Here are a few instructions that every attendee should perform before the class:

* Ideally each attendee will have two monitors for the class. One monitor to view the presentation. A second monitor for the spreadsheet.
* Each attendee should print out the 25-page attachment “IDOT Pile Design Training Handout New.pdf” and have it available for the class. It will be convenient to have this document readily available in print form when entering data into the spreadsheet during the class.
* Each attendee should store all the attached documents in an easily accessible folder on their computer.
* The Excel spreadsheets contain macros which means there is programming code within the spreadsheet. To help limit frustration on the day of training each attendee should do the following prior to the class:
* If you haven’t already, download the spreadsheet “CP1A\_Pile\_Length\_LRFD\_Mod\_ENR\_Formula.xlsb” onto the computer you intend to do the training on.
* Open the spreadsheet “CP1A\_Pile\_Length\_LRFD\_Mod\_ENR\_Formula.xlsb”.
* If anything pops up about enabling macros or making this a trusted document or something along those lines you will want to click the button affirming such things. If you click no the macros may not function. If you have concerns about possible computer viruses and so forth you may want to contact your IT administrator.
* There are multiple tabs (sheets) in the spreadsheet. Click on the “PileLength” tab at the bottom of the spreadsheet.
* Scroll down to about cell “C60”. There is a purple button labeled “Estimate Pile Contract Length”. Click the button.



* After clicking the button, the spreadsheet should look like it is doing something and once it is done it should display the following text box. If it displays the text box it means everything is working and you can simply click the “OK” button on the text box and close the spreadsheet. You are finished and ready for the class.



* If you click the button and it doesn’t do anything then you may need to enable macros. Sometimes there is a security warning at the top of your screen such as the one shown below. If you click “Enable Content” and then click the purple button it may work as described above. If it does you are done.



If it still doesn’t work you need to make your way in Excel to the “Trust Center” and then click the button for the “Trust Center Settings…”. This is usually found under the File menu and Options (you may want to Google it if you can’t find it). Once in the Trust Center click on the “Macro Settings” option. If the uppermost option “Disable all macros without notification” is selected then click the second option “Disable all macros with notification”. Once done exit the Excel file and reopen it. You will likely see the yellow security warning shown above. Click “Enable Content” and try the purple button again to see if it does anything. If that doesn’t work contact your IT Administrator or someone who is savvy with computers to see if they can get it to work.

