

FCalc.xls Setup Instructions

1. Enter you email address in the box provided and then click the “Go” button.

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fcalc.co.uk

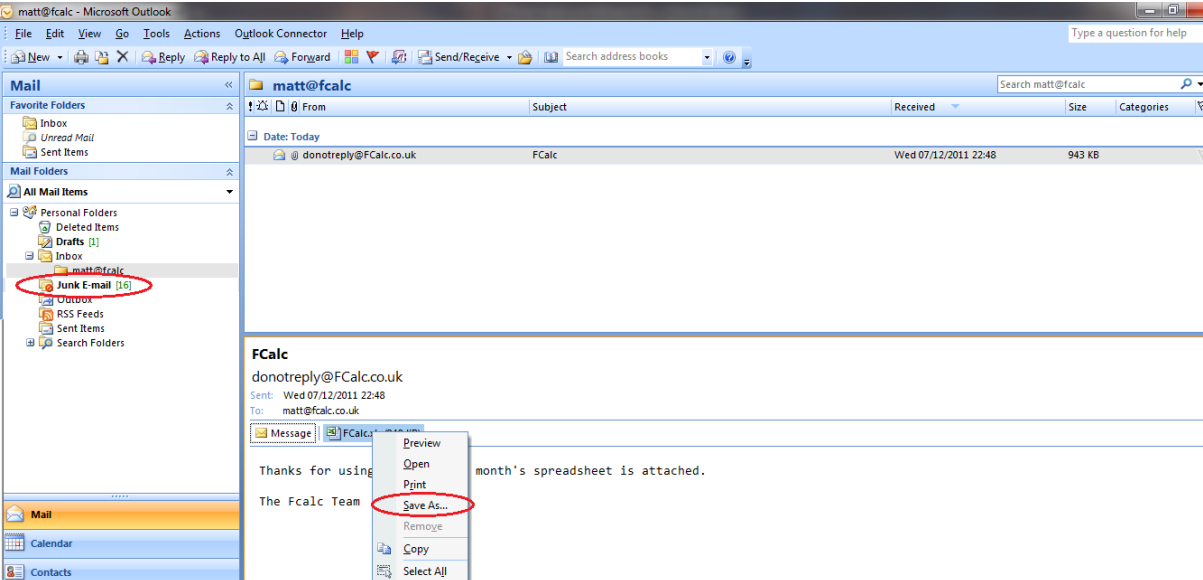
Send me FCalc

Please enter your email address below and click go to receive the latest FCalc

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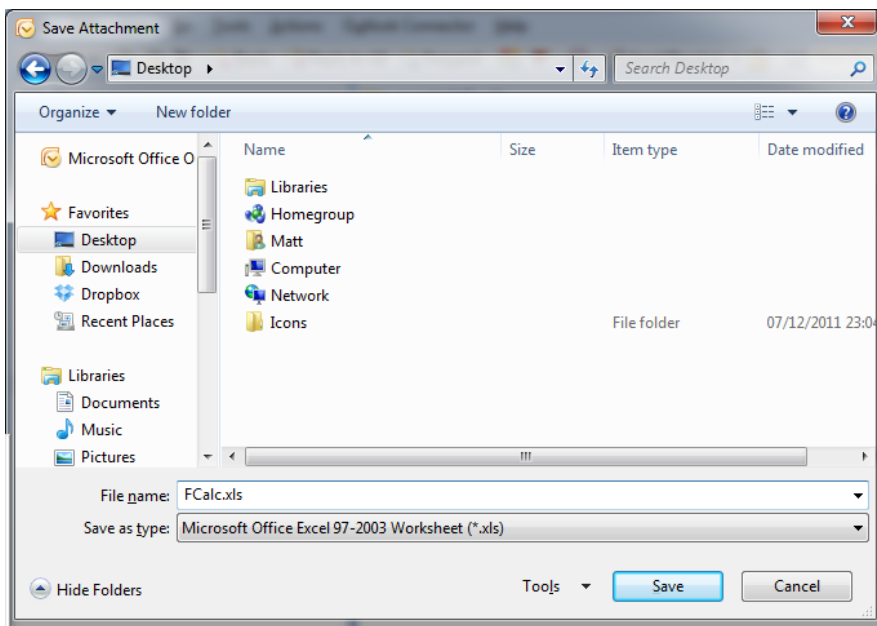
2. Check your email (be aware some email systems may class this type of email as spam/junk mail so check your spam filter or junk mail folder).

