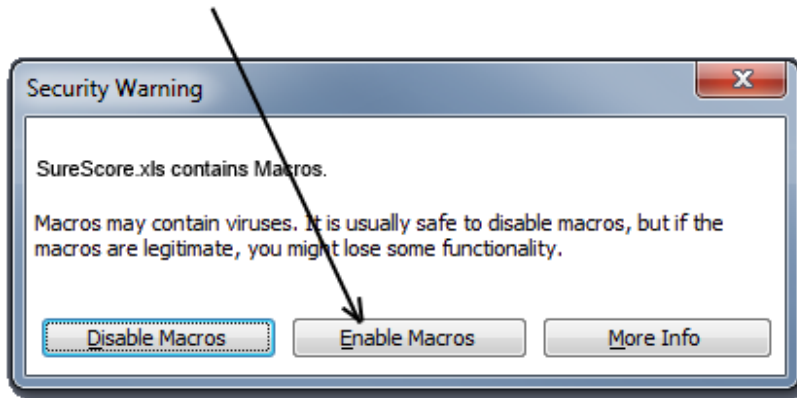


READ_ME - INSTALLING *Surescore*TM

First, download both the Microsoft Excel program *Surescore*TM and the Microsoft Word Template entitled *Label_Template*. You **MUST** place these two items in the same folder on your computer.

Then check your Excel security settings. There are two security options in Excel that must be enabled in order for *SureScore*TM to work properly. ‘**Macros**’ **must be enabled**, and if you are printing sheet labels from the program, ‘**VB Access**’ **must be enabled** (to allow Excel to access Microsoft Word).

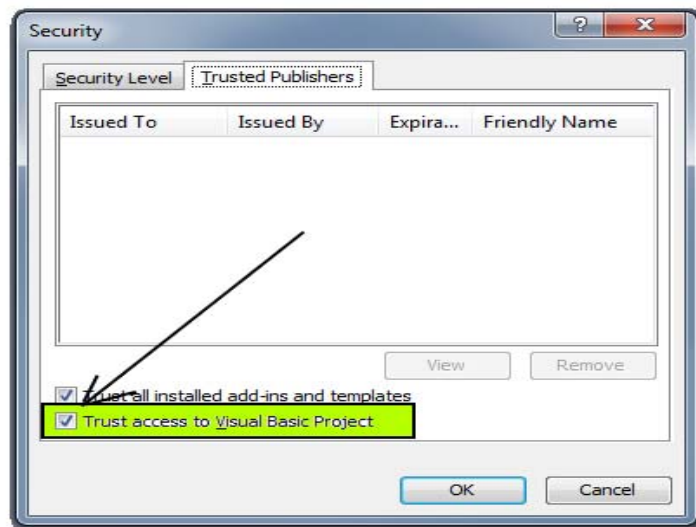
MACRO SETTING - Although *SureScore*TM will open if ‘Macros’ are disabled, it will not run. If, when you open *SureScore*TM you see this message (or one in yellow), you must click **Enable Macros**.



ACCESS SETTING – The **Trust Access** option must be enabled in order for *SureScore*TM to print labels for your envelopes and judging sheets. This option is found in a drop-down box when using Excel 2003, and it can be found in the File Options in more recent versions of Excel.

Excel 2003

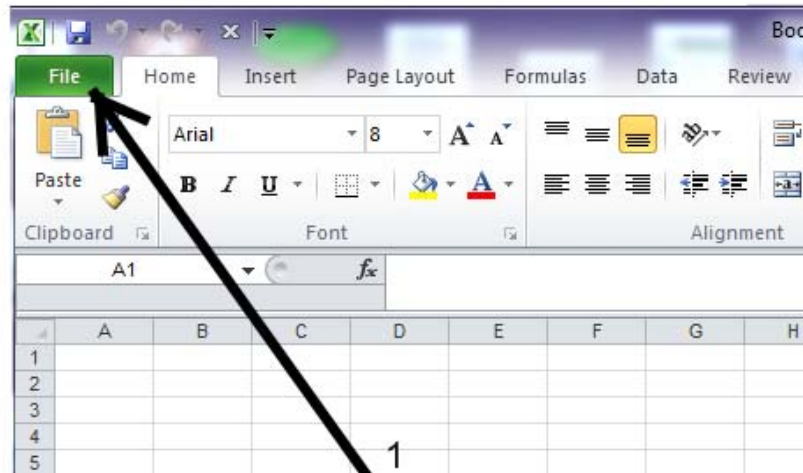
- 1) Select the tab called **Trusted Publishers**. You will see a drop-down box similar to the one below



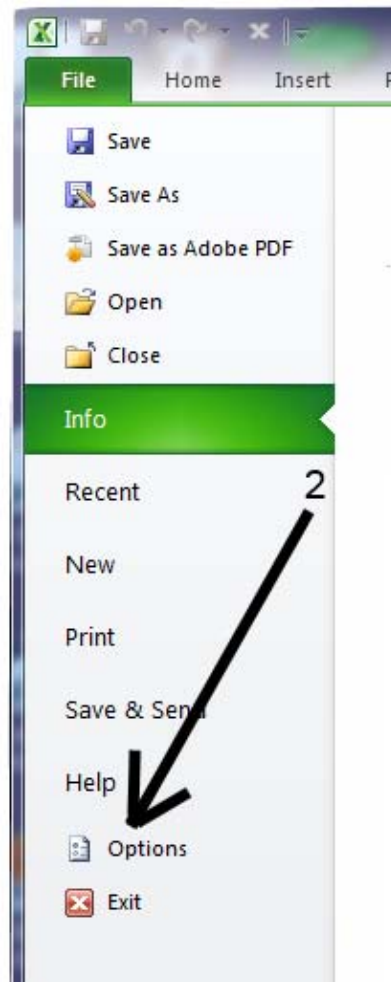
- 2) Select '**Trust access to Visual Basic Project**'
- 3) Click the **OK** button to exit the Security dialog box.

