

# EXCEL HELP (Microsoft Office for Macintosh)



## Microsoft Office 2016 on Macintosh

The Codes.xlsx Excel 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.

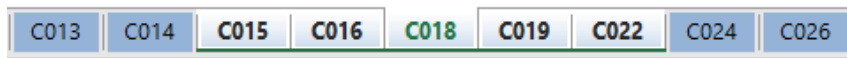
If you are having issues with the supplemental files, KSDE staff are here to help in anyway needed – but you will still be able to enter your budget in the meantime. **We do not recommend saving to a cloud location** because the files will not link because they do not have URLs in them.

If the macros do not work on the Tools.xlsm file to create PDFs, the worksheets can be saved as PDF 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.

## Manually Creating PDF files:

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 PDF Maker 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 Bdgt2025 folder location.
6. If you selected multiple tabs, they will be "grouped" and **MUST** be "ungrouped" before saving. To confirm, the "grouped" worksheet tabs will appear white while the Forms are green and the Codes are blue. Right click on any worksheet tab that appears to be white and select "Ungroup Sheets". Those below that appear white are "grouped".



7. Click **"Save"**.
8. Repeat steps 2 through 6 for the Forms, Sumexpense and Budget\_Glance files.

**NOTE:** If the worksheet tabs are "white" they are considered "grouped". Be sure to ungroup worksheets that have been selected. See #6 above.