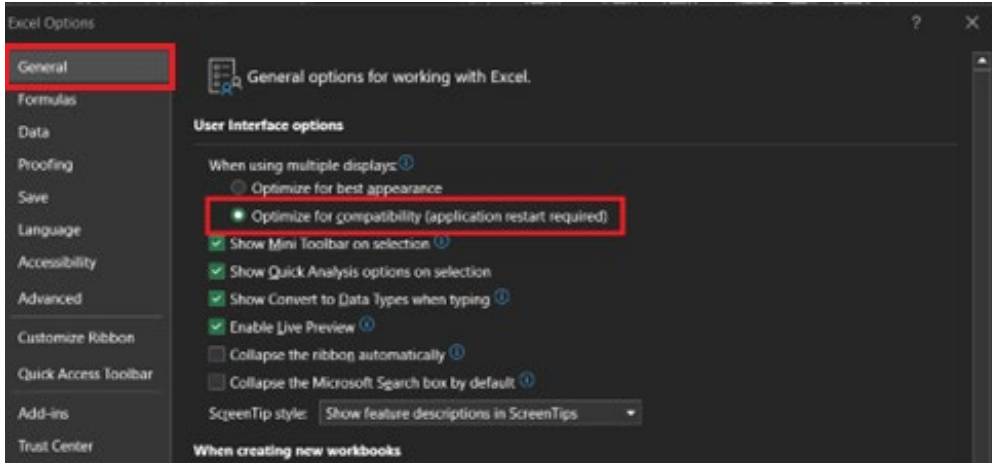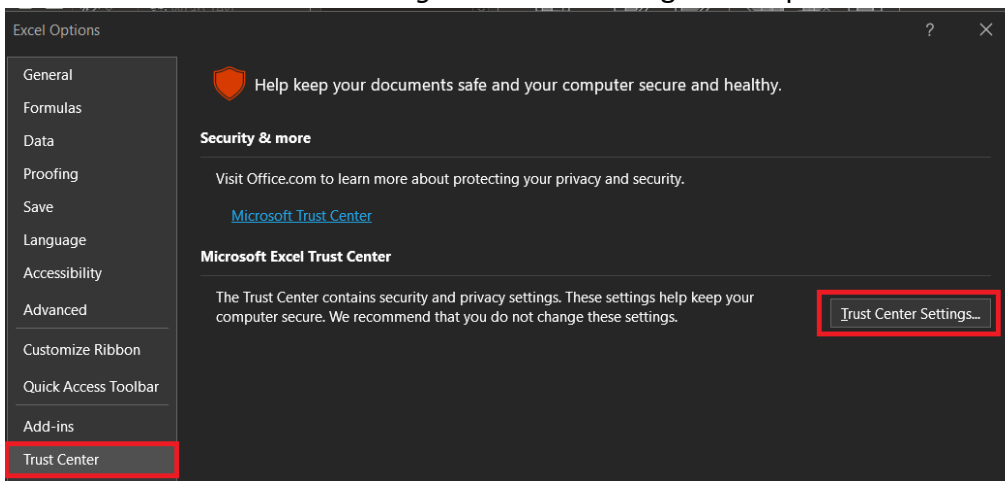# Steps to Enable Macros and ActiveX Settings in Microsoft Excel
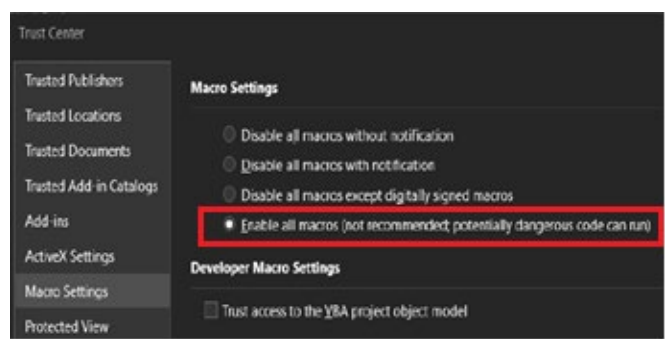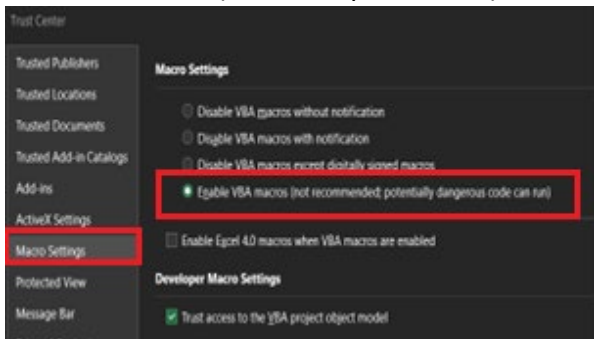## (Macros-enabled NRCS-CPA-52 Worksheet)

