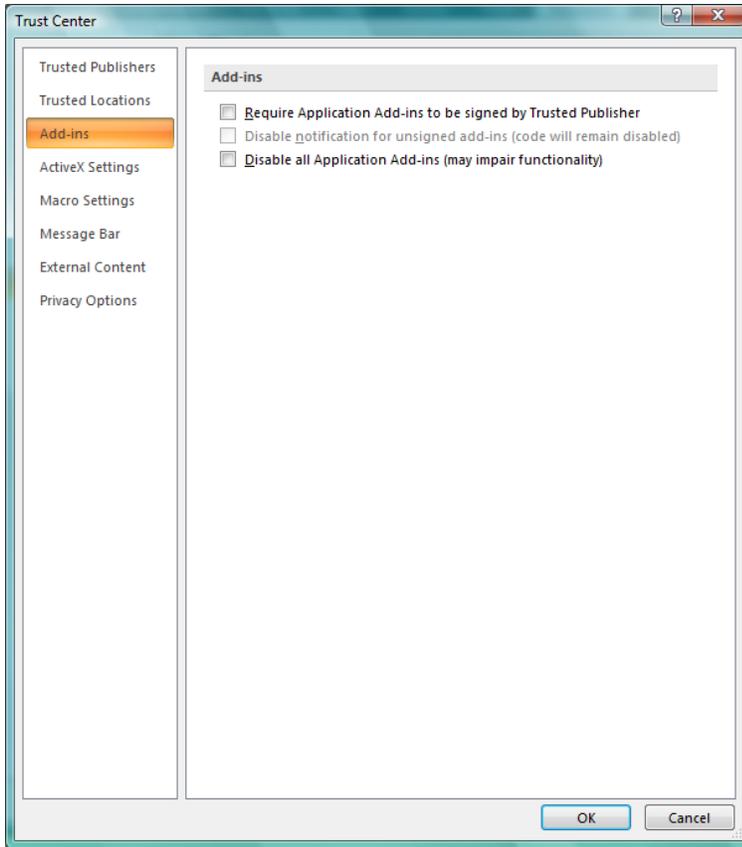


3. When the Excel Options window opens, select the **Trust Center** item at left. Then click the **Trust Center Settings** button at right.



4. Select the **Trusted Locations** item along the left side of the **Trust Center** window. Excel files located within any of the locations in this list can be opened with full trust, which means that macros, such as those used by MyFTP, will operate without having to be explicitly enabled.
5. To provide full trust to MyFTP, click the **Add new location** button.
6. The **Microsoft Office Trusted Location** dialog will open, as at right. Use the **Browse** button to navigate to the MyFTP folder. Select the **Subfolders of this location are also trusted** checkbox and then click the **OK** button. This will establish full trust for that folder and all of its subfolders.

