DOWNLOADING THE ROMAN COIN RECORDING TEMPLATE

The *Roman Coin Recording Template* and its linked resources are provided as a Microsoft Excel workbook in the Downloads 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:
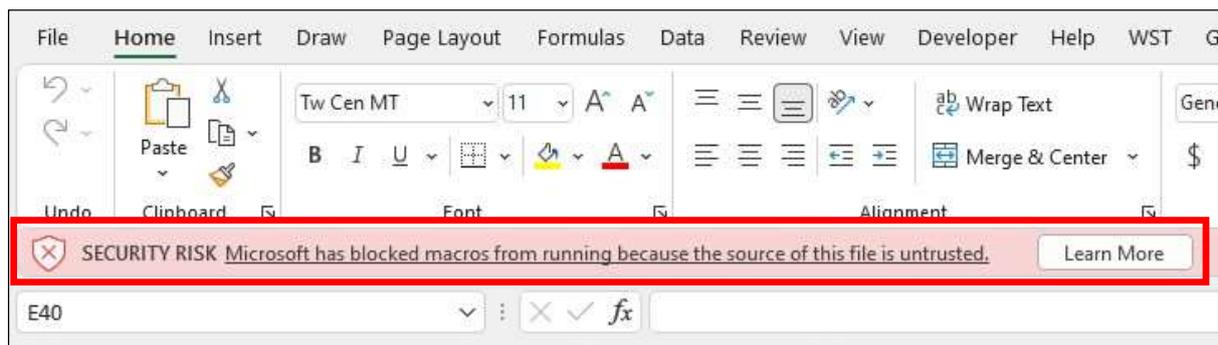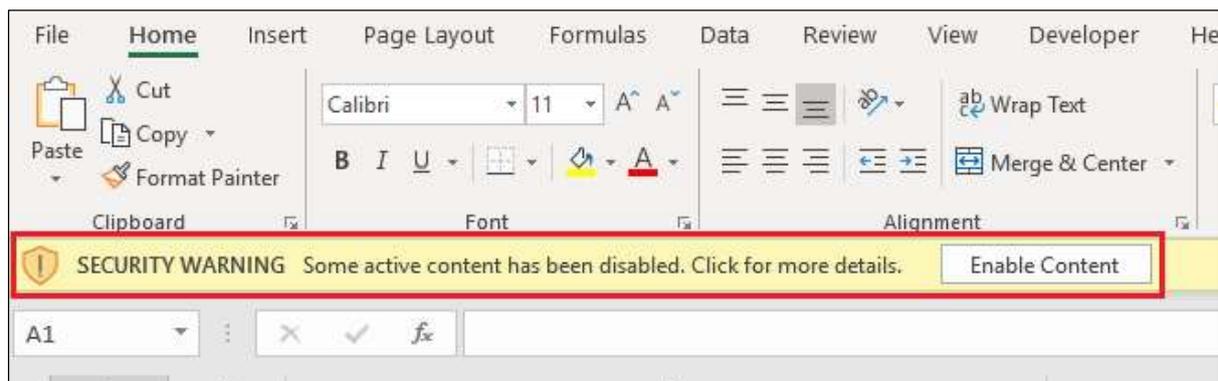
These warnings are caused by the enhanced security protection related to macros included in recent updated versions of Microsoft Excel, which by default block macros in documents received from the internet. These updates are meant to protect unsuspecting Excel users from downloading files containing 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 Support 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:

4. Clicking **Trust Center Settings** 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:
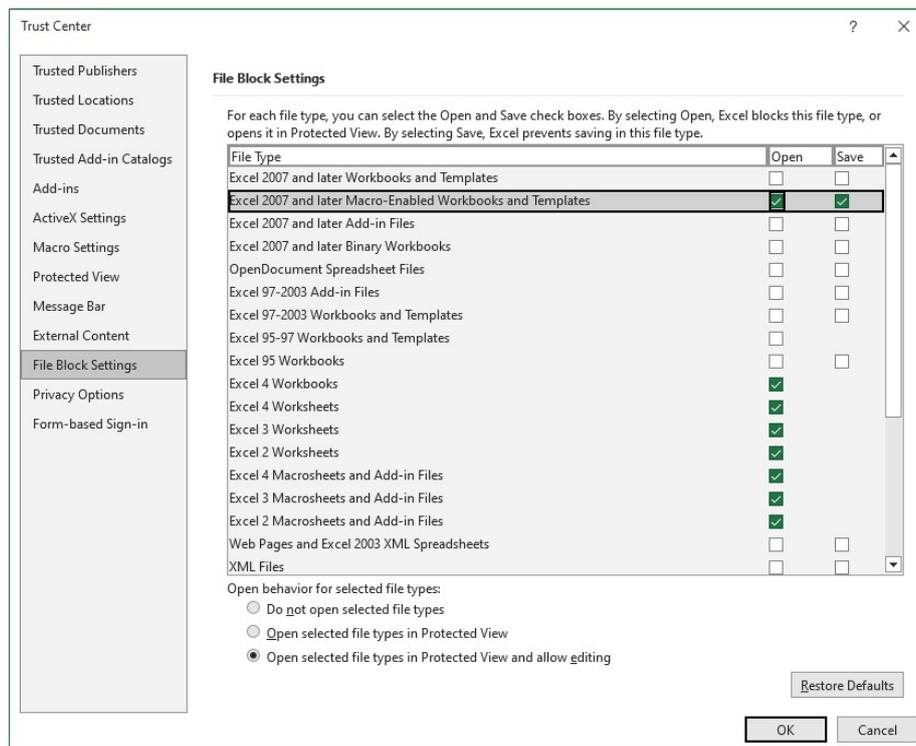
5. Uncheck the **Open** and **Save** boxes for any Excel 2007 and later file types that are ticked and select **OK** to return to the file's Info page.
6. Click the arrow in the upper left-hand corner to return to the Template's coversheet and click the **Enable Content** box.

