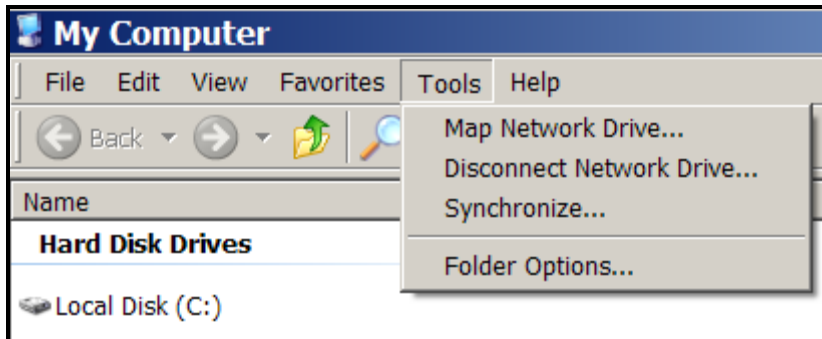


Setup for Opening Spreadsheets Using Excel in a Web Browser

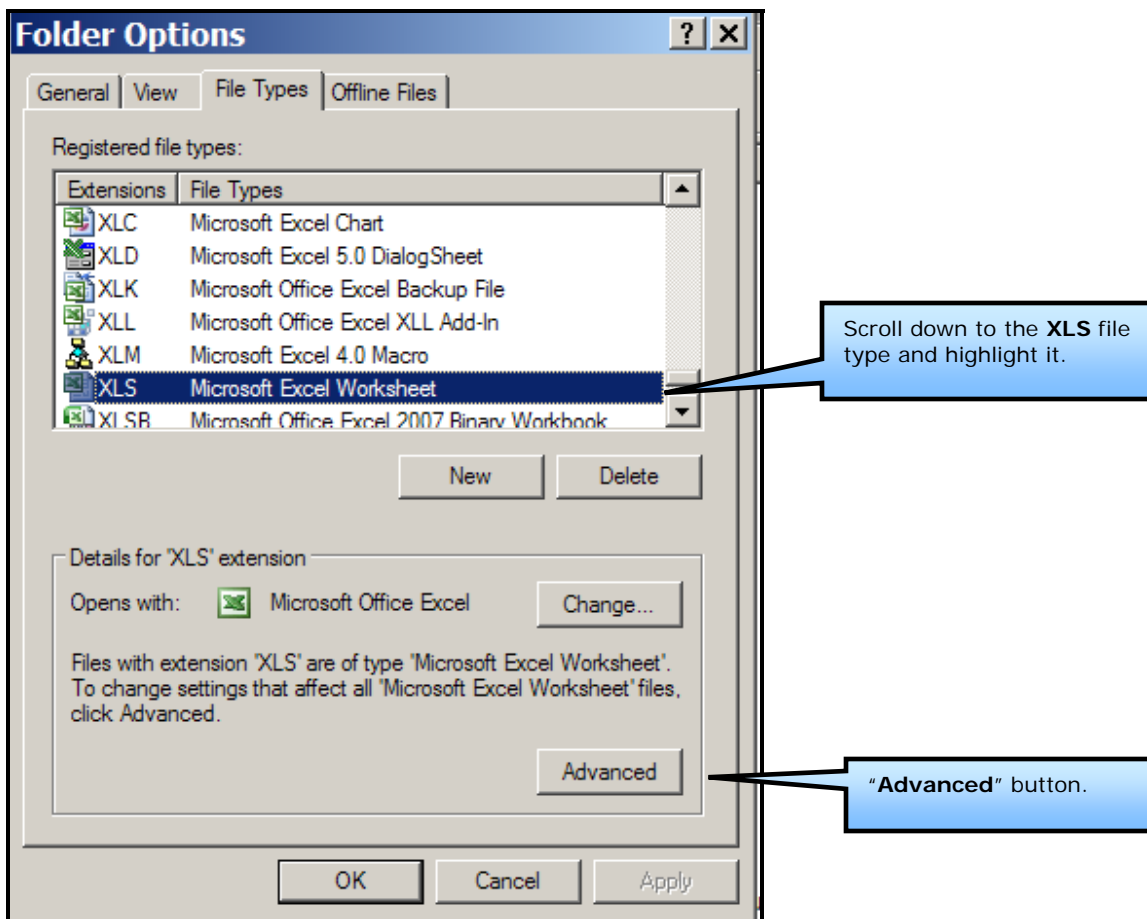
Windows XP:



