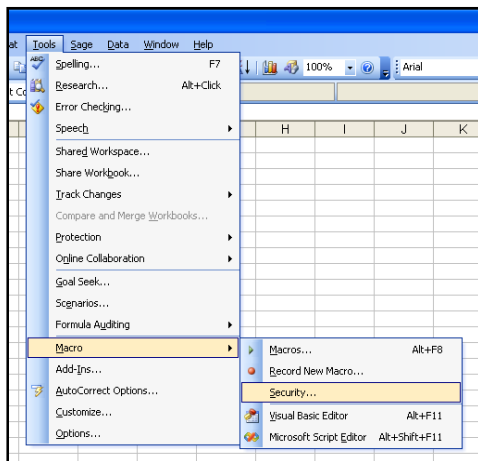


## Instructions - Incorporating Checksums to Existing Workbooks

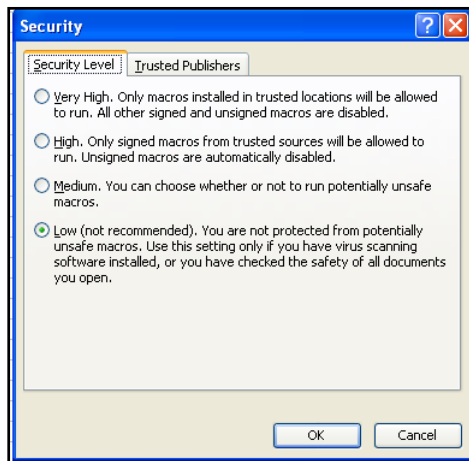
1. Unzip / extract the files from the Checksums.zip file. Easiest way to do this is to double-click on the Checksums.zip file to view the contents, then select both files and drag and drop them onto your **Desktop** (this makes subsequent importing of the Checksums module (checksums.bas) easier).
  
2. Before importing the Checksums Module, you must first ensure that the macro settings for the spreadsheet you wish to incorporate checksums for are set to “Low” in order to allow the code to run.

