

FOR EXCEL 2007

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.

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 how Excel 2007 opens files; set excel file format; set security level; set default file location

Open Excel 2007

Click on “Office” logo at the top left of the screen

Click on “Excel Options” on lower right corner of the window

On “Popular” Tab check “Show Developer tab in the Ribbon”
(You may uncheck this option after you have set the macro settings)

Click on “Save” Tab

Under “Save workbooks” in the window “Save files in this format:” select “Excel 97-2003 Workbook”

In the “Default file location:” type in the drive and folder where the ISBE10 application files are located, e.g., c:\isbe10 or c:\isbe10s

Click on “Advanced” Tab

Scroll down to “General” tab

Uncheck “Ask to update automatic links”

“At startup, open all files in:” Leave this window blank

Click OK to close the Excel Options window

Click on “Developer” tab

Click on “Macro Security” tab

Check “Enable all macros...”

Click on “ActiveX Settings” tab

Check “Enable all controls without restrictions...”

Click on “Message Bar” tab

Check “Never show information about blocked content”

Click on “External Content” tab

Check “Enable automatic update for all workbook links...”

Click OK to close the macro setting (Trust Center) window

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 Excel 2007

Click on "Office" logo at the top left of the screen

Click on "Excel Options" on lower right corner of the window

Click on "Save" Tab

Under "Save workbooks" in the window "Save files in this format:" select "Excel 97-2003 Workbook"

In the "Default file location:" type in the drive and folder where the ISBE10 application files are located, e.g., f:\isbe10 or f:\isbe10s

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.