

Plastic pollution assessment methodologies suitability toolkit

V1.0



Quick Start Guide

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Quick Start Guide

The 'Plastic Pollution Assessment Methodology Suitability Toolkit' (PLAST) can only work with Microsoft Windows. Other operating systems such as Mac OS cannot run this application. Read this quick start guide to help set up the required system settings to get started with the PLAST Toolkit.

Microsoft Windows

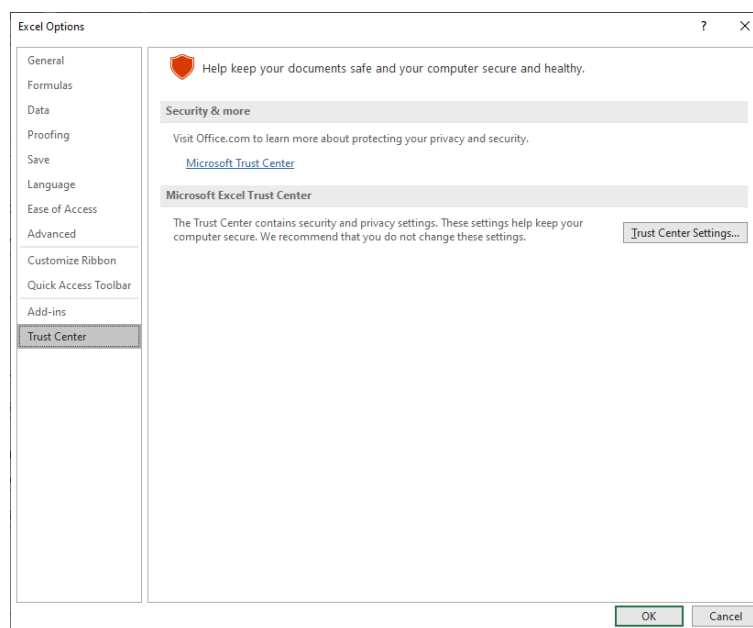
Step 1. Open Microsoft Excel and configure the “Trust Setting” *before* downloading and opening the PLAST toolkit

Follow these steps;

1a. Open Excel and click on **File** in the menu

1b. Then click **Options** and click **Trust Centre**

1c. You will see a screen similar to the following:

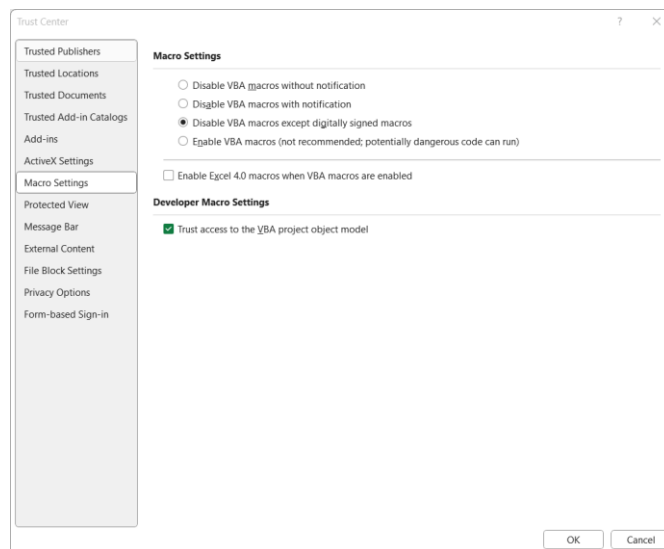


1d. Click on **Trust Center Settings..**

1e. Choose the Macro Setting “Disable VBA macros except digitally signed macros”. Note: on some versions of Microsoft Excel this may instead read, “Disable all macros except digitally signed macros”.

1f. Tick the box “Trust access to the VBA project object model”.

