

## Instruction for using the Tools

### Enabling Macros

- The CAMHS Competency Framework Tools are created in Excel and contain a small amount of Visual Basic code to assist layout. You will need to give macros permission to run so you can use all of the functions built into the forms.
- After opening the document you will see a Security Warning saying 'Macros have been disabled'. Please click on the 'Options' button (if one appears) then click on 'Enable this content' and press 'OK'.
- Be patient if you see an hour glass icon appear as the form/s may need a few moments for data to load.
- You will find some instruction boxes appear when certain cells are hovered over or clicked into. Please follow these shortcut instructions to save you time.

### Printing the Tools

- When printing pages from the Tools, you will need to view the page/s you want to print in 'Print Preview' mode and note down the page numbers seen at the bottom right hand corner of the page/s.
- Enter the specific page numbers for printing or the whole document will print each time.

### Saving the Tools

- Save as per usual.