



# How to Change Excel Settings

*and Other Helpful File Hints*

Public Finance Resources, Inc.

*“Serving the Public’s Financial Leaders”*

# Excel Settings to Consider

The following settings could be affecting the functionality of your forecast spreadsheets:

- **Macro Settings**

- Enabling macros will allow you to run the print macros, cash flow automated estimates, and forecast compare macro to freeze your current numbers.

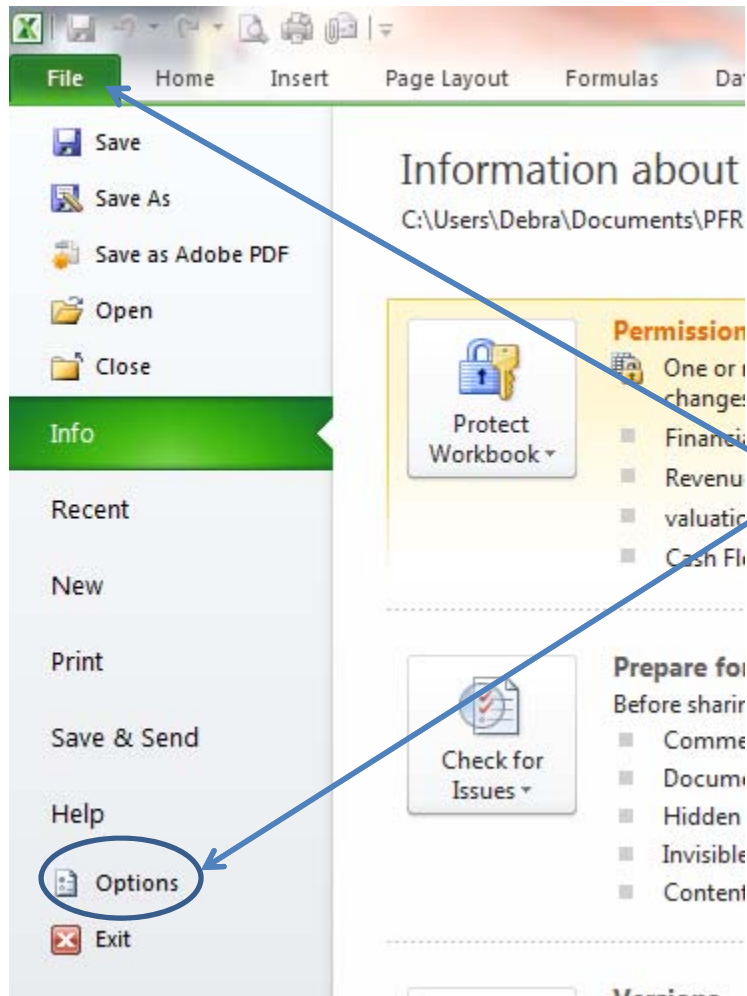
- **Protected View**

- Disabling protected view allows you to take the forecast files emailed to you as attachments, save them, and open them regularly and not in a protected view which affects linking and functionality.