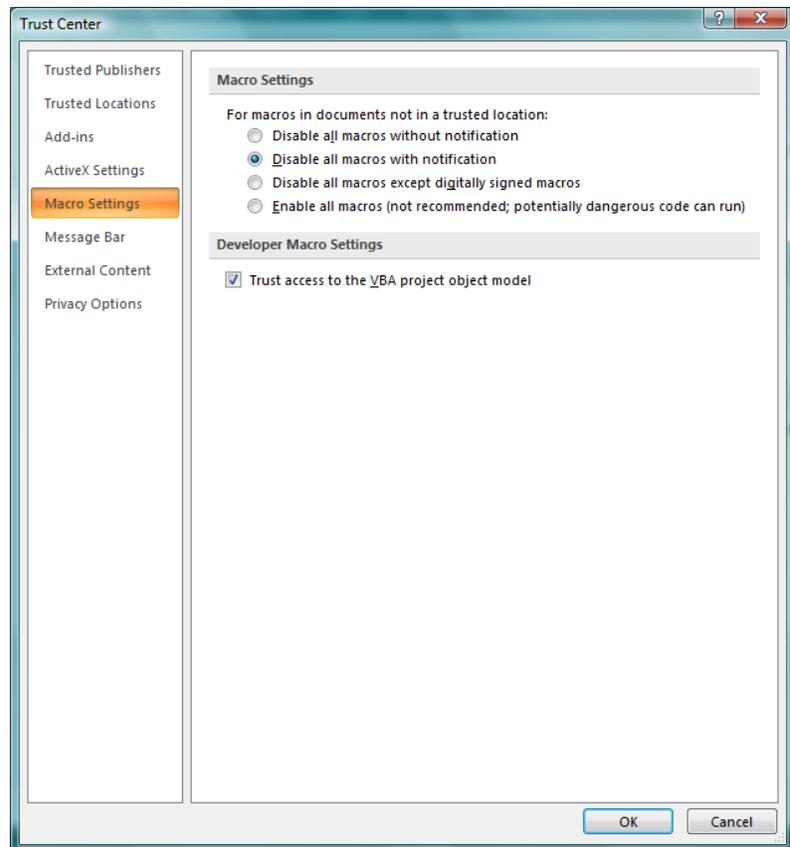




7. Back in the **Trust Center** window, select the **Add-ins** item along the left side. Then make sure the two enabled options shown do not have checkmarks.

8. Still in the **Trust Center** window, select the **Macro Settings** item along the left side. Then make sure the options selected are as shown at right:

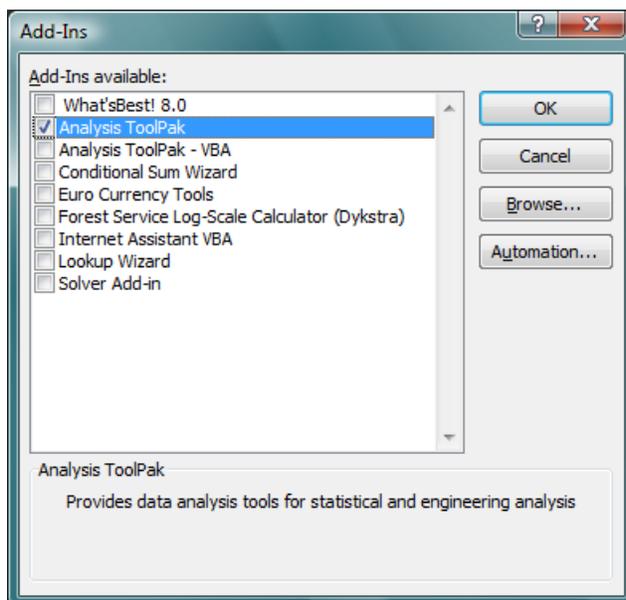