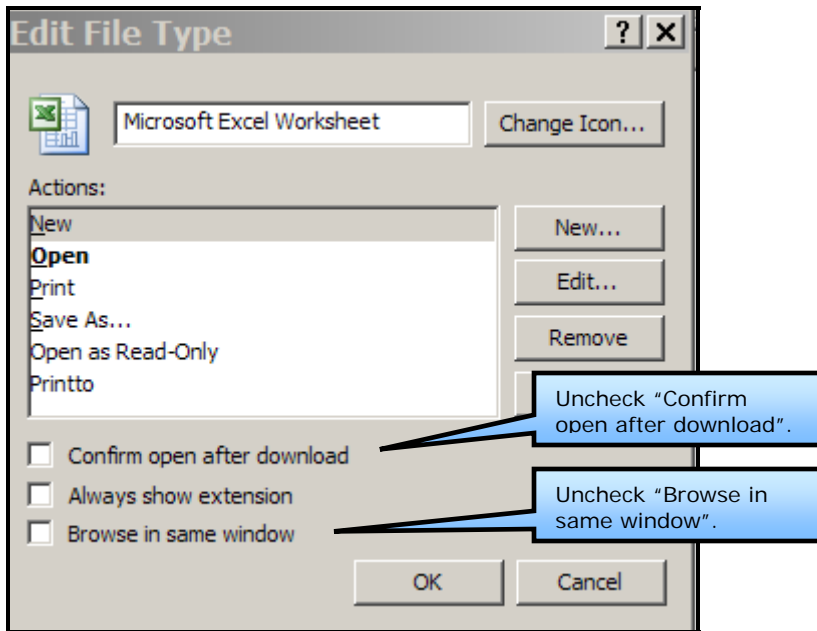
Double click "My Computer", then click the **Tools** menu and **Folder Options**.



Click the **File Types** tab, scroll down to **XLS** and highlight it by clicking once, then click the **Advanced** button.



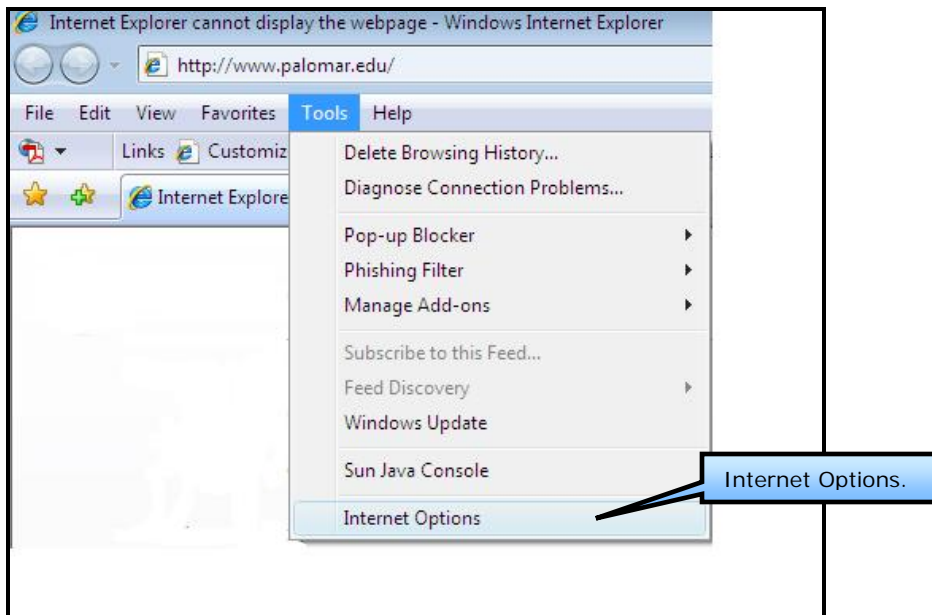
Uncheck **"Confirm open after download"** and **"Browse in same window"** and click OK.



Close the remaining windows. The spreadsheet will now open in Excel and not in the web browser itself. The document will be **"read-only"** until it is saved.