Excel 2007 (AND NEWER)

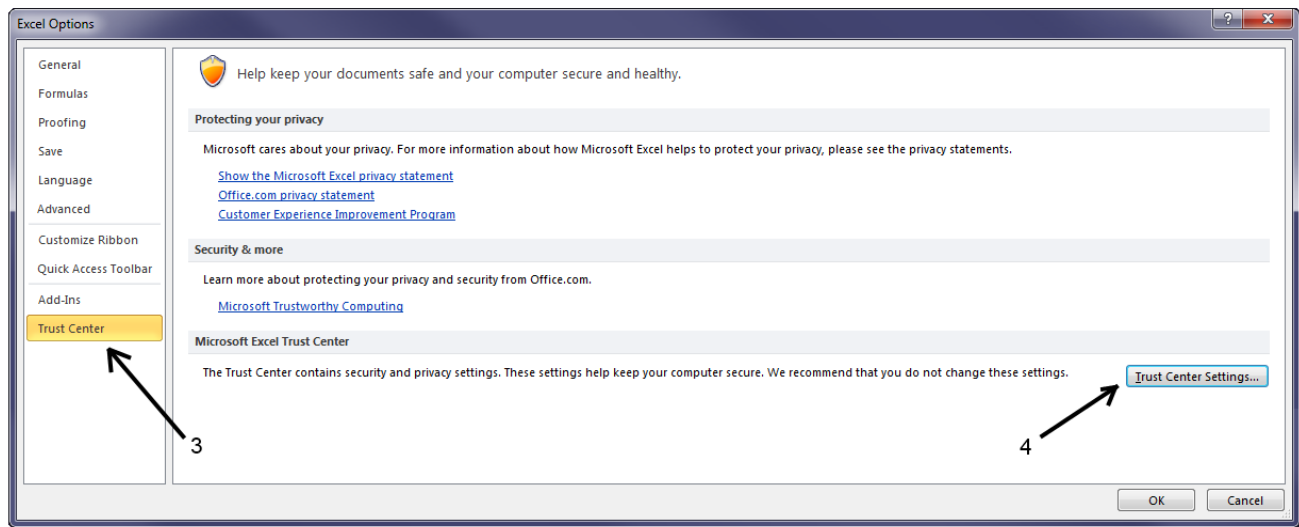
- 1) After opening Excel and before opening *SureScore™*, click the **FILE** tab (or the **OFFICE** button) at the top of the page.



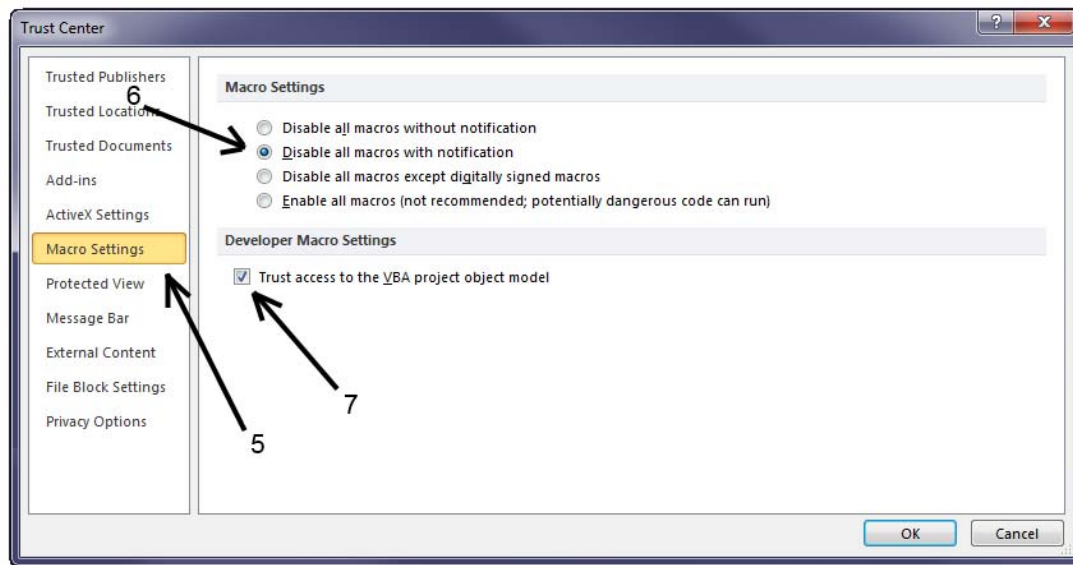
- 2) Click **OPTIONS** near the bottom of the column on the left.



- 3) Then Click **TRUST CENTER** in the new menu (located bottom left).
- 4) Click **TRUST CENTER SETTINGS** on the right side of the drop-down box.



- 5) Click **MACROS** or **MACRO SETTINGS** in the menu on the left of the next drop-down box.
- 6) Two choices here are acceptable. We suggest you select the **DISABLE ALL MACROS WITH NOTIFICATION** Option. This option will cause an inquiry to appear when you load any Excel program with VBA Macros asking if you want to accept the Macros. (This is equivalent to 'Medium' Security settings on earlier versions of Excel). If you prefer, you can select **ENABLE ALL MACROS**. (This is equivalent to the 'Low' Security setting on earlier versions of Excel).
- 7) Finally, check the box next to **TRUST ACCESS TO THE VBA PROJECT OBJECT MODEL**.



- 8) Click **OK** on the Trust Center Box, and it will close. Then click **OK** on the Excel Options Box. All features of the **SureScore™** Excel program will now be able to function correctly.