1g. Click **OK** button to save settings and exit back to the Excel program

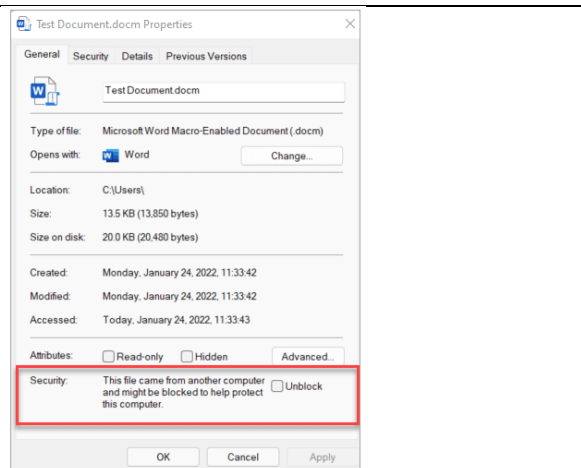


1h. Close Microsoft Excel

Note: Some users that have computers provided and configured by their companies/organisations may have Security Policies pre-set and find that access to the Microsoft Excel Trust Centre is disabled **or that the Macro Settings cannot be changed.**

If your organization has disabled the Macro Settings, then you can instead attempt to run the macros by right-clicking the PLAST file once it has been downloaded and saved to My Document (see Step 2), choosing **Properties**, and then select the **Unblock** checkbox on the **General** tab.

Warning – Selecting ‘Unblock’ bypasses the digital certification and should only be done if users are confident of the source of the file.



Step 2. Download the excel version of the PLAST toolkit and move to ‘My Documents’

Errors may be encountered if you try and run PLAST from a network drive such as OneDrive. To ensure PLAST works correctly, we recommend saving the downloaded file to ‘My Documents’ on your C Drive to run. PLAST can still be saved after its operation to OneDrive folders for sharing, however, it should always be moved to a stable location prior to opening (e.g., ‘My Documents’). **Note:** You must have permission to save files in the folder in which the PLAST has been saved and opened from.

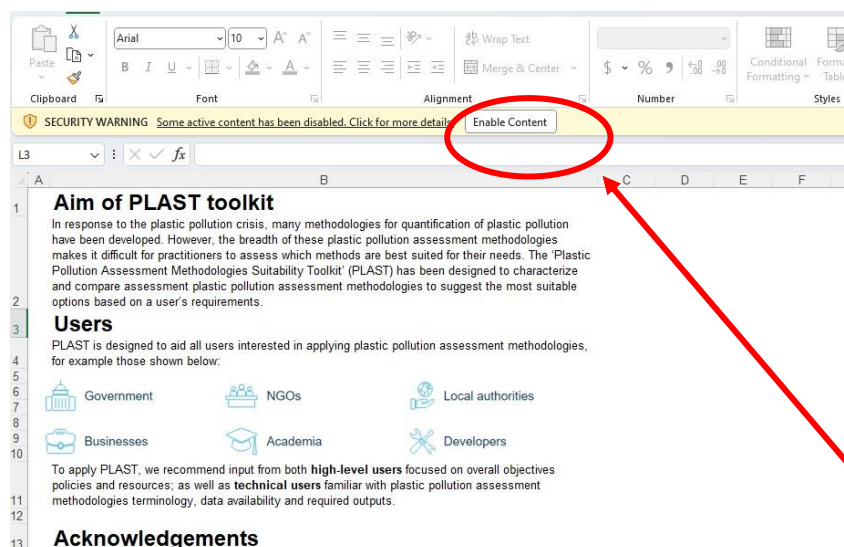
Step 3. Open PLAST toolkit and install the security certificate

Note: The toolkit is best opened for the first time on a single screen set-up. It is suggested to unplug any additional screens before opening.