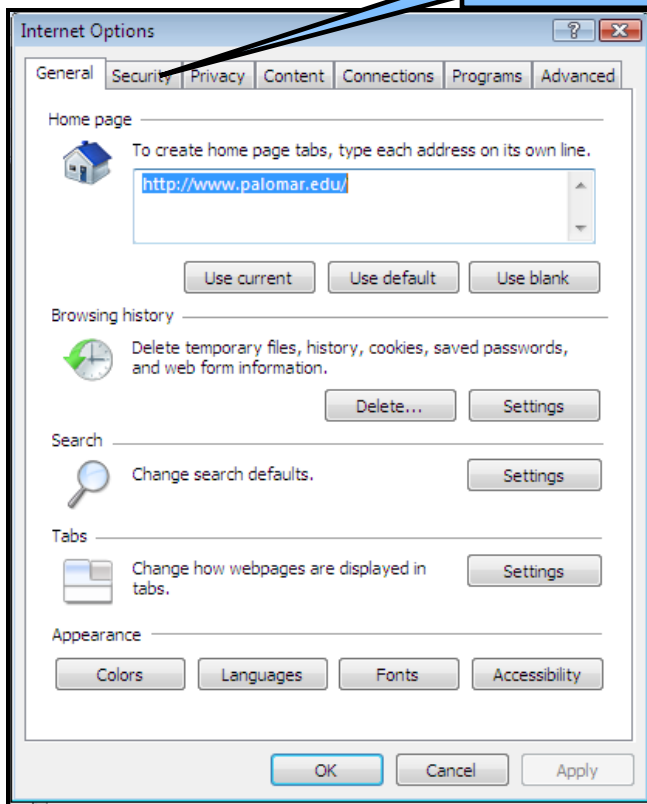
Windows Vista

Go to **Tools, Internet Options** in Internet Explorer.

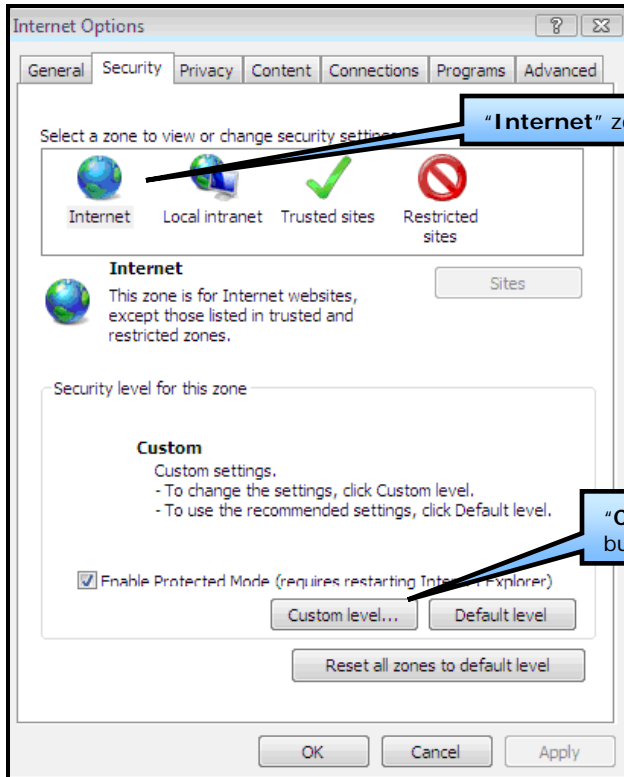


Click on the "Security" tab.

"Security" tab.



Click on the "Internet" zone and check to see if it is highlighted before proceeding.

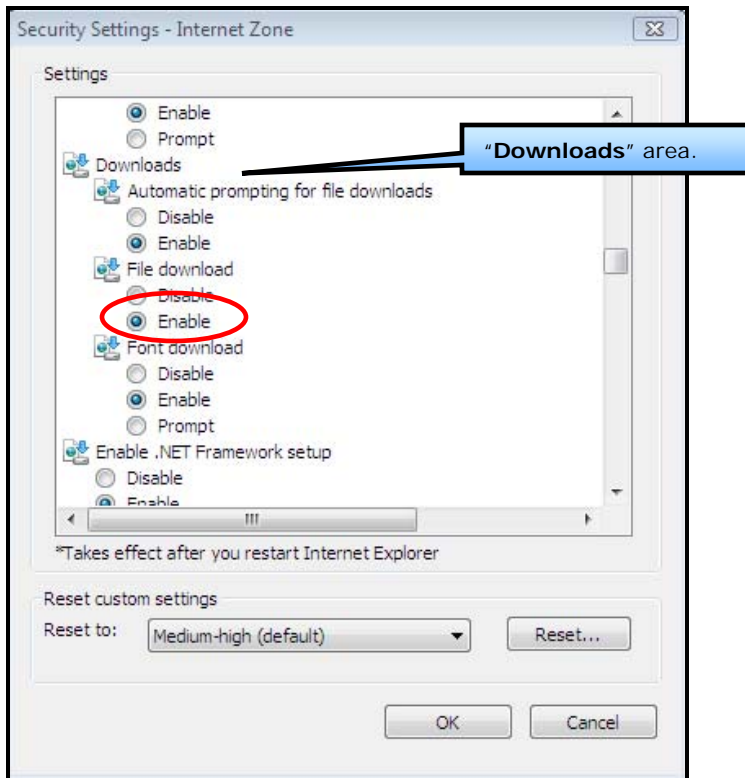


"Internet" zone.

"Custom level..." button.

Click on the "Custom level" button.

