



Instructions for Downloading and Opening the Green Suppliers Network Calculator

To use this tool, you must first have Microsoft Excel[®] installed on your computer or workstation. Once you have downloaded the Green Suppliers Network file entitled “GSN Calculator.xls”, you can attempt to open it. As it opens, Excel will prompt you with a security warning stating that, “Macros can contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.” To properly use the tool, you must click “Enable Macros”!

Your current security settings may not allow you to enable macros. To check your settings, open a blank Microsoft Excel workbook and click on “Tools” in the toolbar located on the top of the window, and then click on “Macro” \wedge “Security” on the dropdown menus. Your security level for Microsoft Excel must be set to “Medium” in order to use this calculator.

There are two ways to optimize your view of the calculator worksheets if you cannot see all fields from left to right on your screen. First, check the settings for your “Display” icon located in your control panel. Increasing your screen’s resolution can help you view the calculator better. If increasing your resolution doesn’t allow you to see all the fields, you can also adjust the “Zoom” located under the “View” dropdown menu located above Excel’s toolbar.

For users who are familiar with Excel functionality, you will notice that several typical functions are locked and that the worksheet is protected. Unlocking the protection settings or attempting to enable locked out functions can cause the calculator to be unusable.