

## Microsoft Excel Settings

The model spreadsheets were created in Microsoft ® Office Excel 2003 and require the use of a Macro, so this feature will have to be enabled in Microsoft ® Office Excel by performing the following steps:

1. Close any open Excel spreadsheets and open a new **Blank Excel Spreadsheet file**
2. On the **Tools** menu, point to **Macro**, and then click **Security**.
3. On the **Security Level** tab, select the **Medium** or **Low** security setting.
4. On the **Tools** menu, click **Add-Ins**.
5. In the **Add-Ins** available box, select the check box next to **Solver Add-in**, and then click **OK**. Proceed to step 3. *If Solver Add-in is NOT listed, click **Browse** to locate it*
  - a. For Windows machines, this file should be located at: C:\Program Files\Microsoft Office\OFFICE11\Library\Solver\SOLVER.xla (If you see a message that tells you the **Solver Add-in** is not currently installed on your computer, click **Yes** to install it.)
  - b. For Macs, this file should be located at Applications>Microsoft Office X>Office>Add-Ins>Solver.xla
6. **Completely close** Excel, **Reopen** Excel and **Load** the desired **model Spreadsheet file**. Make sure that the model Spreadsheet file is the only open Excel file. *Note that you may have to repeat steps 6-11 for each model spreadsheet file.*
7. On the **Tools** menu, click **Macro**, and then click **Visual Basic Editor**. This will open a new window.
8. In the **Microsoft Visual Basic Editor** window, click on **Tools**, then click on **References**
9. If there is a checkbox labeled **SOLVER**, make sure that it is checked, then click **OK** and proceed to step 7. If there is NOT a checkbox labeled **SOLVER**, you will have to add this Reference. You can use the **Browse** button to load the SOLVER.xla file on your computer.
  - a. For Windows machines, this file should be located at C:\Program Files\Microsoft Office\OFFICE11\Library\Solver\SOLVER.xla (Remember to select the **Files of Type**: “Microsoft Office Excel Files” to locate the SOLVER.xla file and NOT the SOLVER32.dll file). Click **OK**.
  - b. For Macs, this file should be located at Applications>Microsoft Office X>Office>Add-Ins>Solver.xla
10. Completely close **Microsoft Visual Basic Editor**.
11. **Save** the open model Spreadsheet file. Then **completely close** Excel and **Reopen** the saved spreadsheet file.
12. You are now ready to begin using the model spreadsheet file! **Follow the instructions listed at the top of each spreadsheet to run the model.** *Note that you may have to repeat steps 6-11 for each model spreadsheet file.*