

# FOR EXCEL 2003

## DIRECTIONS FOR DOWNLOADING AND INSTALLING EXCEL APPLICATION FILES

There are two (2) versions of the Application forms: a short form version and a long form version.

Platform: Windows 2000 up.

Short form version is for (a) school districts having less than 20 LEP students applying for (a) TPI funding but not applying for Title III funding or (b) for school districts not applying for any funding but seeking approval.

To download the short version,  
click here: [Application 2010 Short Version](#).  
Last update: 4/05/09

If you need help on how to download, see "Tips on How to Download and Install the Application 2010 Files below.

School districts not eligible to use the short version, should use the long version.

Application 2010 files, short and long versions, will run on Excel 2003 and Excel 2007.

To download the long version,  
click here: [Application 2010 Long Version](#).  
Last update: 4/10/09

### **Tips on How to Download and Install the Application 2010 Files**

This Excel application uses VBA Macros. Run-time errors will occur if Macros cannot be executed. Since Excel has various security setting levels, make sure that these levels are properly set during usage of the spreadsheet application. After you have done your work in Excel, we strongly suggest that you reset the security level back to its original setting. You may want to obtain assistance from your technical resource person. It is also recommended that all running Windows programs be turned off. These programs may corrupt certain Excel Macros.

### **Prior to Downloading:**

Clean previous Excel files and icons from your desktop. You can do it in two ways:

1. Click on Start. Point your mouse cursor to Application 2009. Click on Uninstall. Click on Yes. Or

2. Right click on the ISBE Program icon; Click Delete

Right click on the ISBE09.exe icon; Click Delete

Remove ISBE09 folder from your c: drive (or the drive that contains isbe09 folder)

Open Windows Explorer; Click on c: drive (or the drive that contains isbe09 folder);

Click on ISBE09 folder; Click on Delete Folder.

*Method 1 is recommended.*

## **Prepare Your Excel Work Environment**

Set Security Level to Mid or Low

The Excel sheets contain Macros. Your machine may be set so that it prevents Macros to operate. To enable the Macros, do the following:

Open the Excel Application; Click Tools; Click Macro; Click Security; Select Mid or Low; Close Excel.

## **Download Directions:**

To download, click on the file link and select "Desktop" in the "Save in" window, click the "Save" button. The file will begin to download.

Before you can use the application you need to install it first.

Run the application install program by double-clicking on the ISBE10.exe on the Desktop. This will copy the files onto your hard drive and then create an icon on your desktop.

## **Some cautions:**

Do not change the name of the default installation directory ("isbe10") for long form version or "isbe10s", for short form version.

It is NOT recommended that the application be run from a network drive.

When asked for default drive, you can either install on the C drive (c:\isbe10) or choose another drive, (for example, f:\isbe10). All of the Excel files will be copied to the drive you selected into the "isbe10" directory or folder. Please also note that running the program using a USB Flash drive is slower than using a local hard disk drive.

Even though you can change the drive location, it's important that you remember not to change the name of the default directory ("isbe10" or "isbe10s").

After installation, you can run the application by simply double-clicking the icon on the desktop.

### **Before launching the application for the first time**

If you have multiple hard drives and the drive you selected for installation is not the one commonly used by your Excel spreadsheet application, then you'll need to tell Excel to change its default drive location. For example, if you installed the application files on the F: drive, but Excel usually uses the C: drive, you'll need to do the following:

Open the Excel program, and click Tools, Click Options, Click General

Type the default drive and directory, e.g., f:\isbe10 or any drive you selected during installation.

Close or exit Excel.

Click the icon "Application 2010" on your desktop. If you don't configure your Excel to the directory where the applications are located, you will get an error message. If you get an error message click End, close all open files, and reconfigure your Excel program as indicated above.