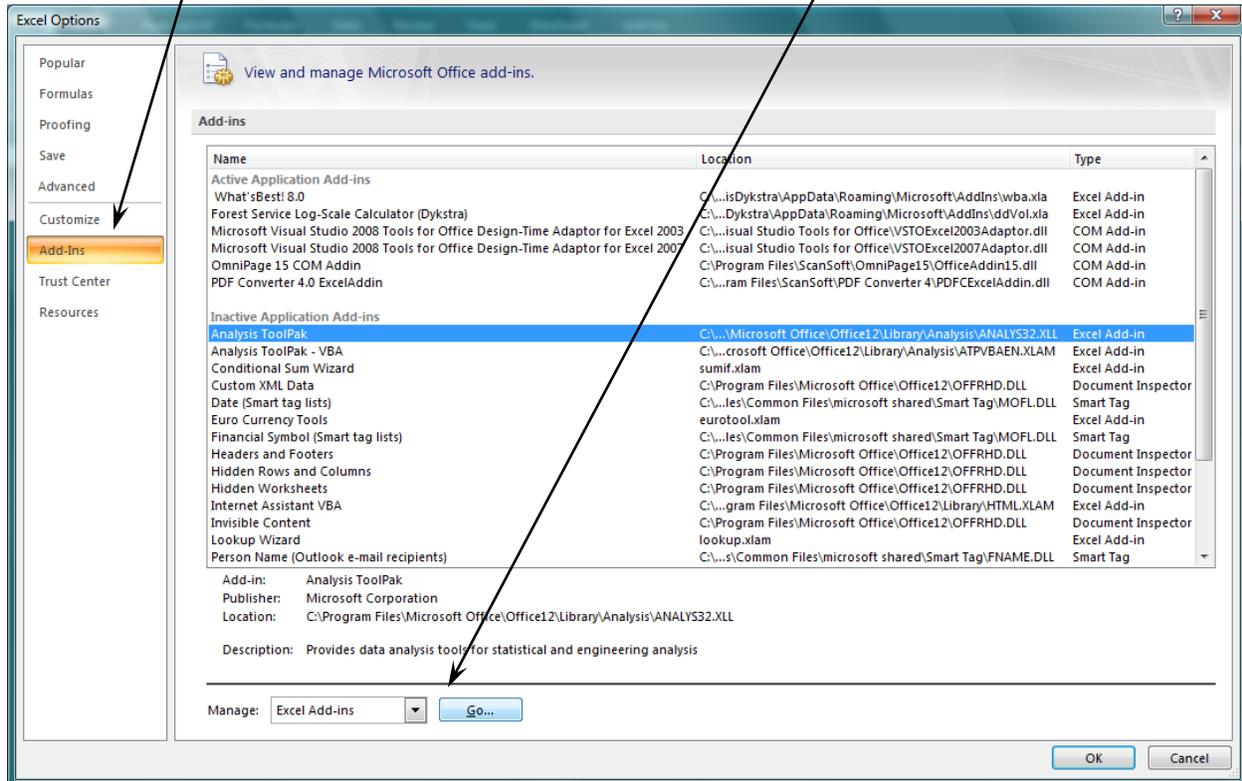
- (a) **Disable all macros with notification** (this refers to macros embedded in files that are not run from a trusted location).
- (b) **Trust access to the VBA project object model** – this is necessary for MyFTP to operate properly since it includes numerous routines written in Excel's Visual Basic for Applications (VBA) programming language.