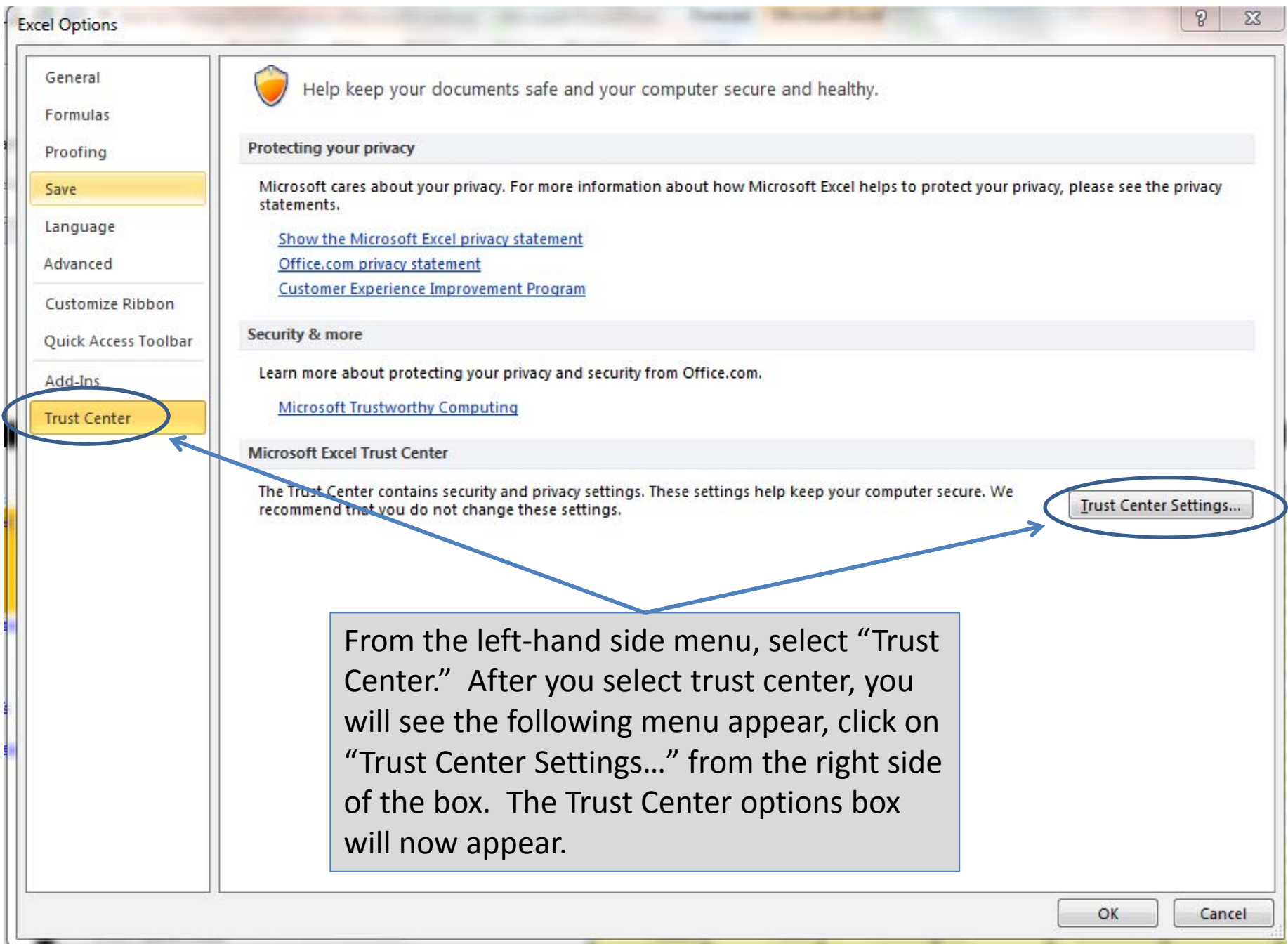
- **External Content**

- Enabling external content will allow the forecast.xlsm and taxwork.xlsm files to link and share data seamlessly without worrying if you have manually updated the linking each time you open the files.