**Screenshot 1.0 – Adjusting Macro Security in Excel 2003**

**Step 1**

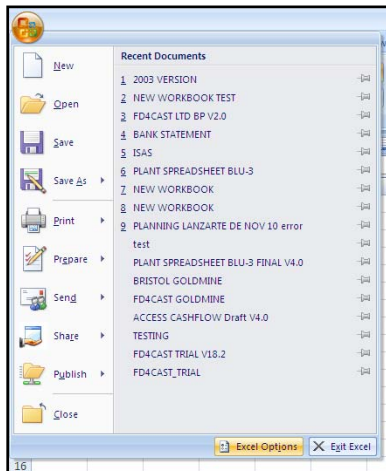


**Step 2**



**Screenshot 1.1 – Adjusting Macro Security in Excel 2007**

**Step 1**



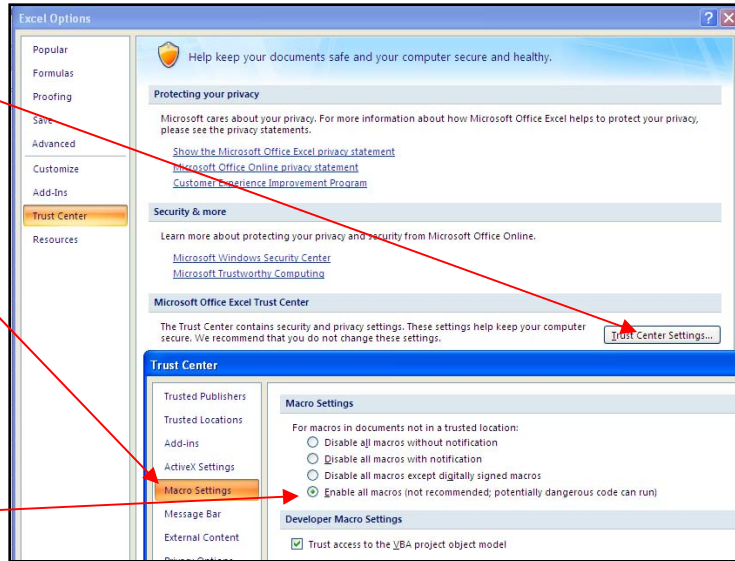
**Step 2**



**Step 3**

**Step 4**

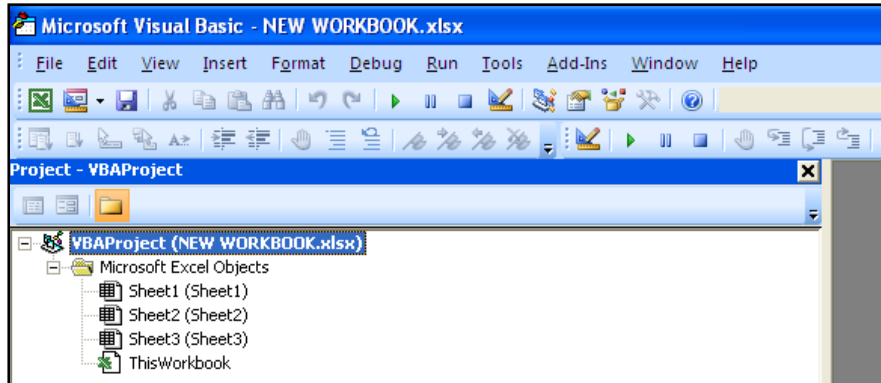
**Step 5**



3. Now select and open any workbook in your spreadsheet portfolio to which you wish to automatically add checksums functionality.

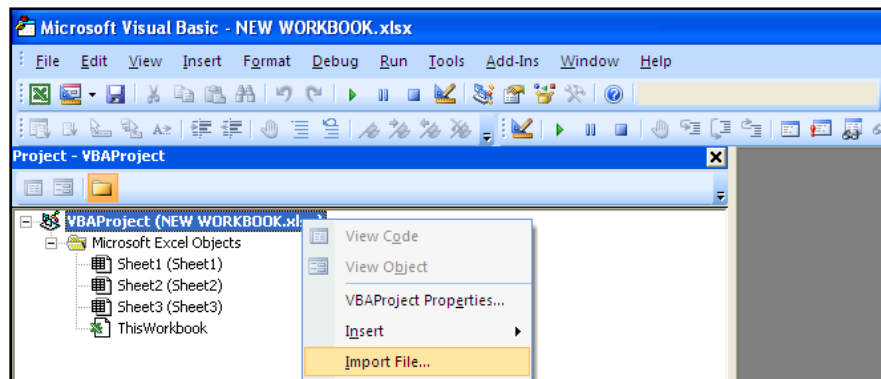
4. Once you have opened your workbook, press Alt+F11 to bring up the VBA Editor. You will see something similar to the screenshot below.

