# USING THE MENU FORMS FILE

You must have Microsoft Excel installed on your computer

You must have Macro security set to medium
 Open excel
 Select TOOLS
 Select MACRO
 Select SECURITY
 Select MEDIUM
 Exit Excel – there is nothing to save……

You must copy the program to your hard drive. Do not try to run this from a disk. The desktop or My Documents directories are the most commonly used locations.

When asked do you want to run macros select yes.

Two important places to start:

1) Enter YOUR name only on the enrollment page. It will show up every where when you do that
2) Enter your children's names at the BOTOM LEFT of the attendance form. From there they will show up everywhere.
3) There is a help file to read in the program
4) You can double click anywhere to see the program menu.