On the attachment in the email from FCalc click “save as”.

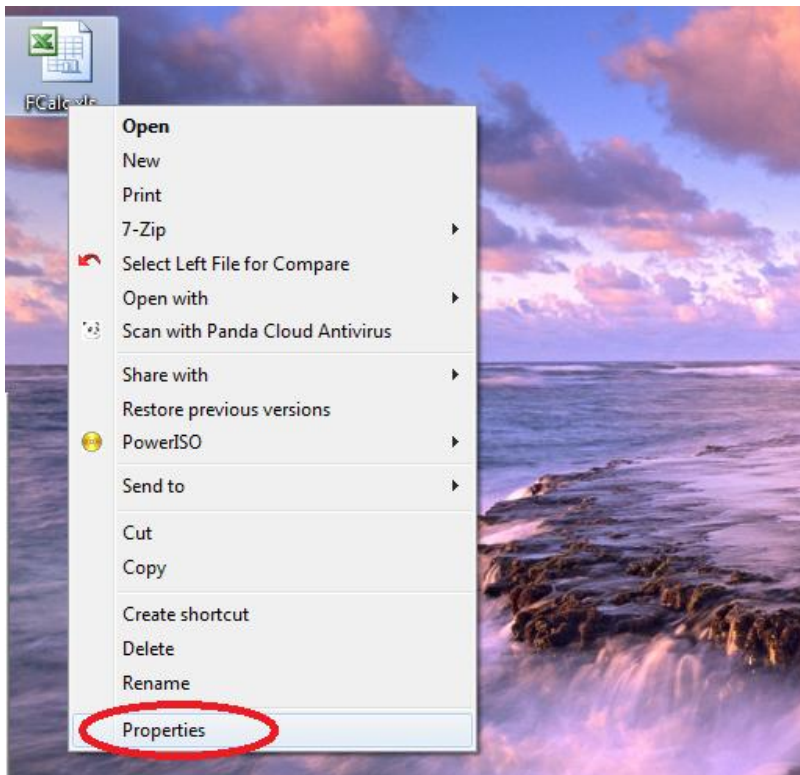


The screenshot shows the Microsoft Outlook interface. In the left-hand pane, the 'Junk E-mail (16)' folder is highlighted with a red circle. The main pane displays an email from 'donotreply@FCalc.co.uk' with the subject 'FCalc'. The email body contains the text: 'Thanks for using month's spreadsheet is attached. The Fcalc Team'. A context menu is open over the email, and the 'Save As...' option is circled in red.

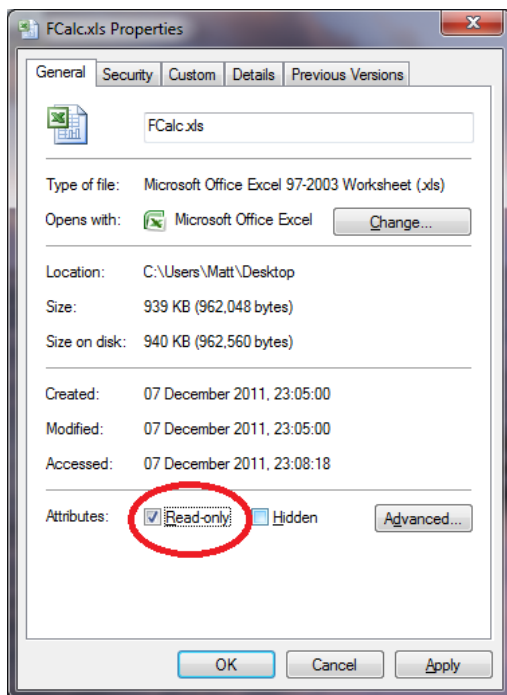
3. Save the file in folder you can access easily, for example “Desktop”.