9. Close the **Trust Center** window by clicking the **OK** button. Then, back in the **Excel Options** window, select the **Add-Ins** item along the left side as shown below.

There are two lists of Add-ins in the frame that appears on the right; those that are “active” (the list at top) and those that are “inactive” (the list at bottom).

If the **Analysis ToolPak** is included in the inactive list or does not appear at all, it needs to be activated because it is used for some calculations within MyFTP. To activate it, make sure that **Excel Add-ins** has been selected in the “Manage” drop-down box at the bottom left of the window. Then click the **Go** button.



10. In the **Add-Ins** window that appears, a list like that shown at left will appear.

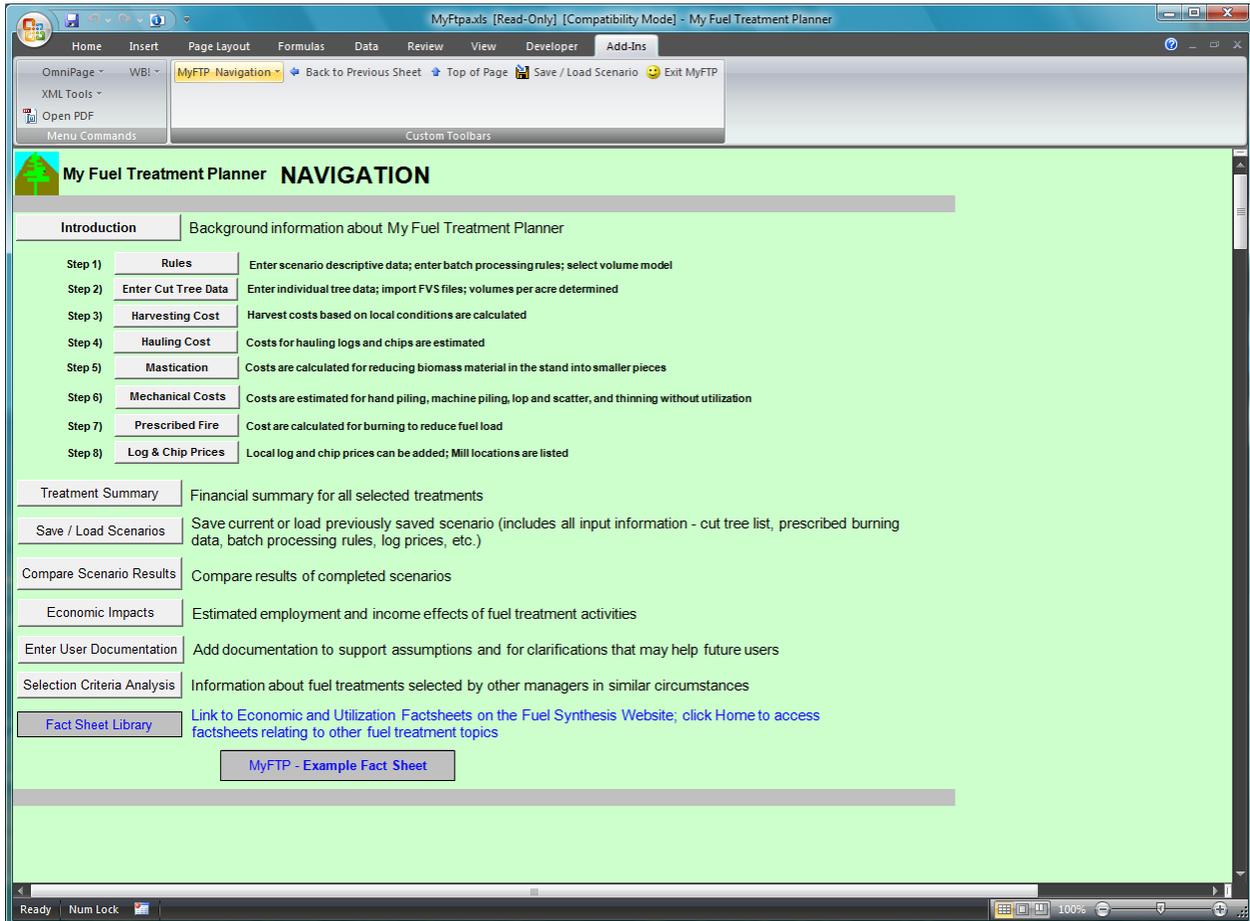
The list may differ from what is shown here, depending on your Excel installation. Select the **Analysis ToolPak** checkbox. The other add-ins shown here are *not* needed by MyFTP so they need not be selected. However, some may already be selected because they are used by other Excel applications. If so, leave them checked.

11. Click the **OK** button. This will close both this window and the **Excel Options** window.

**Finally, close and then re-open Excel 2007.** You should now be able to use MyFTP without difficulty. But see the following page also.

## Using the MyFTP toolbar

When My Fuel Treatment Planner is loaded into Excel 2003 or earlier, a special toolbar is added that facilitates the use of MyFTP. This is no longer true with Excel 2007, which does not use toolbars. Instead the MyFTP “toolbar” appears as shown below in the “Add-Ins” tab of Excel 2007. The buttons that appear within that tab are functionally equivalent to the MyFTP toolbar and work exactly as described in the *User’s Guide*.



## Enabling Macros in Excel 2007

Even after you have followed the steps outlined in this document you may find that when you open MyFTP, macros have been disabled so that you cannot use any of the navigation buttons or the MyFTP toolbar. In previous versions of Excel, a popup window would inform you that macros had been disabled and ask if you want to enable them. Excel 2007 is less obvious about this; instead, a **Security Warning** quietly appears just below the ribbon (see the image below) indicating that macros have been disabled.

To enable macros so that MyFTP can function properly, click the button labeled **Options...** just to the right of the security warning. Then in the popup window that appears (below right), select the radio button labeled “Enable this content” and click the OK button at the bottom of the window.