1. Open the Microsoft Office Excel application.
2. Click on the "*File*" tab in the top left corner of the screen.
3. Click on "*Options*" at the bottom of the menu on the left-hand side.
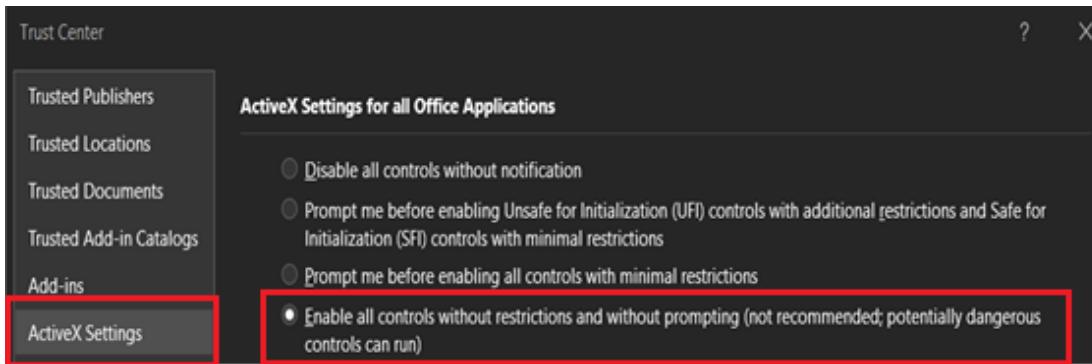4. In the "General" section, select "Optimize for Compatibility" radio button.

5. Next, click on "*Trust Center*".
6. Click on the "*Trust Center Settings*" button in the right-hand pane.
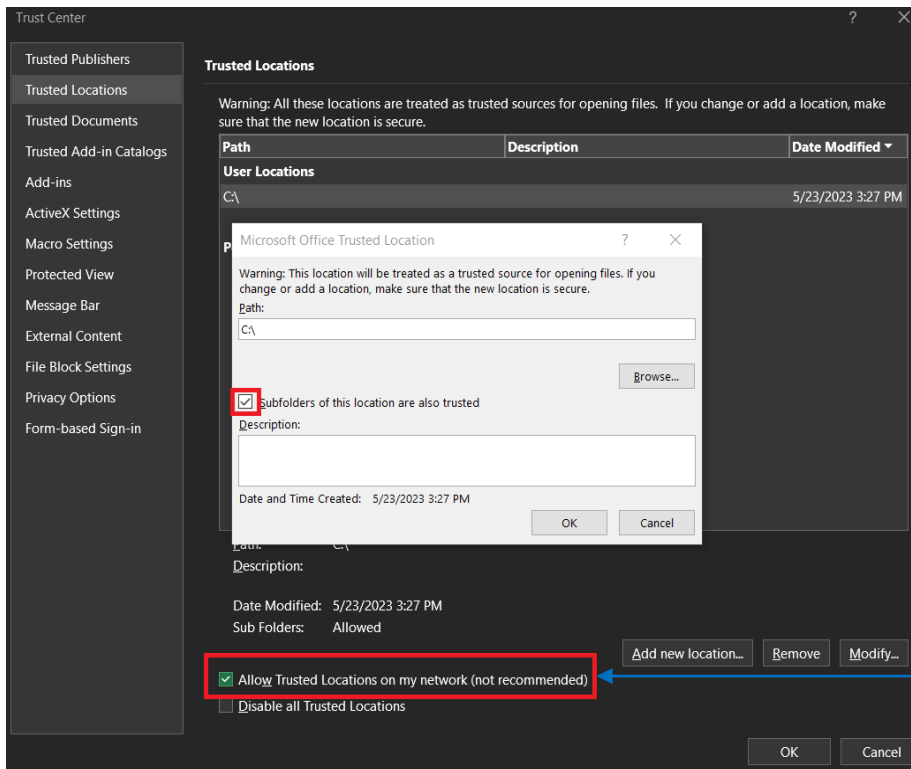

7. In the "*Trust Center*" window, click on "*Macro Settings*", and select the option to "*Enable VBA Macros…*". (See Examples below)

8. In the "*Trust Center*" window, click on "*ActiveX Settings*", and the option to "*Enable all controls without restrictions and without prompting…*". (See Example below)

9. Click "OK" to save the changes.
10. Lastly, in the "*Trust Center*" window, click on "*Trusted Locations*", and then "*Add new location…*". In the new window, set the Path to: *C:* and check the "*Subfolders of this location are also trusted*" box (See Example below). Make sure to save and always open the macros-enabled worksheet from the C: drive. Click "OK".

To add the *S:* as a Trusted Location, you need to check "*Allow Trusted locations on my network*" box first. Then click "Add a new location" the same as described for the C:\.

Steps to Integrate CART-Results into Macros-enabled NRCS-CPA-52 Worksheet

1. Navigate to the client's CART-Results page in CART.
2. In the Table View, copy the entire table, beginning with the heading through the last row. Going beyond the table will invalidate the copy/paste functionality.

3. In the CART-Results tab, press the "**Paste CART Results**" button.

4. Verify resource concerns selected in CART have been populated in Section F within the "CART-Results" tab.

5. Analyze resource condition in Section F (edit cells as needed).

6. For each Alternative in Section I, describe both short-term and long-term effects at the Resource Concern Category-level.