# DOWNLOADING THE ROMAN COIN RECORDING TEMPLATE

The *Roman Coin Recording Template* and its linked resources are provided as a Microsoft Excel workbook in the <u>Downloads</u> section of this Toolkit. The Template is a macro-enabled spreadsheet, where the macros relate to the 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT) and improve the Template's functionality. The Template is saved as a .xlsm file, which is safe to download and save.

When downloading and opening the Template file, some users might see the following security warnings from Microsoft:



These warnings are caused by the enhanced security protection related to macros included in recent updated versions of Microsoft Excel, which by default block macros in documents received from the internet. These updates are meant to protect unsuspecting Excel users from downloading files containing malware, but they also have the unintended consequence of making using any downloaded macro-enabled files more awkward that was the case previously.

If you do see one of these warnings, please be assured that the Template's macros do NOT contain any malicious code and that CIFA's website IS trustworthy.

The *Roman Coin Recording Template* and its linked resources will not function without enabled macros. The macros must be enabled to use the Template properly. The sections below explain how you can do this (taken from Microsoft's <u>Support</u> website).

# Downloading the Template file

To enable macros and use the Template, first move the downloaded file from your computer's Downloads folder to another folder on the internal drive, network share, or cloud share drive. You might want to change the file's name at this stage too (it must remain a .xlsm file).

#### YELLOW SECURITY WARNING - enabling Content for a single file

If, after moving and renaming the .xlsm file, you still get the yellow security warning shown above, first try clicking the **Enable Content** box.

If that fails to work, or it tells you that the file's macros have been disabled, follow these steps:

- 1. Close and reopen the file.
- 2. Click Some active content has been disabled. Click for more details.
- 3. This takes you to the file's Info page, where you will see the following dialog box:

| Enable<br>Content ~ | Security Warning<br>Active content might contain malware and other security hazards. If you trust the<br>contents of the file, you may enable this active content:<br>Macros                           |
|---------------------|--|
|                     | <ul> <li>Note: Other types of active content may be disabled in Trust Center or by your organization.</li> <li><u>Trust Center Settings</u></li> <li><u>Learn more about Active Content</u></li> </ul> |

4. Clicking <u>Trust Center Settings</u> will take you to the Trust Centre, where you should select **File Block Settings** on the left-hand menu, which will look something like this:

|                        |   |                               | 2            |      |
|------------------------|---|-------------------------------|--------------|------|
| rusted Publishers      | File Block Settings   |                               |              |      |
| rusted Locations       |   |                               | <b>c</b> 1 . |      |
| rusted Documents       | For each file type, you can select the Open and Save check boxes. By selecting Opens it in Protected View. By selecting Save. Excel prevents saving in this file type | pen, Excel blocks this<br>ie. | file type, o | or   |
| rusted Add-in Catalogs | File Type   | Open                          | Save         |      |
| usted Add in Catalogs  | Excel 2007 and later Workbooks and Templates  |                               |              | -1   |
| dd-ins                 | Excel 2007 and later Macro-Enabled Workbooks and Templates  | ~                             | ~            |      |
| ctiveX Settings        | Excel 2007 and later Add-in Files   |                               |              |      |
| lacro Settings         | Excel 2007 and later Binary Workbooks   |                               |              |      |
| rotoctod View          | OpenDocument Spreadsheet Files  |                               |              |      |
| Interted view          | Excel 97-2003 Add-in Files  |                               |              |      |
| 1essage Bar            | Excel 97-2003 Workbooks and Templates   |                               |              |      |
| ternal Content         | Excel 95-97 Workbooks and Templates   |                               |              |      |
| le Block Settings      | Excel 95 Workbooks  |                               |              |      |
| iumen Ontinen          | Excel 4 Workbooks   | ~                             |              |      |
| rivacy Options         | Excel 4 Worksheets  | ~                             |              |      |
| orm-based Sign-in      | Excel 3 Worksheets  | ~                             |              |      |
|                        | Excel 2 Worksheets  | ~                             |              |      |
|                        | Excel 4 Macrosheets and Add-in Files  | ~                             |              |      |
|                        | Excel 3 Macrosheets and Add-in Files  | ~                             |              |      |
|                        | Excel 2 Macrosheets and Add-in Files  | ~                             |              |      |
|                        | Web Pages and Excel 2003 XML Spreadsheets   |                               |              |      |
|                        | XML Files   |                               |              | [    |
|                        | Open behavior for selected file types:  |                               |              |      |
|                        | Do <u>n</u> ot open selected file types   |                               |              |      |
|                        | Open selected file types in Protected View  |                               |              |      |
|                        | Open selected file types in Protected View and allow editing  |                               |              |      |
|                        |   | Re                            | store Defa   | ult  |
|                        |   | OF                            |              | me   |
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- 5. Uncheck the **Open** and **Save** boxes for any Excel 2007 and later file types that are ticked and select **OK** to return to the file's Info page.
- 6. Click the arrow in the upper left-hand corner to return to the Template's coversheet and click the **Enable Content** box.

