IMPORTANT – READ BEFORE DOWNLOADING

2023-2024 USD Budget Spreadsheet Downloading Instructions

The USD Budget software has been formatted for page breaks to accommodate both Macintosh and Windows. For this reason, we have one version of the USD Budget software. If you need to adjust the page breaks, please refer to the **Instruction Manual for USD Budget**.

The budget software is saved as a compressed zip file. It is important to extract the budget files from the zipped folder, otherwise the links will be corrupted and you may experience #REF throughout your budget files. If this happens, you will need to download again and start over.

MACINTOSH:
If you are using Safari or Firefox as your browser, the Bdgt2024 folder will appear in your downloads folder. **Drag it out of the downloads folder** to your desktop or other location that you want to save the files. This folder will contain 6 files. (Another file may also be downloaded. It is called "Bdgt2024.zip" and can be thrown away.)

WINDOWS:
Chrome Users: The downloaded folder does not have a zipper on it and looks unzipped but it isn't. You must extract the files from the folder or you will have #REF in links.)
Edge Users: Your browser program will ask if you want to open, save, or **save as** the file on your computer. After you click on 'Save As', a dialog box should appear. In the 'Save In' box, choose **desktop**. Click Save. After file has been saved, close browser. On your desktop you should see a file called "Bdgt2024.zip". Right-click on the zip folder and select **Extract All. Browse to a location** where you want the Bdgt2024 folder to save. Click **Extract**. After locating your budget folder where you unzipped it, you should delete the Bdgt2024.zip file to avoid overwriting your budget files with blank ones in case you unzip it again. **HINT: An alternate way to unzip would be to double-click on the Bdgt2024.zip file and then DRAG the Bdgt2024 folder out to the location you want to save it. Failure to take the Bdgt2024 folder out of the Zip file will result in corrupted links!**