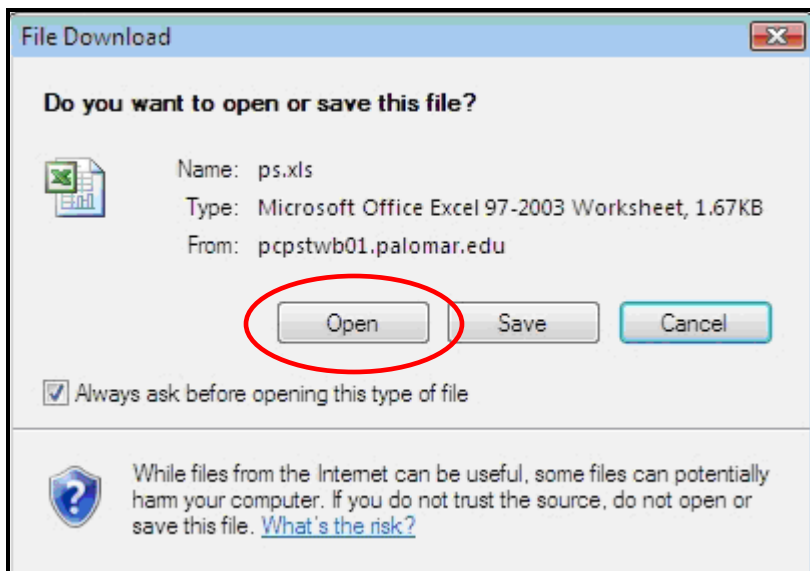
Scroll down to the “Downloads” settings and under “Automatic prompting for file downloads”, click on the “Enable” radio button.



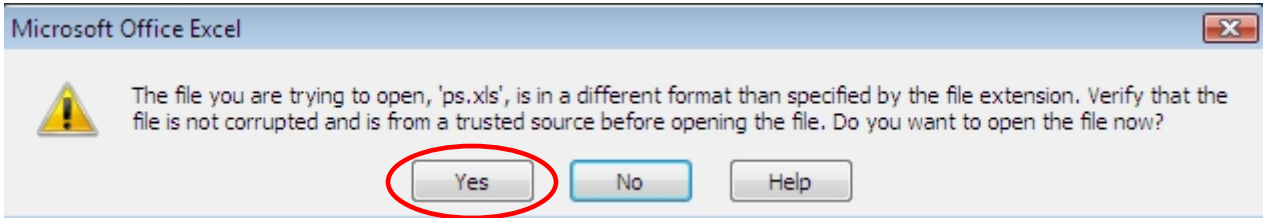
Click “OK” twice.

When uploading a spreadsheet to Excel using Windows Vista, the following message will appear.

Click “Open”.



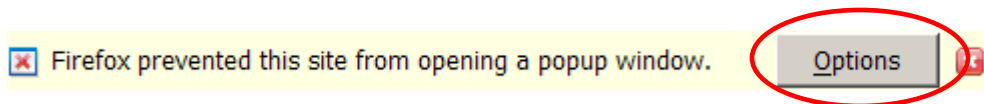
When opening the Excel spreadsheet, the following message may appear depending upon the version of Microsoft Office.



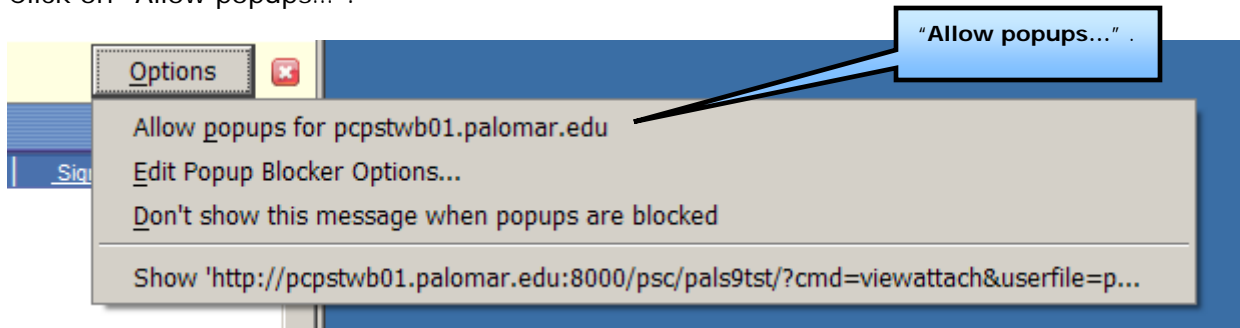
Click **“Yes”**. The file is not corrupted, the program is expecting a different format.

Mozilla Firefox

When opening the Excel spreadsheet using Mozilla Firefox, the following message may appear on the top of the web page. Click on the **“Options”** button located on the right-hand side of the web page.



Click on **“Allow popups...”**.



The spreadsheet will now open in Excel.