

EXCEL HELP (Microsoft Office for PC)



Troubleshooting crashing and not responding issues with Excel

(Microsoft Office Excel 2013, Excel 2016, Excel 2019 for PC):

<https://support.microsoft.com/en-us/help/2758592/how-to-troubleshoot-crashing-and-not-respondingissues-with-excel>

Opening Microsoft Office Excel 2016 / 2019 in Safe Mode:

<http://www.intowindows.com/how-to-open-microsoft-office-2013-in-safe-mode/>

This will run Excel without any additional add-ins that may be causing an issue with Excel 2013 or 2016. The macros still worked in the Tools.xlsm file but I would only work on the budget program in Safe Mode as other 'bells and whistles' in Excel may not function as you would expect. This is only a temporary fix to issues with Excel in order to get the budget entered in the Codes.xlsx file.

Microsoft Office 2016 / 2019 on Windows PC

The budget was tested using Excel 2016 and Excel 2019 on a PC. As long as you are using the desktop version of Excel 2016 or Excel 2019, the links between files will work. The files do not link if you are saving them to 'One-Drive' or another cloud location. Also using Excel Online does not work since the files are protected and the links do not have URLs in them. *Please use caution if you are saving to the Cloud location as we cannot restore any data that was entered if it becomes corrupt or lost.*

If the macros do not work for creating PDFs on the Tools.xlsm, you can manually create PDFs. Please follow these instructions to manually print to PDF:

1. Open Tools.xlsm file and click on Open Support Files from the Main worksheet tab. This will automatically open the Codes.xlsx and Sumexpen.xlsx.
2. Select the Codes file then select each worksheet tab you want to include in the Codes.pdf document.
 - a. Hold the CTRL key down while selecting each worksheet tab.
 - b. From the Excel "File" menu, click on "**Save as Adobe PDF**". This should open the Acrobat PDFMaker window to include the Sheets you have selected. If you need to "Add" or "Remove" you can also do from this same window.
3. Select "**Convert to PDF**".
4. Click **Yes** to continue if you get a popup message about not able to convert comments.
5. Browse to your Bdgt2022 folder location.
6. Click "**Save**".
7. Repeat steps 2 through 6 for the Forms, Sumexpense and Budget_Glance files.