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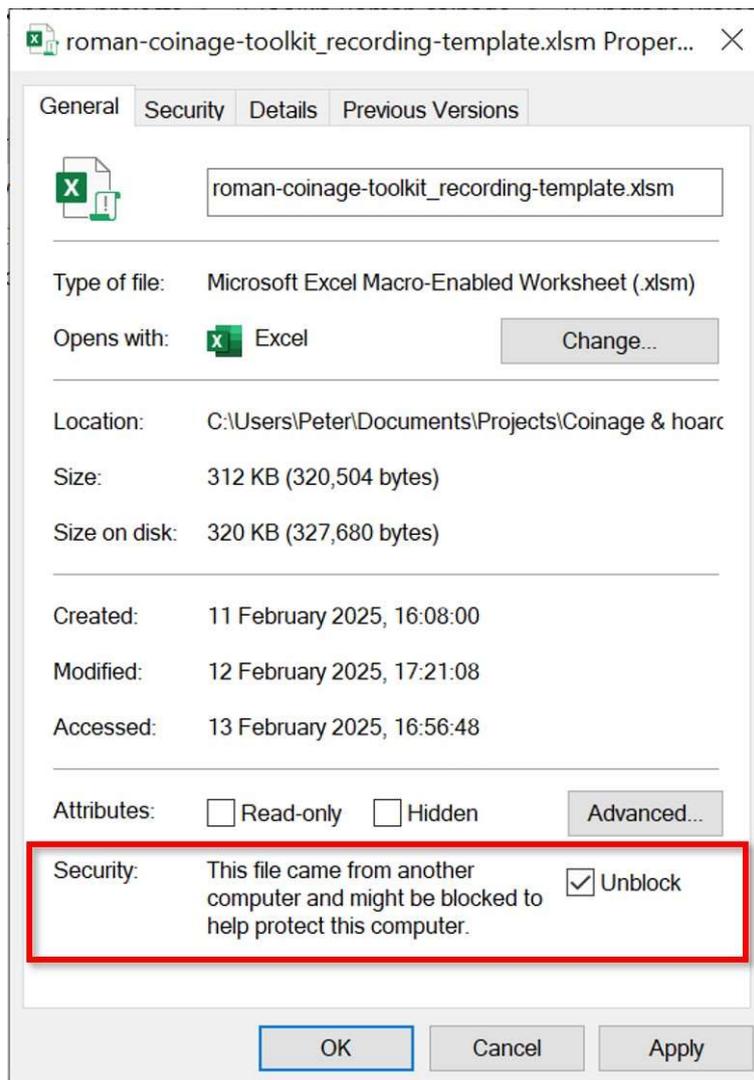
If you don't see the **Unblock** checkbox on the General tab in Properties, it is likely that your organisation has universally disabled active content such as macros. In this case you will need to contact your IT support to have this function enabled for this file.

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 https://www.archaeologists.net/, 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 https://www.archaeologists.net/ and then select **Add** (see below).
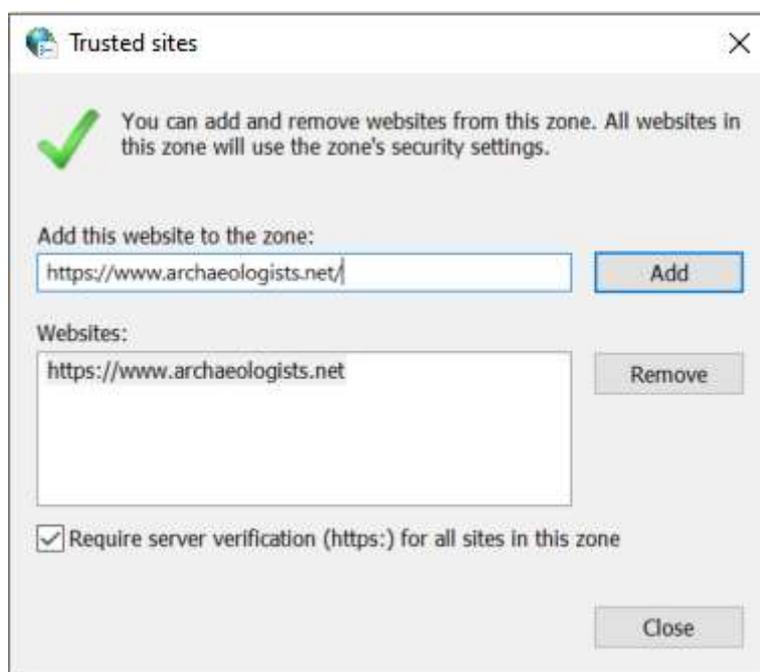
5. Select **Close** and then **OK**.
6. Go to the Downloads section of this Toolkit and click the Template link to download the file.
7. Move the downloaded file from your computer's Downloads folder to another folder on the internal drive, network share, or cloud share drive and open it.

Still unable to unblock the macro?

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