

# Plastic pollution assessment methodologies suitability toolkit



# **Quick Start Guide**









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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:

Excel Options		? >
General Formulas	Help keep your documents safe and your computer secure and healthy.	
Data	Security & more	
Proofing	Visit Office.com to learn more about protecting your privacy and security.	
Save	Microsoft Trust Center	
Language	Microsoft Excel Trust Center	
Ease of Access		
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Irust Center Settings
Customize Ribbon		
Quick Access Toolbar		
Add-ins		
Trust Center		
		OK Cancel

#### 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

ust Center		?	$\times$
rusted Publishers	Macro Settings		
rusted Locations Irusted Documents Irusted Add-in Catalogs Add-ins ActiveX Settings Macro Settings	Disable VBA macros without notification     Disable VBA macros with notification     Disable VBA macros except digitally signed macros     Egable VBA macros (not recommended; potentially dangerous code can run)     Enable Egcel 4.0 macros when VBA macros are enabled		
rotected View	Developer Macro Settings		
dessage Bar Sztemal Content ille Block Settings Hivacy Options iorm-based Sign-in	Trust access to the VBA project object model		

1h. Close Microsoft Excel

<u>Note:</u> 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	🛃 Test Document.docm Properties 🛛 🗙
Settings, then you can instead attempt to	General Security Details Previous Versions
run the macros by right-clicking the PLAST	Test Document docm
file once it has been downloaded and saved	Type of file: Microsoft Word Macro-Enabled Document (.docm)
to My Document (see Step 2), choosing	Opens with: www. Word Change
Properties, and then select the Unblock	Location: C:\Users\
checkbox on the <b>General</b> tab.	Size: 13.5 KB (13.850 bytes)
	Size on disk: 20.0 KB (20.480 bytes)
	Created: Monday, January 24, 2022, 11:33:42
Warning – Selecting 'Unblock' bypasses	Modified: Monday, January 24, 2022, 11:33:42
the digital certification and should only	Accessed: Today, January 24, 2022, 11:33:43
be done if users are confident of the	Attributes: Read-only Hidden Advanced
source of the file.	Security: This file came from another computer Unblock and might be blocked to help protect Unblock
	this computer.
	OK Cancel Apply
	OK Cancel Apply

#### 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.



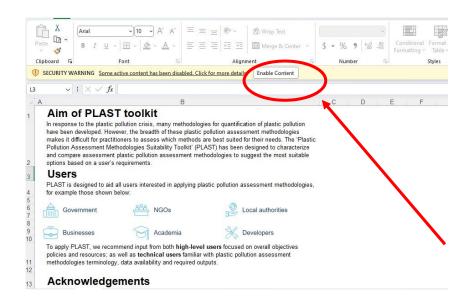


#### Step 3. Open PLAST toolkit and install the security certificate

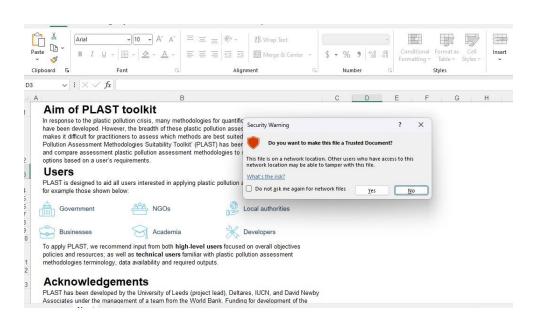
**Note:** The toolkit is best opened for the first time on a single screen set-up. It is suggested to unplug any additional screens before opening.

