

## Microsoft Office 2016 on Macintosh

The Codes file is the main data-entry file and you will do 99% of your work in that file alone. You will not need to open the Budget\_Glance.xlsx file until your budget is balanced. When this file is open, Excel may run very slowly – especially on a Macintosh, so be patient waiting for files to link and finish processing. As long as you are able to enter your budget into the Codes file then begin working. Supplemental files such as the Sumexpen and Budget\_Glance can be linked later and there is no data entry in them. The tools file is mainly used to simplify how you open, save, close files and print. If you are having issues with the supplemental files then KSDE is here to help in anyway needed – but you will still be able to enter your budget in the meantime. ***Do not recommend saving to a cloud location*** because the files will not link because they do not have URLs in them.

Worksheets can be saved as PDFs by going to the File menu and selecting Print. Then in the lower left-hand corner of the print dialog box, select ‘Save as PDF’ from the drop-down. Click on Print. A ‘Save As’ dialog box comes up and you can rename the file there. Save. This will save the worksheet as a PDF in the same folder as your budget files.

### Creating a Notice of Hearing copy manually:

If your ‘Create Notice of Hearing’ button in the tools.xlsx file does not work, you can still create the Notice of Hearing in this manner:

1. Fill out headings on the [Headings](#) worksheet.
2. On the [CO99](#) worksheet, highlight the area to copy [a1:i91](#)
3. Under the **Edit menu**, select **Copy** (or right-click and select Copy).
4. Open a new Excel workbook, click on cell A1 and under the **Edit menu** select **Paste Special** (or right-click and select Paste Special). Select ‘**values and number formats**’, click **OK**. While the area is still highlighted, go back to the **Edit menu** select **Paste Special**, select ‘**column widths**’ and click **OK**.
5. Save this new workbook as ‘Notice of Hearing’ or something similar. You can now delete lines as needed. Do not change figures as the totals are values and not formulas.

### Creating a 2<sup>nd</sup> Publication copy manually:

If your ‘2<sup>nd</sup> Publication’ button in the tools.xlsx file does not work, you can still create the 2<sup>nd</sup> Publication in this manner:

1. On the [2<sup>nd</sup> Publication](#) worksheet, highlight the area to copy [a1:f41](#)
2. Under the **Edit menu**, select **Copy** (or right-click and select Copy).
3. Open a new Excel workbook, click on cell A1 and under the **Edit menu** select **Paste Special** (or right-click and select Paste Special). Select ‘**values and number formats**’, click **OK**. While the area is still highlighted, go back to the **Edit menu** select **Paste Special**, select ‘**column widths**’ and click **OK**.
4. Save this new workbook as ‘2<sup>nd</sup> Publication’ or something similar. Do not change figures as the totals are values and not formulas.