***Screenshot 1.2 – Excel VBA Editor***



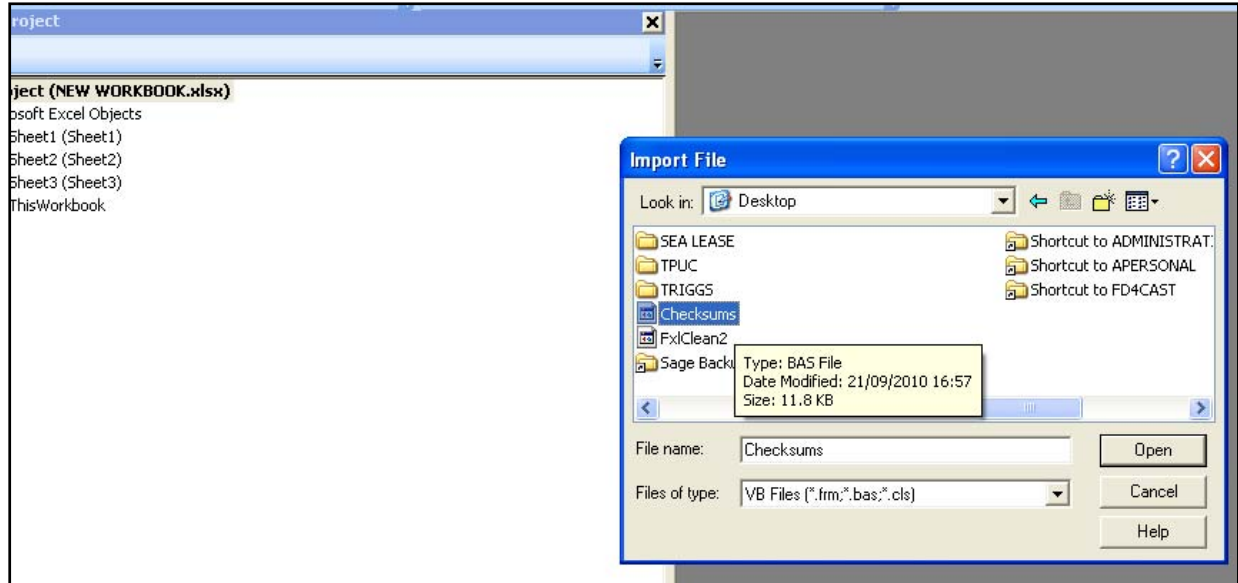
5. Right-click on the VBA project of the workbook you want to add the Checksums to and select “Import File...”

***Screenshot 1.3 – Importing the Checksums Module***



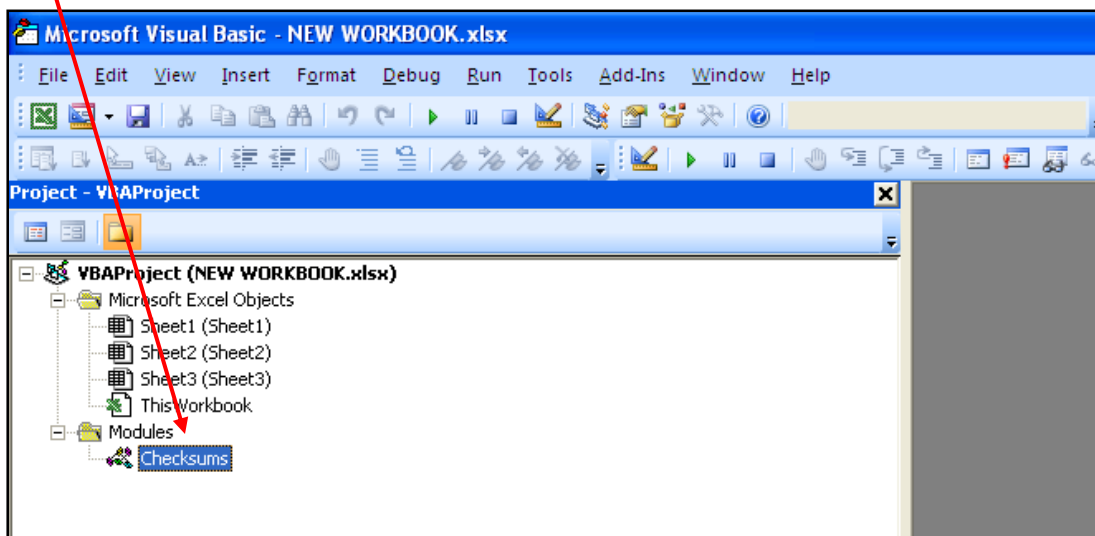
6. Navigate to your desktop and select the Checksums module, and double-click to import it.