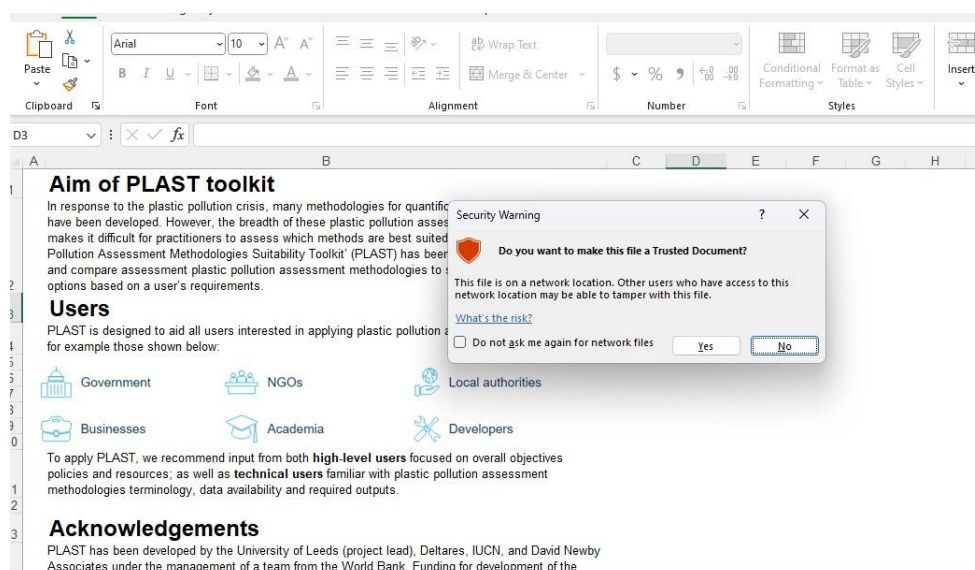
Follow these steps;

3a. You will see a screen similar to the below picture:

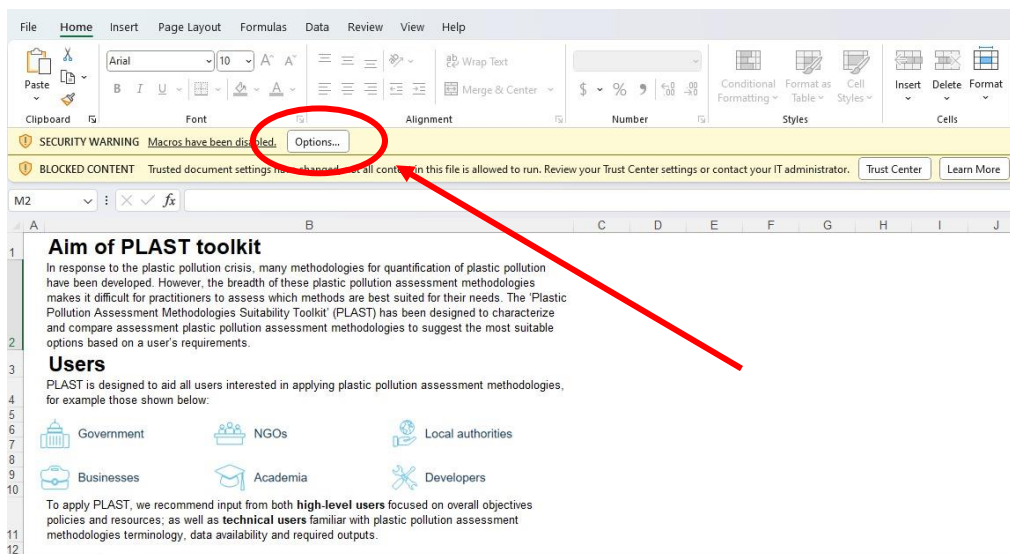
3b. Click on **Enable Content**



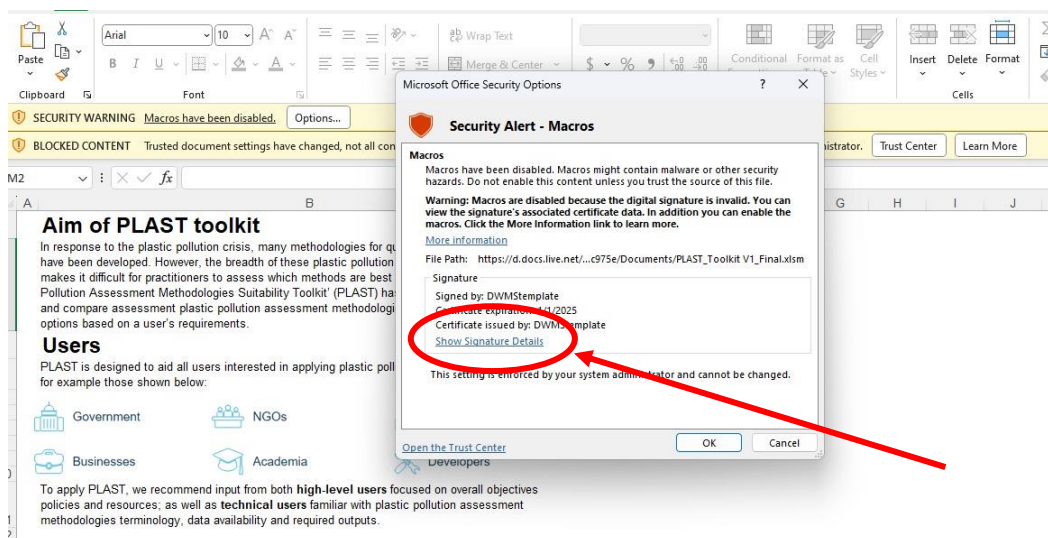
3c. Then click on **YES** to make the file a Trusted Document