# To Change Settings



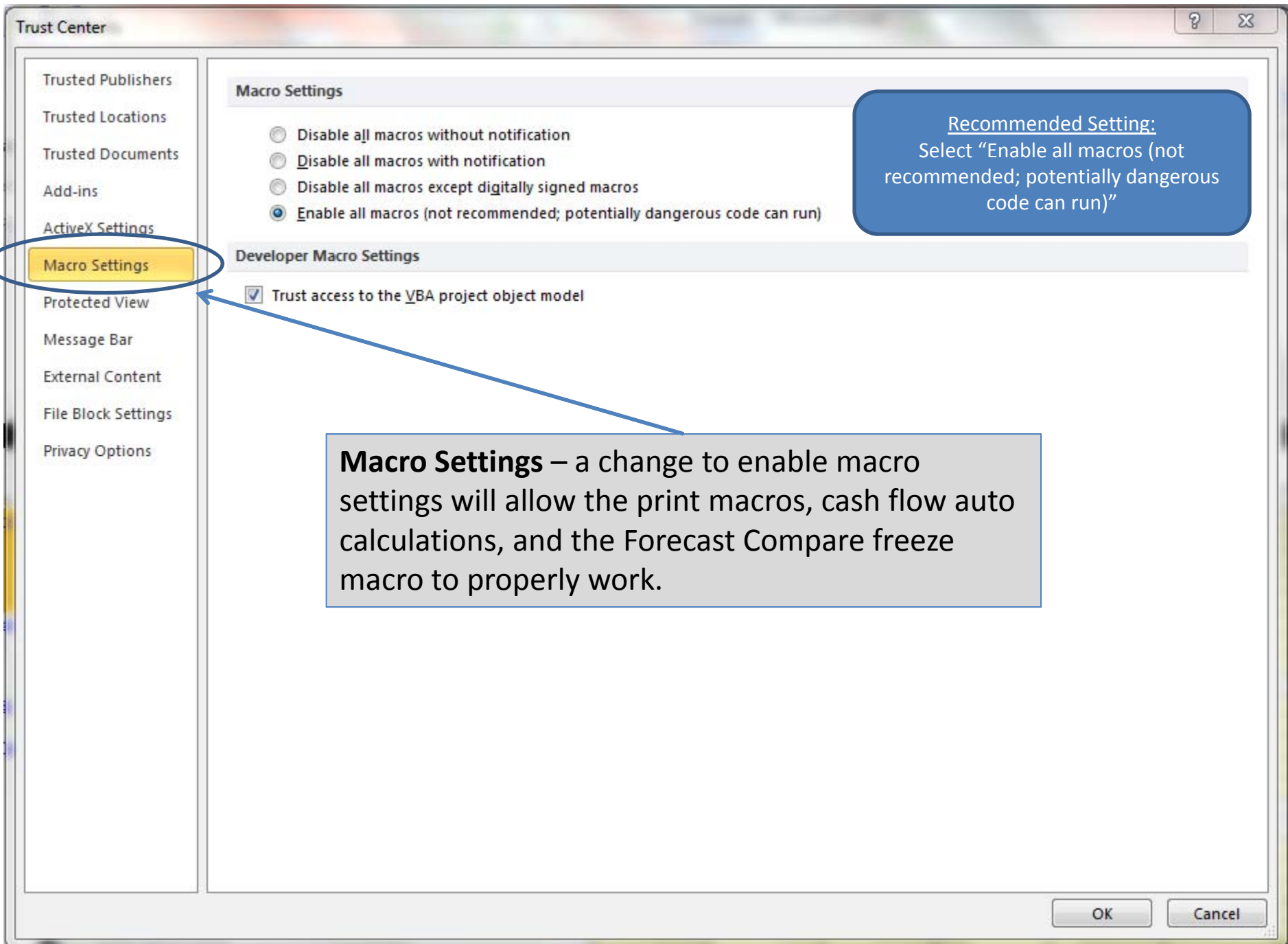
In Excel 2010 – go to the “File” button in the upper left-hand corner of the spreadsheet and click on “Options.” The Excel Options box will then pop-up.