#### 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



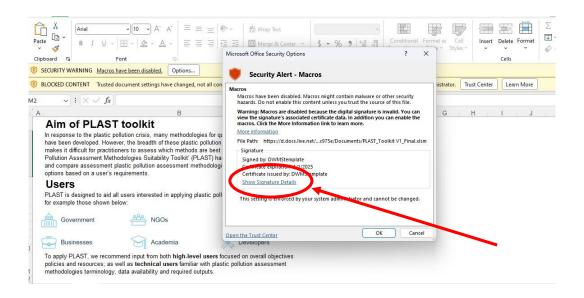




### 3d. And click Options

Paste			₽ Wrap Text ■ Merge & Center ~	\$ ~ % 9	~ 00 0.0	Conditional F	ormat as Cell Table ~ Styles ~	Insert Delete Forma
° 💞 Clipboard ⊑	Font	Alignment		Numbe	r Bi	100100000000000000000000000000000000000	vies	Cells
	Macros have been disabled. Optio						,	
BLOCKED CONTENT	Trusted document settings not shan	nel acall contentin this fi	le is allowed to run. Review	vour Trust Cen	ter settings o	contact your IT a	dministrator. Tru	ust Center Learn More
				,				J
A2	Jx B			С	D	E F	G	H I J
	AST toolkit			U	U		0	11 1 5
have been develope	plastic pollution crisis, many metho d. However, the breadth of these pl practitioners to access which meth	astic pollution assessmer	nt methodologies					
have been develope makes it difficult for Pollution Assessme and compare asses options based on a		astic pollution assessmer nods are best suited for th t' (PLAST) has been desi	nt methodologies neir needs. The 'Plastic gned to characterize					
have been develope makes it difficult for Pollution Assessme and compare asses options based on a <b>Users</b>	d. However, the breadth of these pl practitioners to assess which mell ant Methodolgies Suitability Toolki sment plastic pollution assessmer user's requirements. to aid all users interested in applyi	astic pollution assessmen nods are best suited for th t' (PLAST) has been desi t methodologies to sugge	nt methodologies neir needs. The 'Plastic gned to characterize st the most suitable					
have been develope makes it difficult for Pollution Assessmu- and compare asses options based on a <b>Users</b> PLAST is designed	d. However, the breadth of these pl practitioners to assess which mell ant Methodolgies Suitability Toolki sment plastic pollution assessmer user's requirements. to aid all users interested in applyi	astic pollution assessmer nods are best suited for th t (PLAST) has been desis t methodologies to sugge ng plastic pollution asses	nt methodologies neir needs. The 'Plastic gned to characterize st the most suitable					
have been develope makes it difficult for Pollution Assessme and compare asses options based on a USERS PLAST is designed for example those s	<ul> <li>d. However, the breadth of these pl practitioners to assess which meti Methodologies Suitability Toolk sment plastic pollution assessmen user's requirements.</li> <li>to aid all users interested in applyi hown below.</li> </ul>	astic pollution assessmen toods are best suited for the (PLAST) has been desi t methodologies to sugge ng plastic pollution asses	nt methodologies leir needs. The 'Plastic gned to characterize ist the most suitable sment methodologies,					

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







3f. Click on View Certificate

igital Signature Det	gital Signature Details			>			
General Advanced							
Digital Signature Information A certificate chain processed, but terminated in a root certificate which is not trusted by the trust provider.							
Signer information							
Name:	DWMStemplate						
E-mail:	Not available						
Signing time:	Not available						
		View	Certificate				
Countersignature	5						
Name of signer	E-mail address:	Timestamp					
Details							
			Oł	<			

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

🛺 Certificate	×
General Details Certification Path	
Certificate Information	
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.	
Issued to: DWMStemplate	
Issued by: DWMStemplate	
Valid from 01/01/2019 to 01/01/2025	
Install Certificate Issuer Stat	ement
	ОК





## 3h. Choose store location "Local Machine" and click Next button

	_	×
~	🐓 Certificate Import Wizard	
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocatio lists from your disk to a certificate store.	n
	A certificate, which is issued by a certification authority, is a confirmation of your ider and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	tity
	Store Location	
	O <u>C</u> urrent User	
	Local Machine	
	To continue, click Next.	
	<b>Next</b>	Cancel

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

ertificate Store	
Certificate stor	es are system areas where certificates are kept.
Windows can a the certificate.	utomatically select a certificate store, or you can specify a location for
○ Automat	ically select the certificate store based on the type of certificate
<u> Place all</u>	certificates in the following store
Certifica	ate store:
	Browse

lext Cancel	<u>N</u> ext





3j. Choose "Trusted Root Certification Authorities" and click on the OK button.

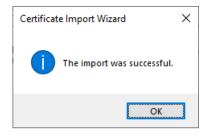
Select Certificate Store	Х				
Select the certificate store you want to use.					
Personal	^				
Trusted Root Certification Authorities					
Intermediate Certification Authorities					
Trusted Publishers					
Untrusted Certificates	×				
< >					
Show physical stores					
OK Cancel					

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

←	<i>Ş</i> , (	Certificate Import Wizard		×
		Completing the Certific	ate Import Wizard	
		The certificate will be imported after		
		You have specified the following sett Certificate Store Selected by User Content	ings: Trusted Root Certification Authorities Certificate	
		Content	Certificate	

<u>F</u> inish	Cancel

3I. You will get a confirmation. Click OK







3m. Select the option "Trust all documents from this publisher" and click OK.

Vicrosoft Office Security Options	?	×
Security Alert - Macros		
Macros		1
Macros have been disabled. Macros might contain viruses or other sec hazards. Do not enable this content unless you trust the source of thi		
Warning: Macros are disabled because the digital signature is invalid view the signature's associated certificate data. In addition you can er macros. Click the More Information link to learn more.		
More information		
File Path: E:\DNA-WaCT-Nairobi (2).xlsm		
Signature		
Signed by: DWMStemplate		
Certificate expiration: 01/01/2025		
Certificate issued by: DWMStemplate		
Show Signature Details		
<ul> <li>Help protect me from unknown content (recommended)</li> </ul>		
Enable content for this session		
Irust all documents from this publisher		
Open the Trust Center OK	Can	cel

4. Once steps 1-3 have been completed, PLAST should be successfully configured to run on your PC and can be opened by double clicking the PLAST file. Ensure all open Microsoft Excel workbooks and PDF files are closed prior to opening PLAST to avoid interference with the application. New users to PLAST should follow the above installation instructions and complete the necessary training before using PLAST.