



## **Macro Facts:**

### **A Tip-Sheet to help you become an *Expert* at using the ONFC Excel Macro Software!**

Please save this sheet for future reference



#### **1. Accessing the Software:**

- ◆ To find the ONFC Excel Macro software, go to [www.onfc.ca/cat](http://www.onfc.ca/cat) and follow the directions for downloading the following files into the same directory:
  - ◆ (catalog.xls) May 2008 Digital Catalog Update
  - ◆ (onfc.xlm) Macro v4.5 (Last Updated Jan '08)
  - ◆ and the **instruction manual**
- ◆ Those using a MAC may need to hold down the 'Control' or 'Option' key while clicking the links to download.
- ◆ Please note: catalog.xls is updated every two months and should be re-downloaded regularly

#### **2. Starting your Order:**

- ◆ Firstly, locate the files you just saved and double click on **onfc.xlm**.
- ◆ This will open up Microsoft Excel and you will be asked to Enable or Disable Macros. You must always *Enable* Macros. (You may need to lower the security on your computer).
- ◆ You should now see a seemingly blank Excel screen. Look along the top of your screen to find a new menu option called "ONFC." Users of Excel 2007 will find "ONFC" under the "Add-ins" tab.
- ◆ Click on "ONFC" and you will see a drop-down menu, select "**Start ONFC Order.**"
- ◆ You will now see the screen in which to enter your order. Begin by entering your name in the left-most column.
- ◆ You can now start inputting codes in the "CODE" column. Press Enter and the product info will instantly appear. Be sure to enter the quantity of the items you want in the "Num" column. You should indicate whether you would like a Single unit of product, or a Case, by typing 'S' or 'C' in the "S or C" column.
- ◆ When you are finished your order, save the file and email it to your order compiler.

#### **3. Compilers: Emailing in your Order to ONFC:**

If you are the *order compiler*, the person who collects all of the members' orders and sends them into ONFC, you have one final step to prepare the order before sending it to ONFC:

- ◆ 'Cut and Paste' all of your members' orders into one master document.
- ◆ Go to the "ONFC" menu and click "**Generate ONFC Order.**"
- ◆ This will generate a new document (called FAX) which needs to be renamed (ex. "VegEater Buying Club Sept 2007"), saved, attached to an email and **emailed** (not faxed) to [orders@onfc.on.ca](mailto:orders@onfc.on.ca).



#### **Frequently Asked Questions:**

##### ***I can't see the digital catalogue (catalog.xlm), where is it?***

- ◆ The catalog.xlm file is a database and so is "behind the scenes." ONFC.xlm (the macro programming) uses the catalogue to find the codes you enter.
- ◆ You do not have to view the catalogue for it to work with the Excel program. If you wish to see it, go to "Window" (on the menu bar) and click "unhide", then "catalog."
- ◆ Please note: Changing the catalogue in any way may cause problems with the Excel program. If you find you are having to enter missing codes into the catalogue, it is time to revisit [www.onfc.ca/cat](http://www.onfc.ca/cat) and redownload catalog.xlm.

##### ***When I enter in the code and press Enter nothing happens, why?***

- ◆ When new Excel spreadsheets are opened this function gets disabled. To reactivate it, go to "ONFC" and select "Data Entry Mode" then retry. TIP: A check mark will appear beside "Data Entry Mode" when it is activated.

Please note: This tip sheet is not meant to substitute for the instruction manual which contains a great deal of information including the always useful trouble-shooting techniques.