***Screenshot 1.4 – Browsing to the Desktop to find the Checksums Module***



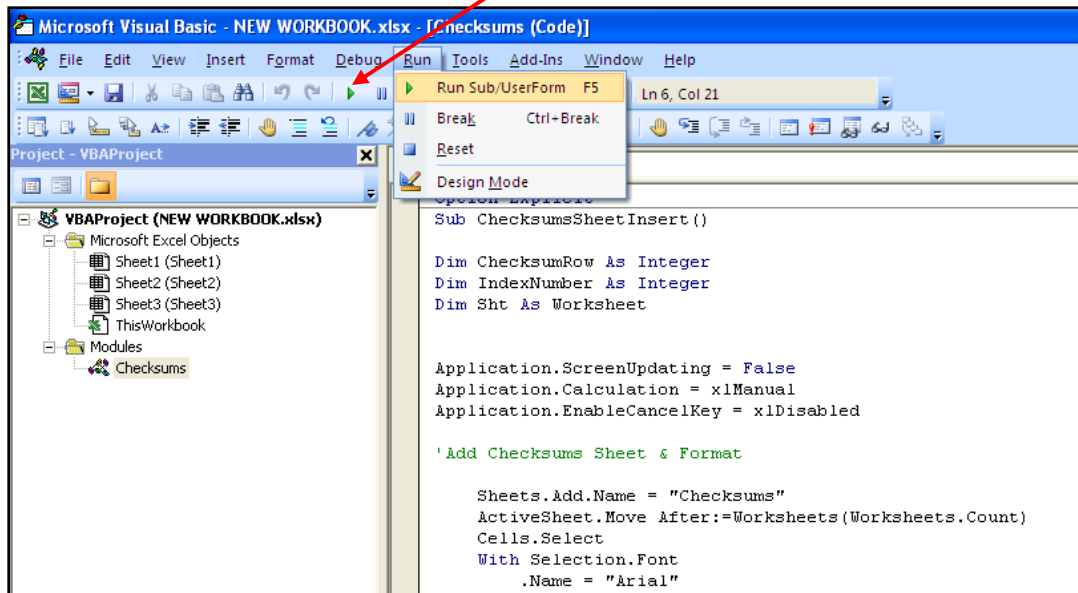
7. When you have successfully imported the Checksums module, you will see it appear as in the screenshot below.

***Screenshot 1.5 – Checksums Module Imported into Workbook VBA Project***



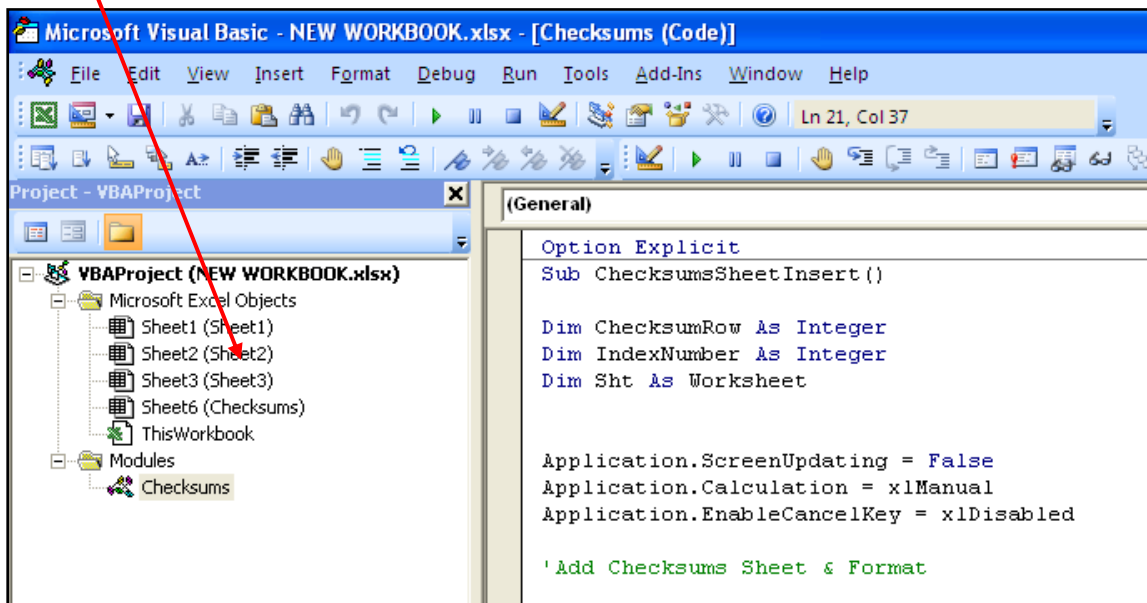
8. Then double-click on the Checksums module in the left-hand pane and you will see lines of code appear in the right-hand pane. Click anywhere on this pane between the lines of code (below the line “**Sub ChecksumsSheetInsert ()**”) and then go to Run > Run Sub/Userform as in the screenshot below (or simply click the little green “Play” icon on the tool bar).