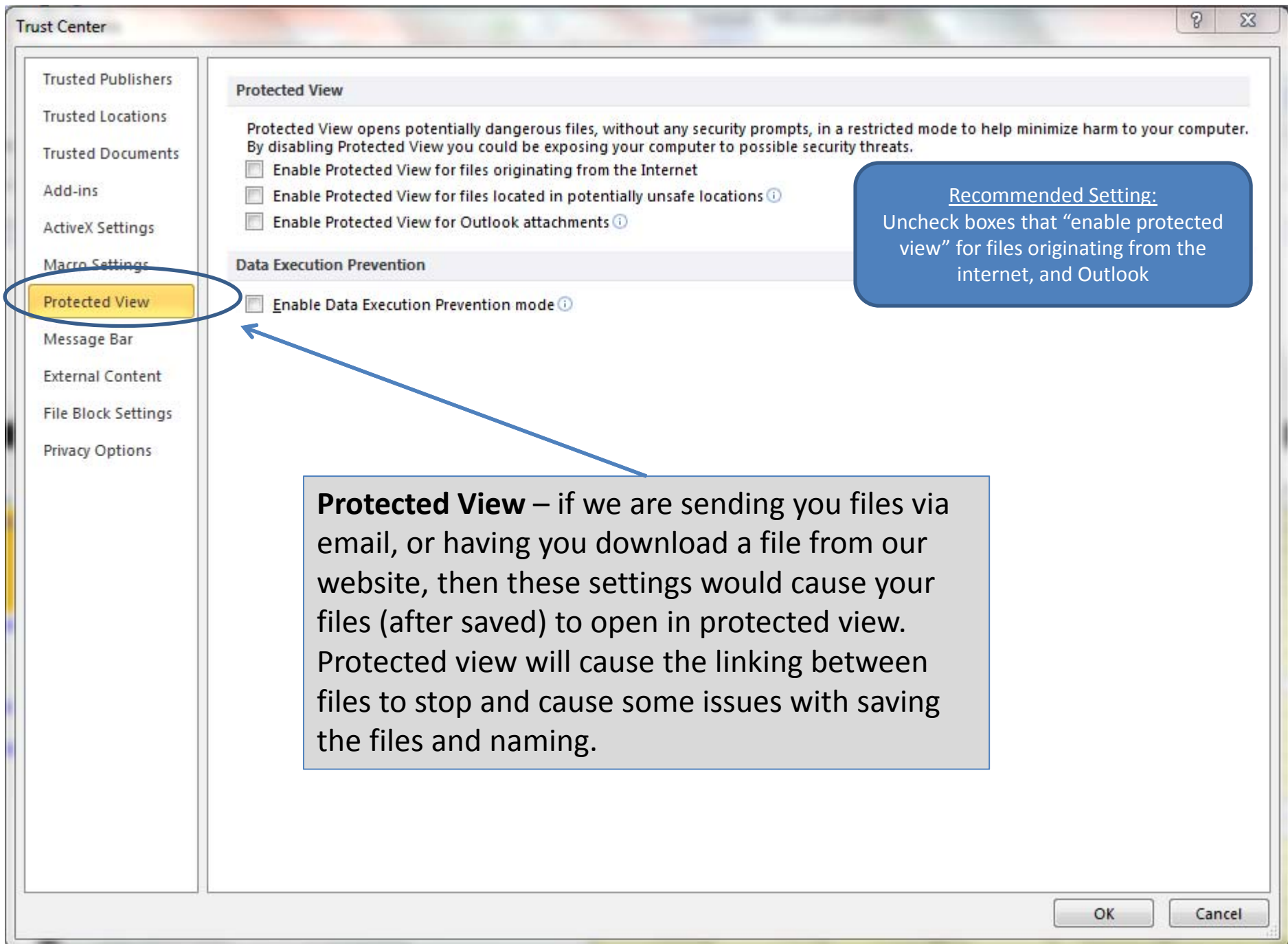


From the left-hand side menu, select “Trust Center.” After you select trust center, you will see the following menu appear, click on “Trust Center Settings...” from the right side of the box. The Trust Center options box will now appear.