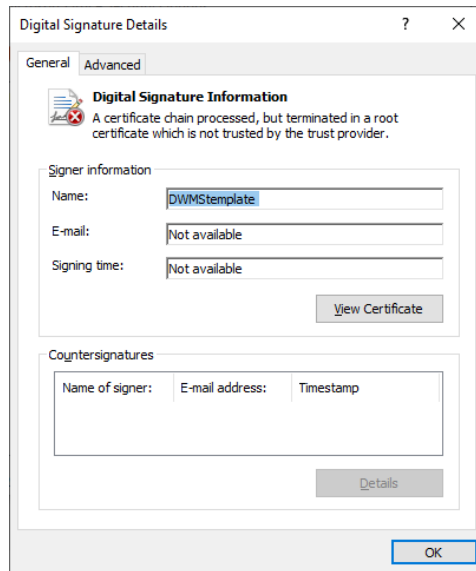
3d. And click **Options**



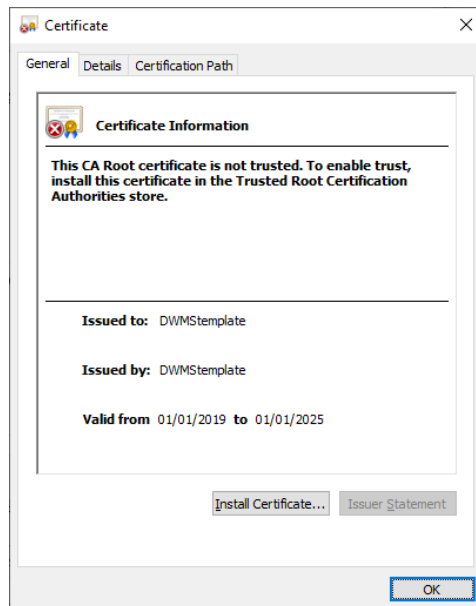
3e. And click **Show Signature Details**



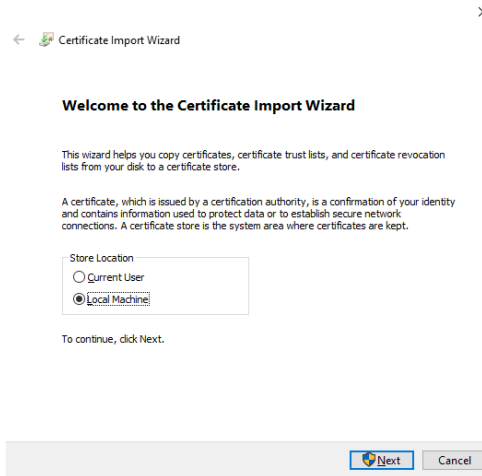
3f. Click on **View Certificate**



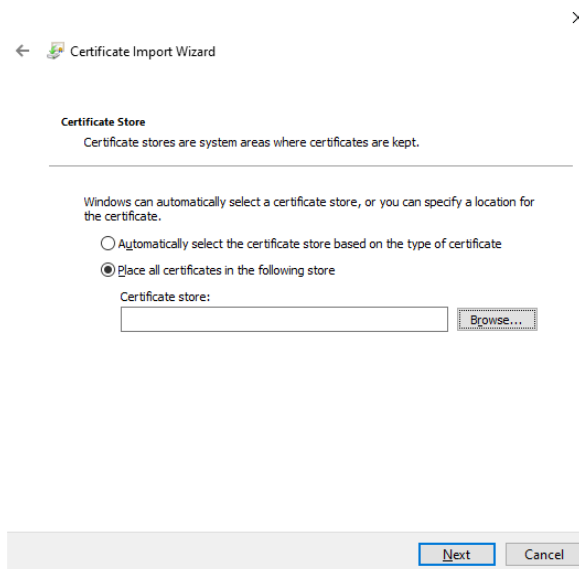
3g. Now click on **Install Certificate...**



