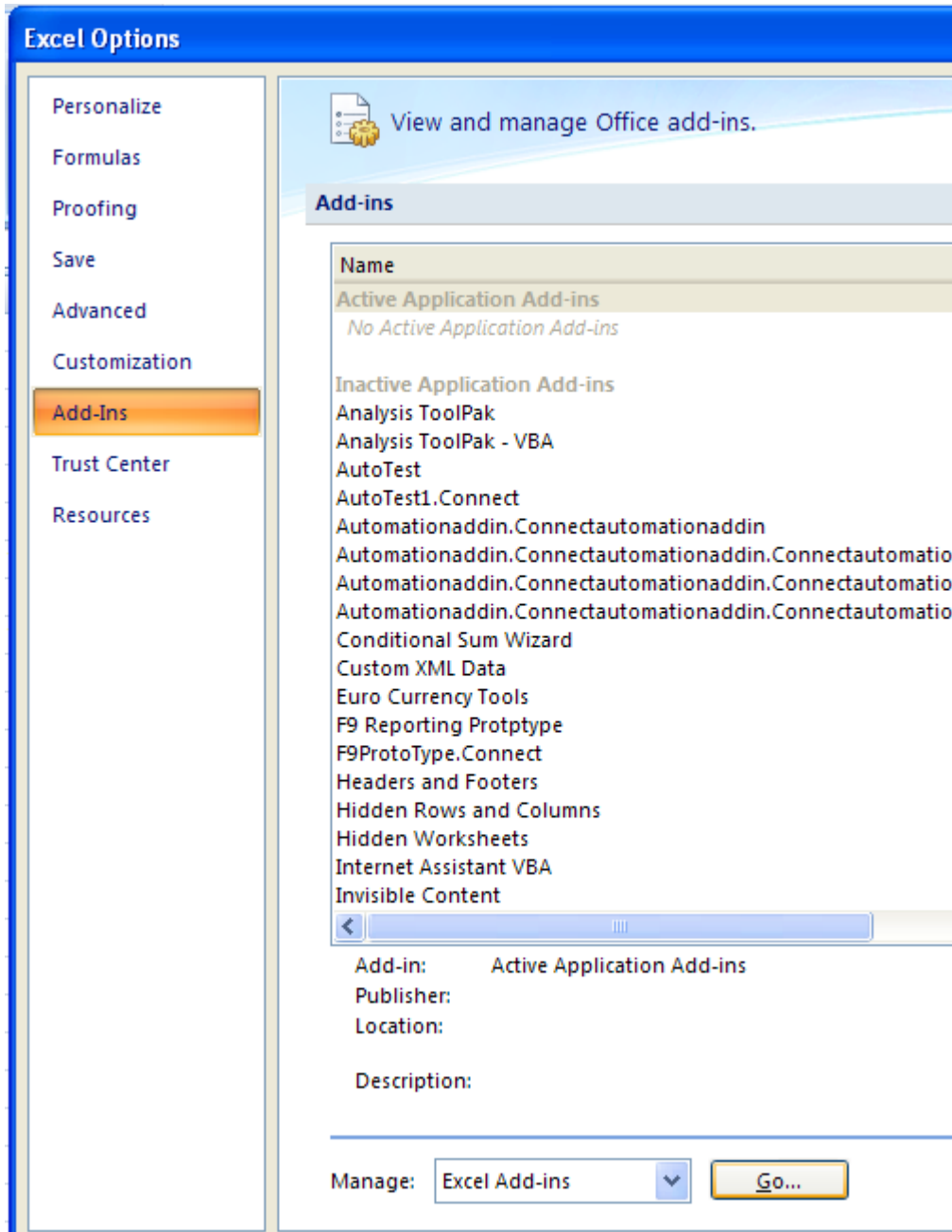


Steps to Attach F9

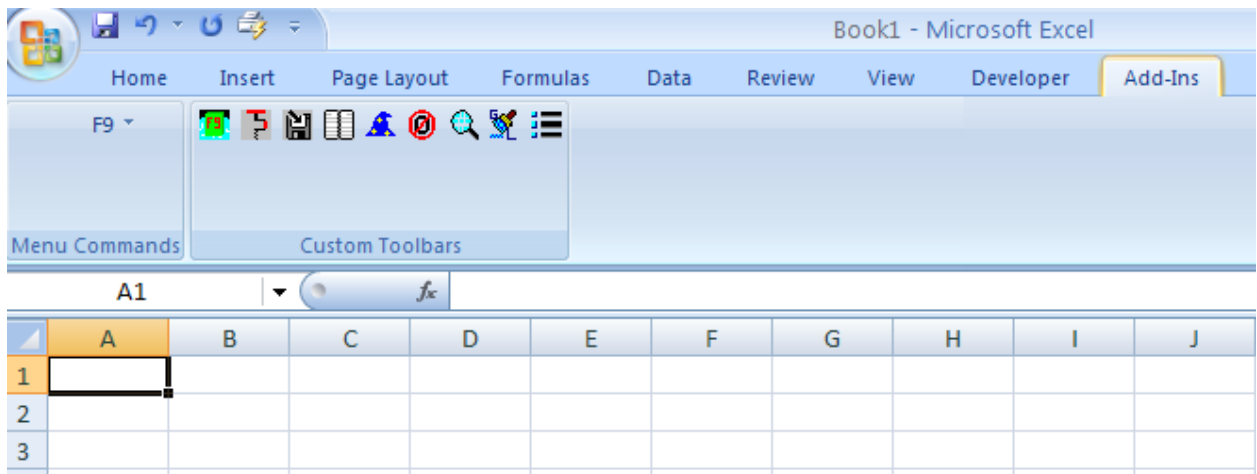
Click the **Microsoft Office Button** , and then click **Excel Options**.