# A word of caution...

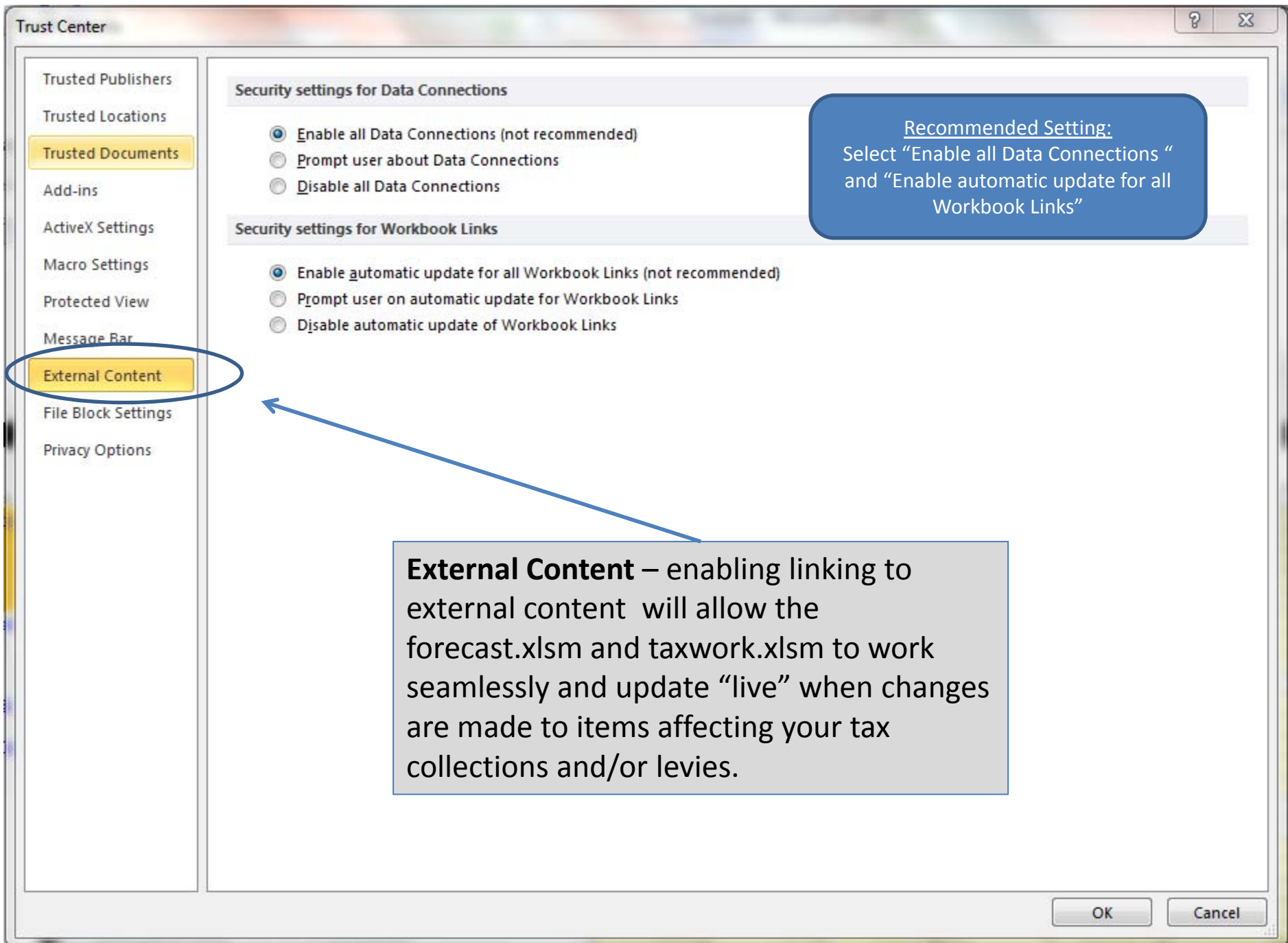
- The next few slides will show the settings that we have selected to ensure our files are properly linking and will work efficiently.
- Changing these settings could potentially expose your computer to possible security threats.
- Always be aware of the files you are receiving from others and opening.
  - Never open or save a file from an untrusted source.





Recommended Setting:  
Uncheck boxes that "enable protected view" for files originating from the internet, and Outlook

**Protected View** – if we are sending you files via email, or having you download a file from our website, then these settings would cause your files (after saved) to open in protected view. Protected view will cause the linking between files to stop and cause some issues with saving the files and naming.



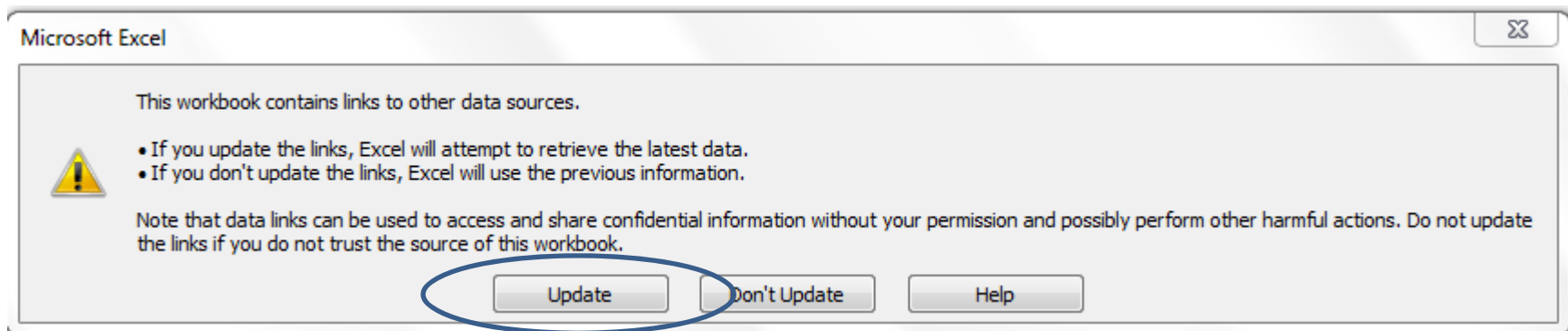


# Final Steps

- Once settings have been updated, you will need to click on “ok” twice to exit the settings boxes.
- Excel will need to be completely closed down.
  - Make sure to save any open files you are currently working on and exit out.
- When you go to reopen Excel, the changed settings will be in affect.

