

## 4 Getting Started with BEAD

Requirements: BEAD is a Microsoft Excel based tool. To use BEAD, the user should use a PC with the following configurations:

Operating Systems: Windows XP, Windows Vista or Windows 7 operating systems. BEAD does not work in early Service Packs of Windows XP.

Space: The BEAD tool requires 3 MB of storage. If hard drive space is limited, one can use the BEAD tool from a USB memory stick with at least 10 MB of free space.

Screen Resolution: The BEAD tool will automatically adjust to most screen resolutions. In cases in which BEAD scroll bars and buttons are not visible, the user must exit BEAD and enter Windows Control Panel to change the screen resolution. One should select 1280 x 800 dpi or 1024 x 768 dpi.

Software: Windows Excel 2007 (SP2) or higher version and the BEAD xlsx file. To upgrade your Windows Excel 2007 to 2007 SP2, one can download the update from:  
<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=b444bf18-79ea-46c6-8a81-9db49b4ab6e5>

*Note: For unresolved security alert warnings and trouble enabling macros, refer to <http://support.microsoft.com/kb/927150>.*

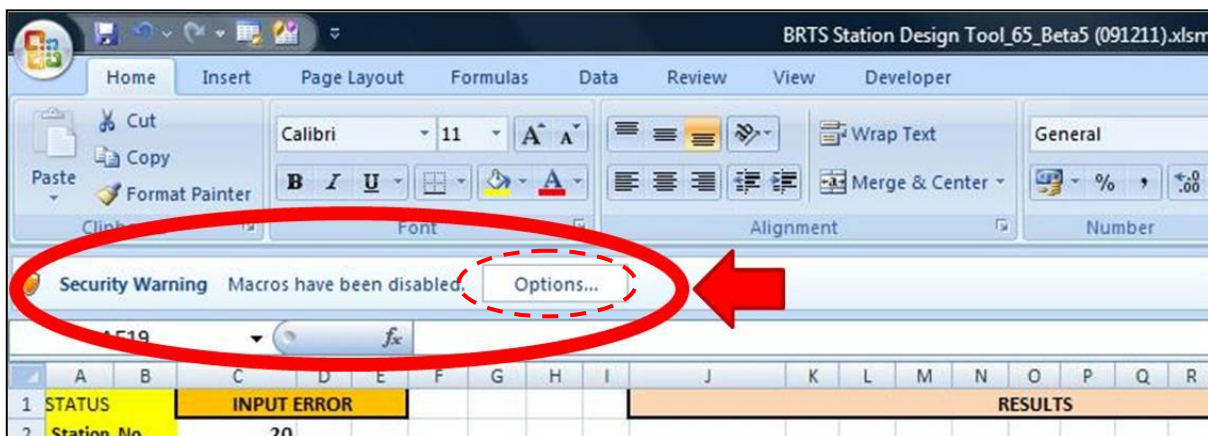
Permission: The BEAD tool requires an opening password which is 'BRTSpasenger'.

Directories: The BEAD tool will work in any subdirectory except virtual ones such as Windows 7 "Library." External BEAD xlsx files that can be loaded into BEAD must also reside in non-virtual subdirectories such as the "Documents" subdirectory.

BEAD makes use of VBA script and macros in Excel. To run BEAD one needs to enable macros by one of the following means:

### 1. Double Click BEAD and then Enable Macros:

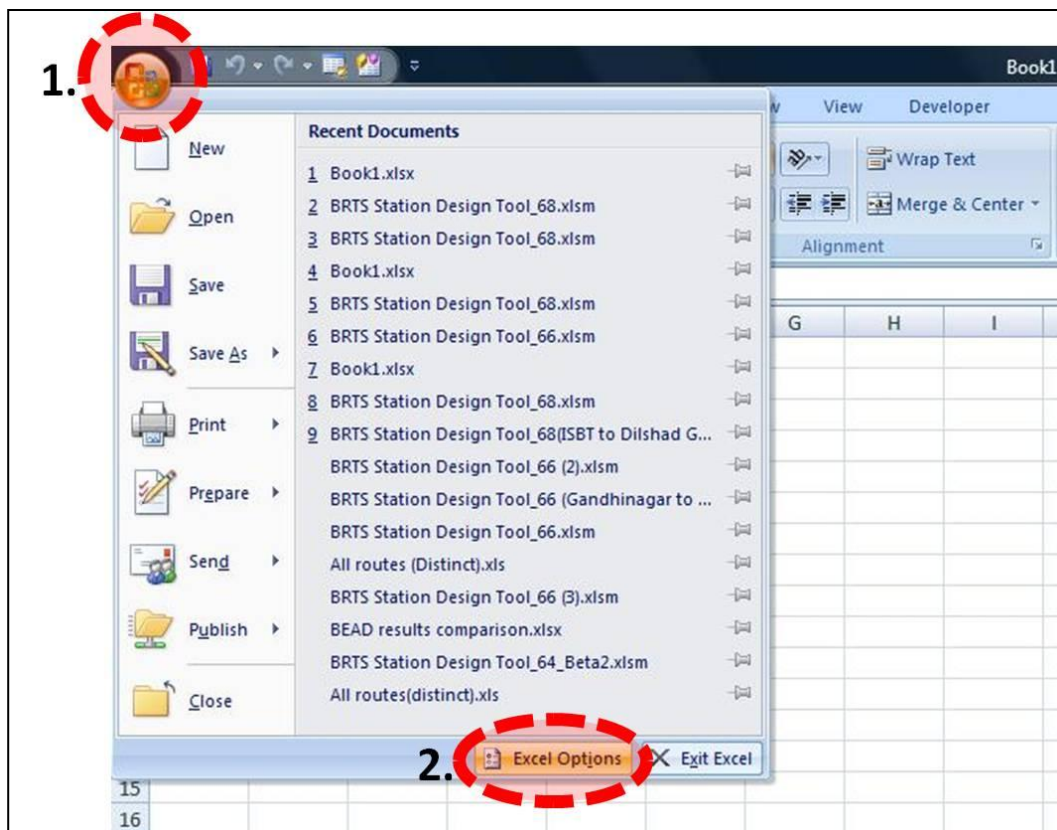
1. Double click the Excel (BEAD) file.
2. You will get a '**Security Warning**' on main Excel page (on the top, below Tool Bar).
3. Click '**Options..**'.
4. And choose '**Enable this content**' from 'Microsoft Office Security Options' window and then click '**OK**' to start with **BEAD tool**.



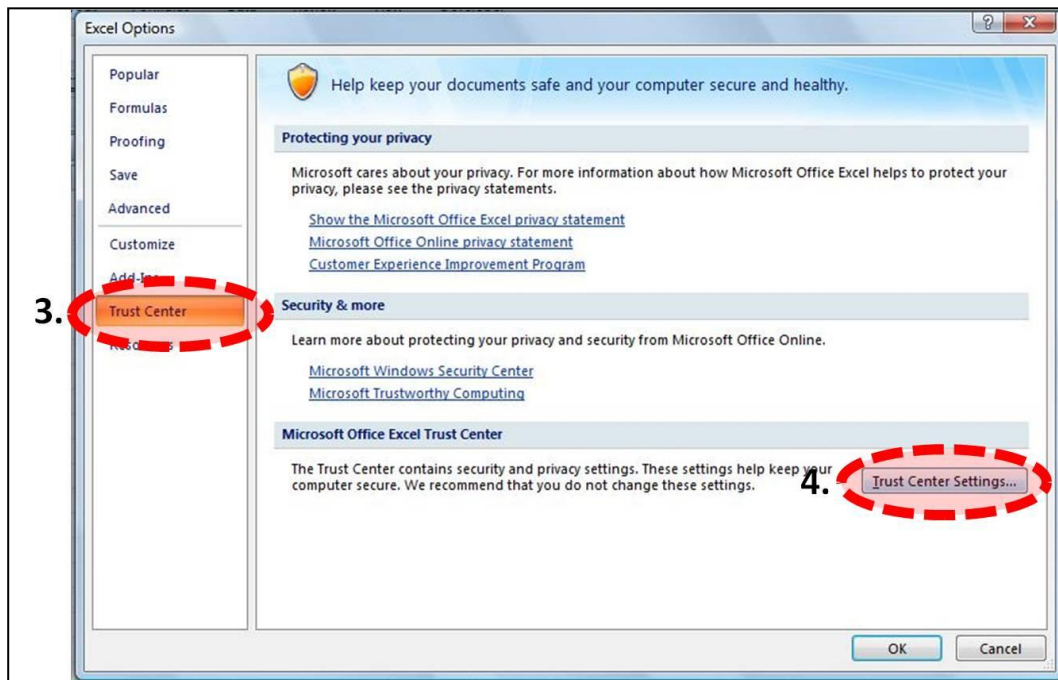


## 2. Enable Macros before running BEAD:

1. Press '**Office Button**' (on the Top, Left corner).
2. Then press '**Excel Options**' (at bottom).



3. Go to **'Trust Center'** (Left side column) on 'Excel Options' sheet.
4. Click **'Trust Center Settings...'**(at Bottom, Right side).



5. Click **'Macro Settings'** option on 'Trust Center' page. (Left side column)
6. Choose **'Enable all macros (not recommended, potentially dangerous code can run)'** option from 'Macro Settings.'
7. Click ON the **'Trust access to the VBA project object model'** option from Developer Macro Settings. Then click **OK** and go further to use **BEAD tool**.