- 1) At the bottom of the window choose **Excel Add-Ins** and click on 'Go' button:



- 2) In the **Add-Ins** window Browse to the location of F9.xll, check 'F9-The Financial reporter' Add-in and click OK. Next time when you open the same window, F9 will be listed under Active Applications Add-ins.

- 3) F9 should be attached and the F9 Menu and icons should appear within the Add-Ins tab on the Ribbon:



- 4) The next time Excel 2007 is started, F9 should attach automatically.

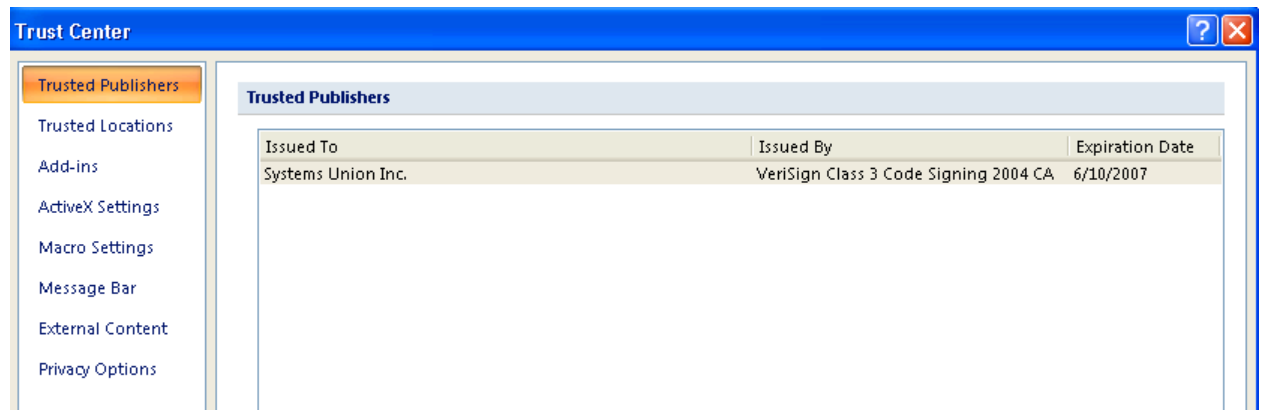
Excel Options

There are a few additional settings that might have to be adjusted in Excel 2007 in order to get F9 attached and working properly.

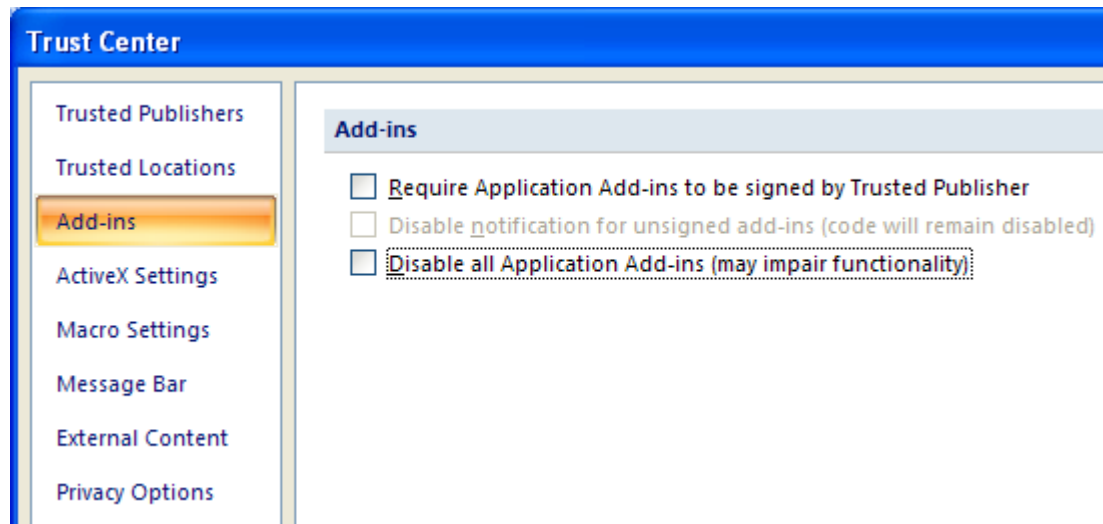
- 1) Click the **Microsoft Office Button** , and then click **Excel Options**.
- 2) Click **Trust Center**, and then **Trust Center Settings**:



- 3) In **Trust Center** under the **Trusted Publisher**, F9 should be listed as:



- 4) In the **Trust Center** window, click on Add-Ins and make sure that check box 'Disable all Application Add-Ins' is **not checked**:



- 5) You can also add the F9 folder to **Trusted Locations**. Click on **Trusted Locations**, and then Add **New Location** and browse to the F9 folder.