### **RED SECURITY RISK – unblocking macros for a single file**

In most cases you can unblock macros by modifying the properties of the file as follows:

- 1. Open Windows File Explorer and go to the folder where you saved the file.
- 2. Right-click the file and choose **Properties** from the context menu.
- 3. At the bottom of the General tab, select the Unblock checkbox and select OK (see below).

| Toman-coir    | nage-toolkit_recording-template.xlsm Proper $	imes$  |
|---------------|--|
| General Secu  | urity Details Previous Versions  |
| ×             | roman-coinage-toolkit_recording-template.xlsm  |
| Type of file: | Microsoft Excel Macro-Enabled Worksheet (.xlsm)  |
| Opens with:   | Excel Change   |
| Location:     | C:\Users\Peter\Documents\Projects\Coinage & hoarc  |
| Size:         | 312 KB (320,504 bytes)   |
| Size on disk: | 320 KB (327,680 bytes)   |
| Created:      | 11 February 2025, 16:08:00   |
| Modified:     | 12 February 2025, 17:21:08   |
| Accessed:     | 13 February 2025, 16:56:48   |
| Attributes:   | Read-only Hidden Advanced  |
| Security:     | This file came from another<br>computer and might be blocked to<br>help protect this computer. |
|               |  |
|               | OK Cancel Apply  |

If you don't see the **Unblock** checkbox on the General tab in Properties, it is likely that your organisation has universally disabled active content such as macros. In this case you will need to contact your IT support to have this function enabled for this file.

## **RED SECURITY RISK – unblocking files from a trusted website**

If you want to download files or directly open files from a trusted website, such as <u>https://www.archaeologists.net/</u>, you can set it as a trusted site in Windows so macros from there won't be blocked.

To do this, follow these steps:

- 1. Tap the start button or Windows key and type Internet Options.
- 2. Select **Internet Options** from the search results and the **Internet Properties** dialog box will appear.
- 3. On the Security tab, select Trusted Sites, then select Sites.
- 4. Type of paste <u>https://www.archaeologists.net/</u> and then select **Add** (see below).

| You can add and remove websites from<br>this zone will use the zone's security sett | this zone. All websites ir<br>ings. |
|---|-------------------------------------|
| Add this website to the zone:   |                                     |
| https://www.archaeologists.net/   | Add                                 |
| Websites:   |                                     |
| https://www.archaeologists.net  | Remove                              |
|   |                                     |
|   |                                     |
| Dequire convertigention (https:) for all sites                                      | In this zone                        |
| Require server vernication (https://for all sites                                   | in uns zone                         |

- 5. Select Close and then OK.
- 6. Go to the <u>Downloads</u> section of this Toolkit and click the Template link to download the file.
- 7. Move the downloaded file from your computer's Downloads folder to another folder on the internal drive, network share, or cloud share drive and open it.

### Still unable to unblock the macro?

Visit <u>the Microsoft Answers community</u> to see what others have said or ask your own questions.