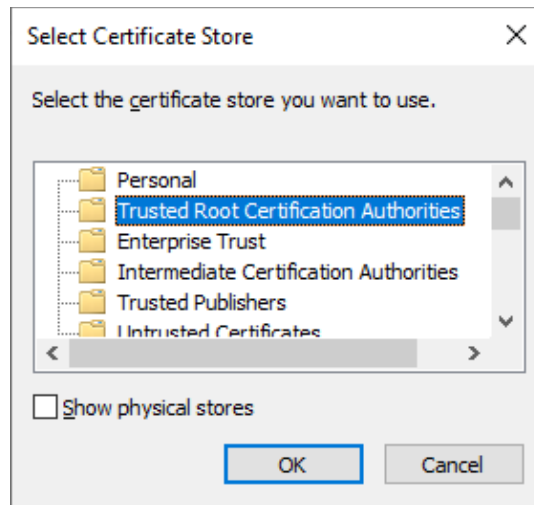
3h. Choose store location “Local Machine” and click **Next** button



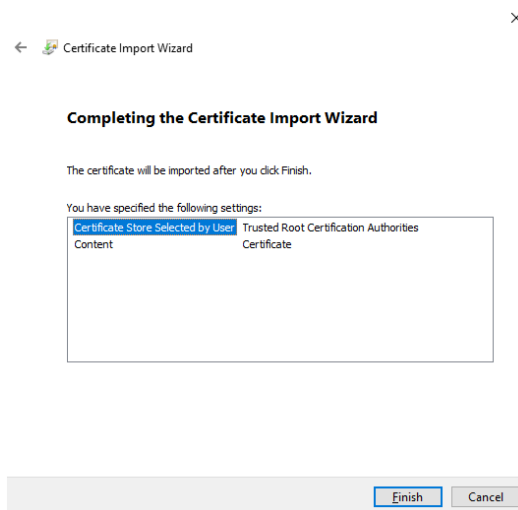
3i. Now we choose where to save the certificate. To do this, you click on the **Browse...**



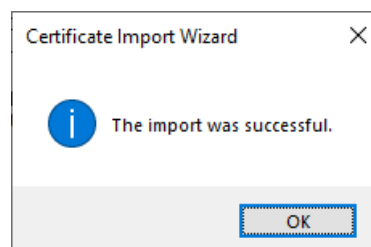
3j. Choose “Trusted Root Certification Authorities” and click on the **OK** button.



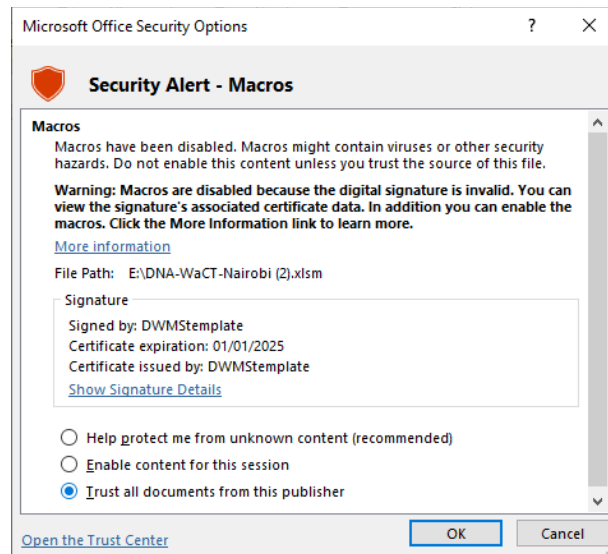
3k. Then click **Finish** button to complete the certificate installation.



3l. You will get a confirmation. Click **OK**



3m. Select the option “Trust all documents from this publisher” and click **OK**.



3n. Close Excel and reopen the PLAST spreadsheet application and the system should be fully functional.