

Instructions for Using the Natural Environment Travel Log

Before beginning to use the electronic version of the Natural Environment Travel Log located on the next tab of this workbook, the user must set Excel's security level to enable macros for each computer that opens the workbook. Open Excel and select Tools, Macro, then Security... from the drop down menus as in Figure 1.

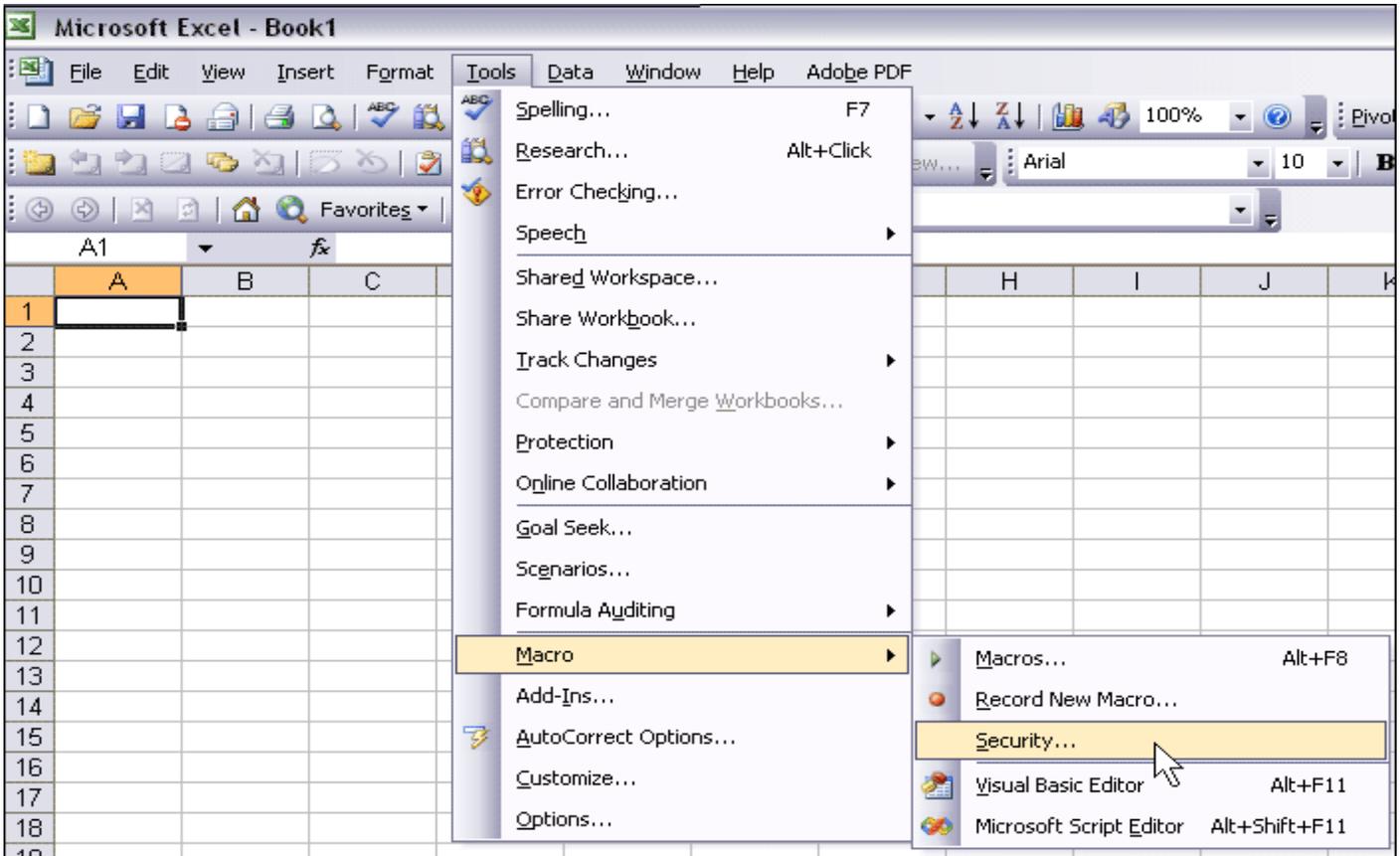


Figure 1

The Macro Security window will appear. On the Security Level tab, set security level to Medium as in Figure 2.

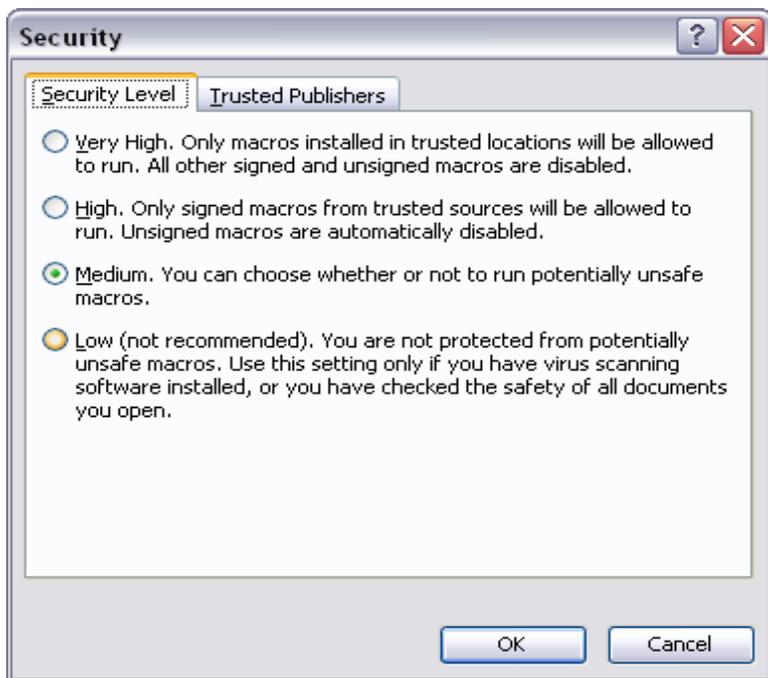


Figure 2

This setting will allow the user to selectively enable Macros for Excel spreadsheets upon opening of the workbook.

Opening the Early Steps Natural Environment Travel Log

Initially, the user must download a copy of the Natural Environment Travel Log from the Early Steps website. It is important that the user save the workbook to their hard drive before using the workbook rather than opening directly off of the website.

Each time the log is opened, a security warning will notify the user that the Natural Environment Travel Log contains Macros. It is necessary to select Enable Macros for the form to open and allow the added functions to work as in Figure 3. You are now ready to begin using the travel log.



Figure 3