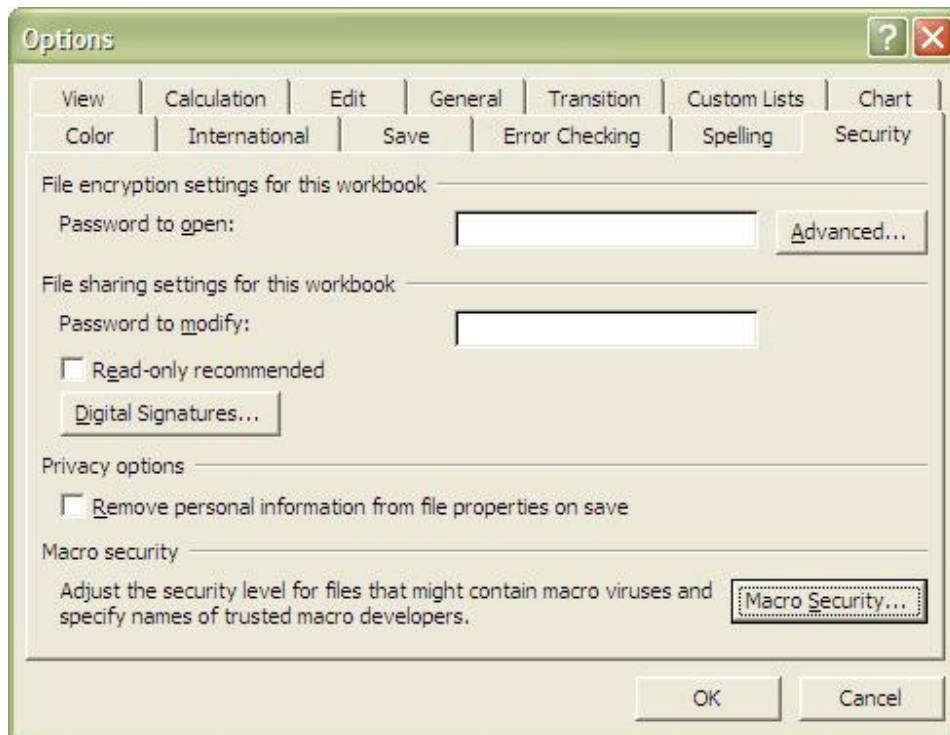


Income Shares Worksheet Instructions

The Income Shares worksheet contains macros that calculate child support. Microsoft Excel has macro security that must be modified prior to opening and using the Income Shares Worksheet for the first time. These instructions detail how to modify Microsoft Excel macro security settings in order to use the worksheet.

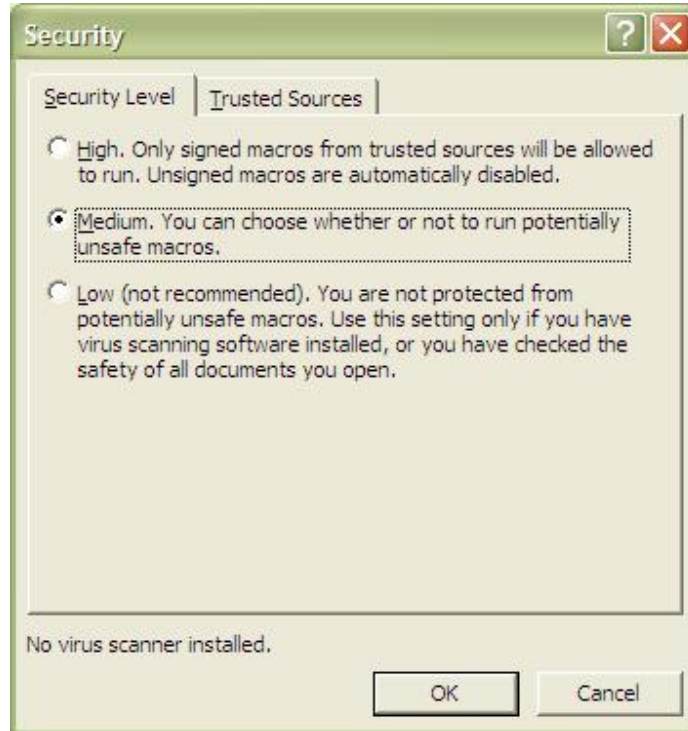
Modify Microsoft Excel Macro Security Settings:

1. Open any Microsoft Excel worksheet either by double-clicking the Microsoft Excel file or by opening Microsoft Excel and browsing for the worksheet file by clicking on File > Open on the menu.
2. After the worksheet is open, click on Tools > Options from the menu. Click on the “Security” tab. Your options should look similar to:



3. Click on the “Macro Security...” button in the bottom right corner.

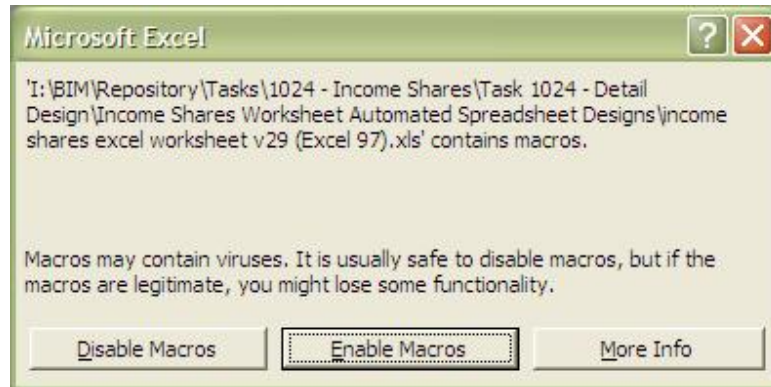
4. Set the macro security settings to by clicking on the radio button (white circle) beside “Medium”. Your settings should look similar to:



5. Finalize your settings by clicking the “OK” button on the “Security Level” tab.
6. Finalize your changes to the worksheet options by clicking the “OK” button on the “Security” tab.
7. Close Microsoft Excel either by clicking on the close button in the upper right hand corner or by clicking File > Close from the menu.
8. **Macro security settings only need to be modified once.** They can be reset at any time by using the procedure above. You are now ready to open and use the Income Shares worksheet.

Opening the Income Shares Worksheet:

9. Open the Income Shares worksheet either by double-clicking the Microsoft Excel file or by opening Microsoft Excel and browsing for the Income Shares worksheet file by clicking on File > Open on the menu.
10. When the Income Shares worksheet opens, you will be prompted to confirm whether you want to open the file that contains macros. The prompt should look similar to:



11. Click on the "Enable Macros" button to launch the Income Shares worksheet.
12. You are now ready to begin using the worksheet.