***Screenshot 1.6 – Executing the Macro to create the Checksums Page***



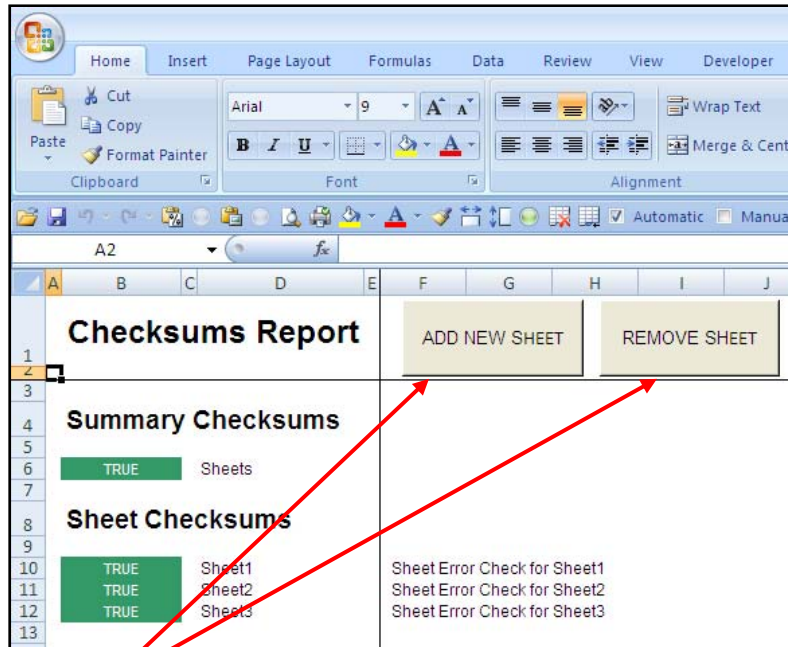
9. You will see that a Checksums page has now been added as the last worksheet in your workbook. **You may now close the VBA Editor.**

***Screenshot 1.7 – Checksums Page created in VBA Project***



10. And when you go to your workbook in Excel you will see the new Checksums worksheet as the last sheet in your workbook. From Row 10 onwards will be a list of each sheet in the current workbook along with its own checksum. This will allow you to quickly pinpoint errors when they occur on individual sheets, as these often tend to affect other areas of the workbook.

***Screenshot 1.8 – Checksums Page created in Workbook***



9. If you want to now add further sheets to your workbook, instead of manually inserting them you can simply navigate to the Checksums worksheet where you can use the buttons in Row 1 to add or remove sheets. By using these buttons, new sheets will automatically be created with a checksum feature already incorporated in each new sheet and, if removed, the workbook will re-configure itself to acknowledge this.

**10. If using Excel 2007 and not already using macros within the workbook to which you have just added checksums, upon closing or saving you will be prompted to save the workbook in a different format (i.e. as a Macro-Enabled Workbook). You must ensure that you save the workbook as “Macro-Enabled” or you will lose your newly-incorporated checksums!**

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For further technical support, or for help to include further checksums in your workbooks, please contact me via:-

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