4. Location the file “FCalc.xls” and right click on then select Properties.

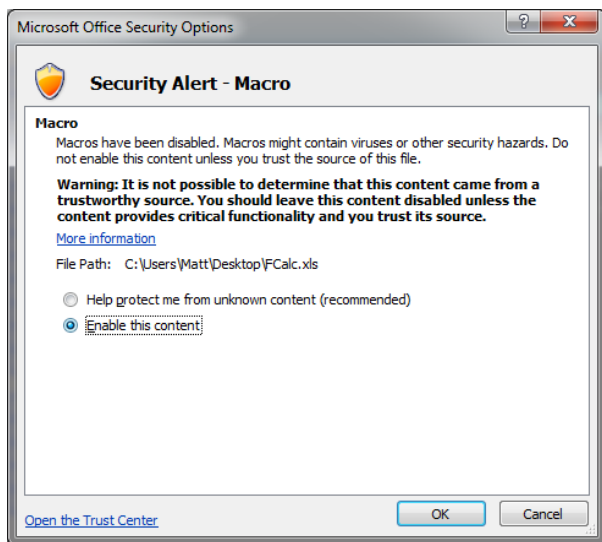
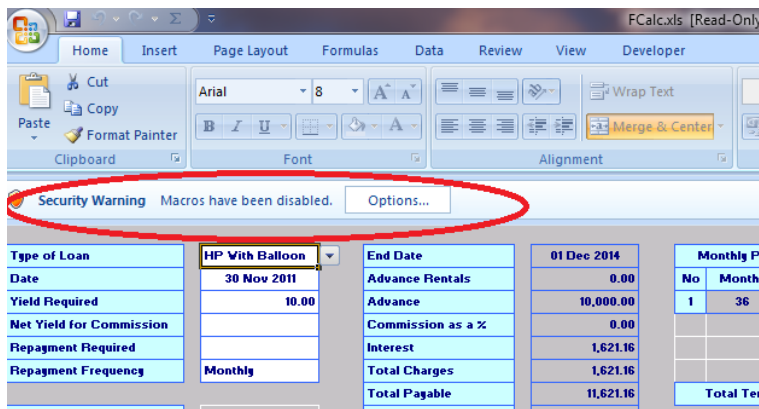


5. In the file properties for “FCalc.xls” tick the box labelled “Read Only”. This will ensure that you will not be prompted for a password every time you open the file. FCalc.xls is only intended to be used in “Read Only” mode.



6. Next you will need to make sure that Macros are enabled within your excel session. To do this will depend on what version of Excel you are using.

In Excel 2007 you need click the “Options” button show below and then click “Enable this content”.