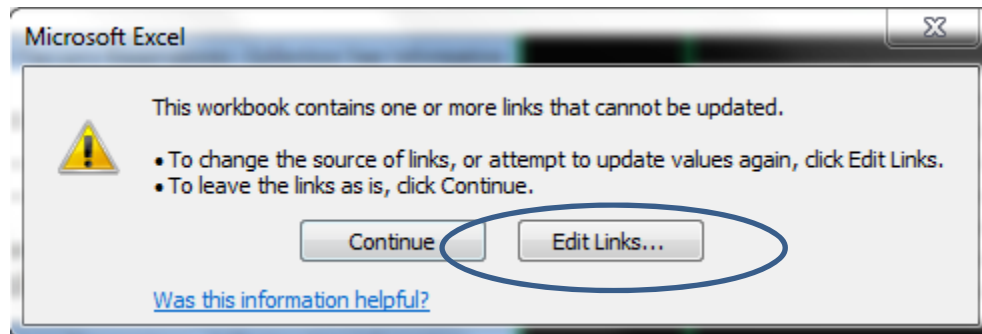
# Opening Forecast Files

- We recommend that you open both the forecast.xlsm and taxwork.xlsm files when working.
- When you open your forecast files – you will *ALWAYS* need to confirm on the first file opened that you want to enable linking - always hit update.
- The second file should open without this message and automatically link.



# Opening Forecast Files, cont'd

- If you receive the following message, it is **NOT** usually a good sign that files are correctly linking.
- Click on “Edit Links”

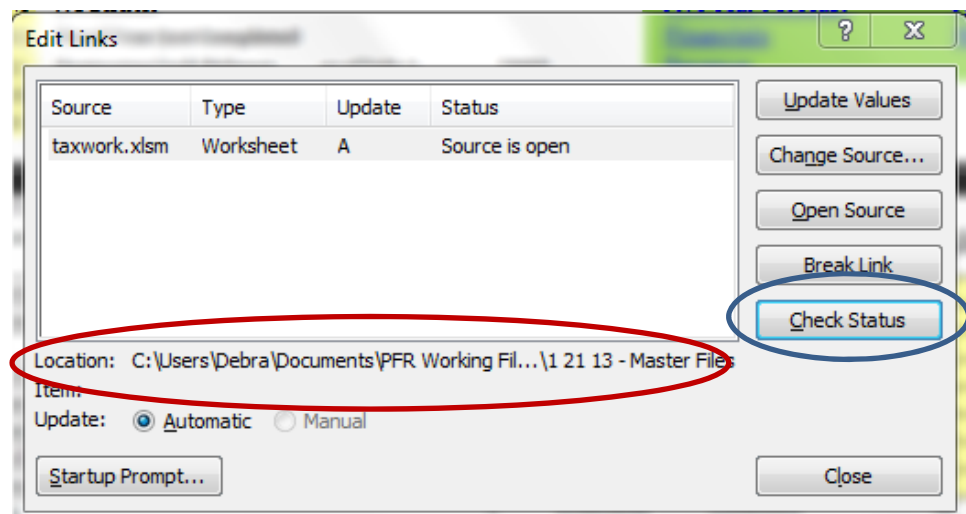


# Opening Forecast Files - Edit Links

- The Edit Links box will appear and you can click to “Check Status.”
- If the status shows as anything other than “Source is open” (and you have them both files open) then you may have a problem. Please contact PFR.

