

**Please note that this sheet requires macros to function. If you are seeing this page then macros have NOT been enabled for this workbook.**

**Please follow the instructions below to enable macros.**

**For Office 2003 users:**

Click on the Tools menu at the top  
Select Options at the bottom of the menu  
Select the Security tab  
Click on the Macro Security button  
Move the slider down to Medium Security  
Click OK  
Click OK  
Save & Close this sheet

Every time you open this sheet it will ask you if you want to enable macros.  
Select the Enable Macros button

**For Office 2007 users:**

Look at the top of this sheet just below the ribbon is a security warning  
Click on Options  
Select Enable Macros  
Click OK