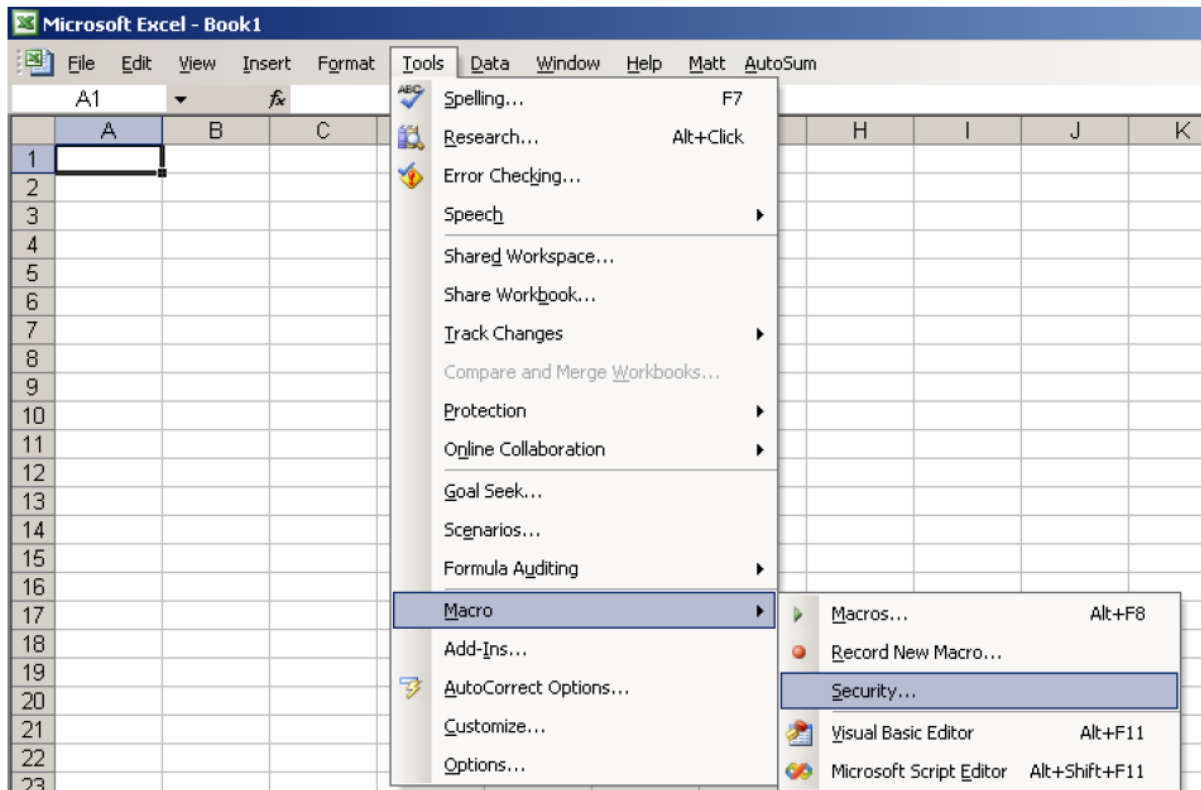


If you have Excel 2007 FCalc.xls will now work.

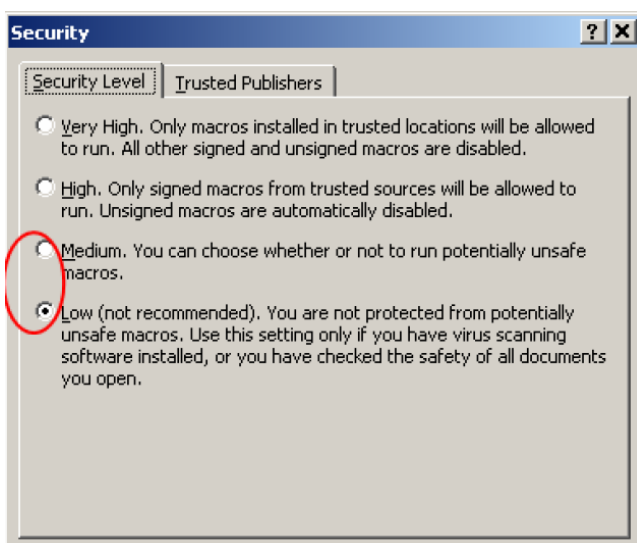
7. If you have Excel 2000/2003 then please follow this process....

Start the program Microsoft Excel on your computer

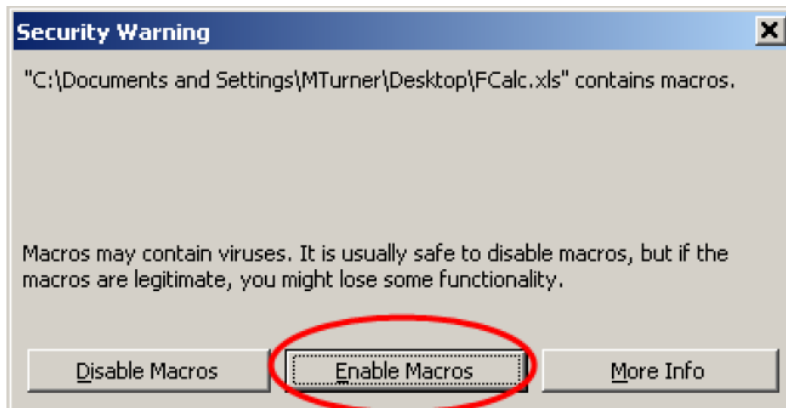
Select the drop down menu Tool>Macro>Security FCalc Setup Instructions



On the “Security Level” tab ensure the either the “Medium” level or the “Low” level is selected. Then click “OK”.



If you select “Medium” then you will be prompted to “Enable” or “Disable” macros every time you start “FCalc.xls”. In this case you should always select “Enable” for FCalc to work.



Finally Click “File” and then “Open” and select “FCalc.xls” file from your place where you saved it.

FCalc.xls will now work.