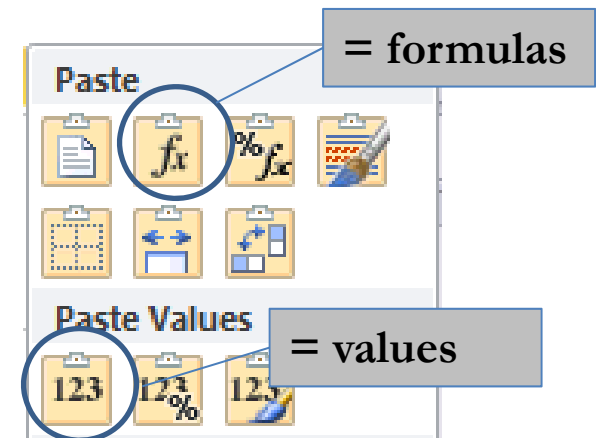
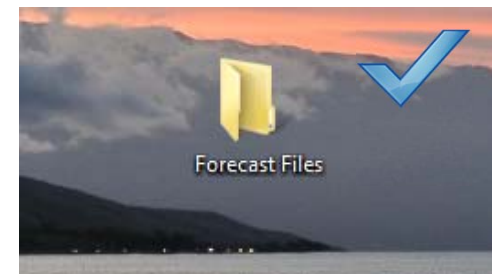
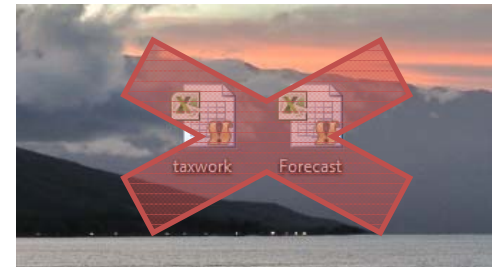
– [debra@PFRFCFO.com](mailto:debra@PFRFCFO.com)

Location file path may also give you some insight in to the exact location of the forecast/taxwork file it is trying to link to.



# Other Helpful File Hints

- Both files should be saved within a file folder, and not just out on your desktop
- When **COPING NUMBERS & FORMULAS**, ALWAYS right-click and do a “paste special”

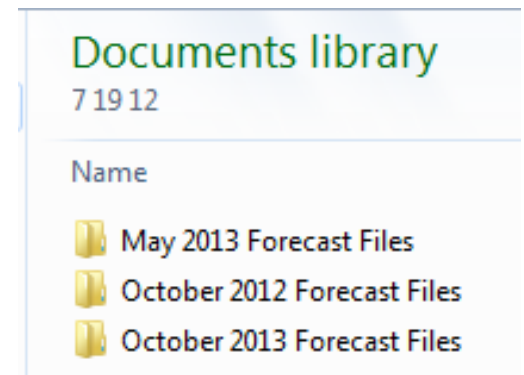


# Other Helpful File Hints

- **NEVER** do a “**save as**” on your **open** forecast.xlsm or taxwork.xlsm files – it will mess up linking
  - Doing a “save as” on an open file to try to change the location of those saved files is not the recommended method. (Please see next slide on how to make copies or change file locations.)
- **NEVER change** the **name** of working files from:
  - Forecast.xlsm
  - taxwork.xlsm
    - Changing the name by adding text, etc., will cause the files to not properly link back and forth.

# Other Helpful File Hints, cont'd

- To **CREATE COPIES** of your files – for May or October or for a new fiscal year – create copies of the file folders (not the files within)
  - Make sure forecasting files are all closed
  - Select to “copy” the file folder
  - Select to “paste” the file folder in same location
  - Change name of the new “copied” file folder
- Ensures files continue to link and are named correctly



# Other Helpful File Hints, cont'd

- To **MOVE FILES** from folder to folder, you should **ALWAYS** copy and paste them – again, **NEVER** do a “save as” on an opened file
  - **ALWAYS** make sure files are closed prior to moving them or making copies of them to other folders
- To **SAVE FILES** from email, **ALWAYS** save/download them first and do not open them directly from email – remember: “save as” on an open file will mess up linking.
  - In Outlook (not web-based), you can often select your files from an email, and then copy and paste, or drag and drop the files in to the correct file folder on your computer.
  - For web-based email, you can download the attachments and then copy and paste, or drag and drop those files from your “downloads” file to the file folder you want to work from
  - Ensure your email program did not change the name of the files by adding “copy of” or a number at the end of it “(2)”
  - File names should be changed back to “Forecast.xlsx” and “taxwork.xlsx” by removing other text – all files **MUST BE CLOSED** to change the name