Trust Center

Trusted Publishers
Trusted Locations
 Add-ins
 ActiveX Settings
 Macro Settings
 Message Bar
 External Content
 Privacy Options

Trusted Locations

Warning: All these locations are treated as trusted source for opening files. If you change or add a location the new location is secure.

Path	Description
User Locations	
C:\f9v40\	
C:\Program Files\Microsoft Office\Templates\	Excel 2007 (Beta) default location: Application Templates
C:\...iles\Microsoft Office\Office12\STARTUP\	Excel 2007 (Beta) default location: Office StartUp
C:\...plication Data\Microsoft\Excel\XLSTART\	Excel 2007 (Beta) default location: User StartUp
C:\...Files\Microsoft Office\Office12\XLSTART\	Excel 2007 (Beta) default location: Excel StartUp
C:\...c\Application Data\Microsoft\Templates\	Excel 2007 (Beta) default location: User Templates
Policy Locations	

Path: C:\f9v40\
 Description:

Date Modified: 9/29/2006 1:00 PM
 Sub Folders: Disallowed

Allow trusted locations on my network (not recommended).

- 6) It is not recommended to change **Macro Settings** to Enable All Macros.
- 7) F9 is working properly with both **Macro Settings**: default of *'Disable all macros with notification'* and *'Disable all macros except digitally signed macros'*:

The image shows a screenshot of the Trust Center dialog box in Microsoft Office 2007. The dialog has a blue header bar with the text "Trust Center". On the left side, there is a vertical list of settings categories: "Trusted Publishers", "Trusted Locations", "Add-ins", "ActiveX Settings", "Macro Settings" (which is highlighted with an orange background), "Message Bar", "External Content", and "Privacy Options". The main area of the dialog is divided into two sections. The first section is titled "Macro Settings" and contains the text "For macros in documents not in a trusted location:" followed by four radio button options: "Disable all macros without notification", "Disable all macros with notification" (which is selected), "Disable all macros except digitally signed macros", and "Enable all macros (not recommended, potentially dangerous code can run)". The second section is titled "Developer Macro Settings" and contains a single checkbox option: "Trust access to the VBA project object model".

Trust Center

Trusted Publishers
Trusted Locations
Add-ins
ActiveX Settings
Macro Settings
Message Bar
External Content
Privacy Options

Macro Settings

For macros in documents not in a trusted location:

- Disable all macros without notification
- Disable all macros with notification
- Disable all macros except digitally signed macros
- Enable all macros (not recommended, potentially dangerous code can run)

Developer Macro Settings

- Trust access to the VBA project object model

Compatibility of F9 Reports


Older F9 Reports and Office 2007

Standard F9 reports created in earlier versions of Microsoft Excel should be compatible within Office 2007.

New F9 Reports and older Office

Once a new F9 report has been created within Office 2007, a user has a number of options in terms of sharing the information to other users who may have an older release of Office installed.

1. Save to an older format of Office:

- a. If a user wishes to share F9 reports created in Office 2007 with others having previous versions of Excel, they can save a copy of the F9 Report file in a previous format by following the steps below:
- b. Set Calculation to Manual
- c. Click the **Microsoft Office Button** , and then click **Excel Options**.
 - i. At the bottom of the window, choose **Excel Add-Ins** and click the 'Go' button.
 - ii. Click on **Formulas** and choose the radio button **Manual** under **Calculation Options**.
- d. 2) Save the file as: **Excel 97- 2003 Workbook**.
- e. Now users can open the F9 Workbook in the previous versions of Excel.

2. Install the Office Compatibility Pack for Office 2007

- a. Microsoft provides a Compatibility Pack for Word, Excel, and PowerPoint 2007 formats that allows users to exchange files between Office 2007 and older versions of Office.
- b. Detailed information and installation instructions can be accessed via:
<http://office.microsoft.com/en-us/products/HA101686761033.aspx>

Additional References

- **Website:** www.f9.com
- **30-Day Trial Downloads:** www.f9.com/downloads/index.aspx
- **Sales:** Email: sales@f9.com or Call +1 604-682-4570
- **Partners:** www.f9.com/partners/index.aspx or Email: contactus@f9.com
- **Knowledge Base:** www.f9.com/resources/answerlink.aspx
- **Technical Support**
 - Email: support@f9.com or call +1 604-699-3320
- **Microsoft Links:**
 - <http://office.microsoft.com>
 - <http://www.support.micorosoft.com/officehub>
 - <http://msdn2.microsoft.com/en-us/office/default.aspx>
 - <http://office.microsoft.com/en-us/products/HA101686761033.aspx>