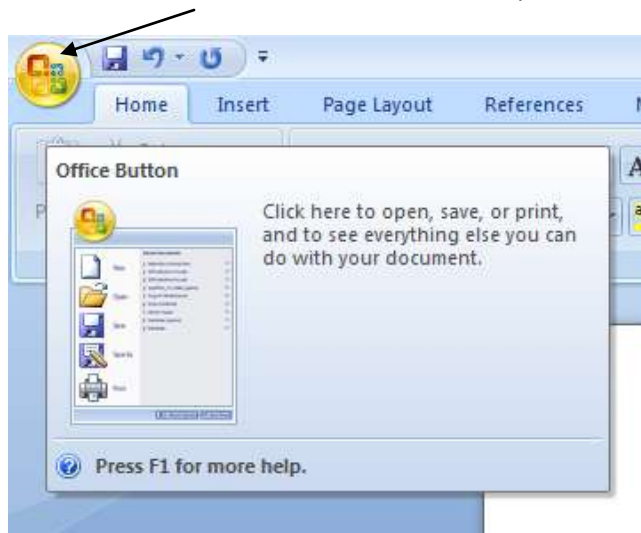


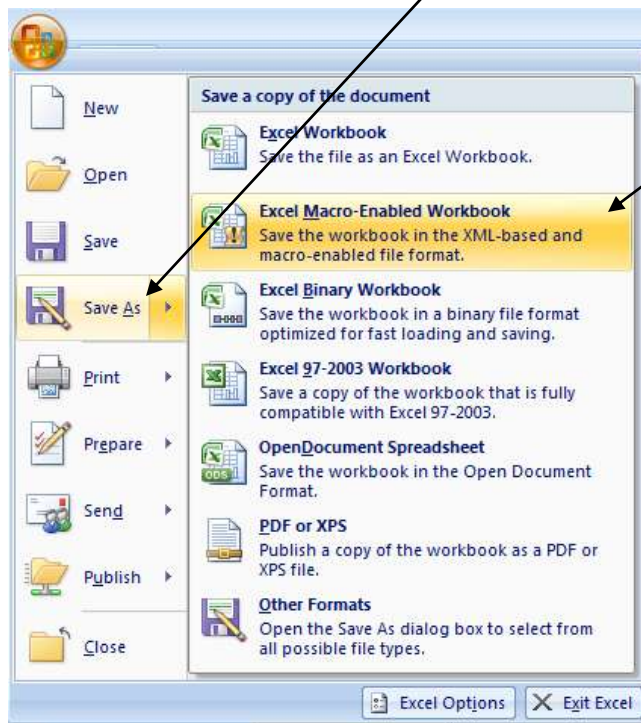
## SETTING UP A NEW CALCULATOR

Open the blank template from the shared drive.

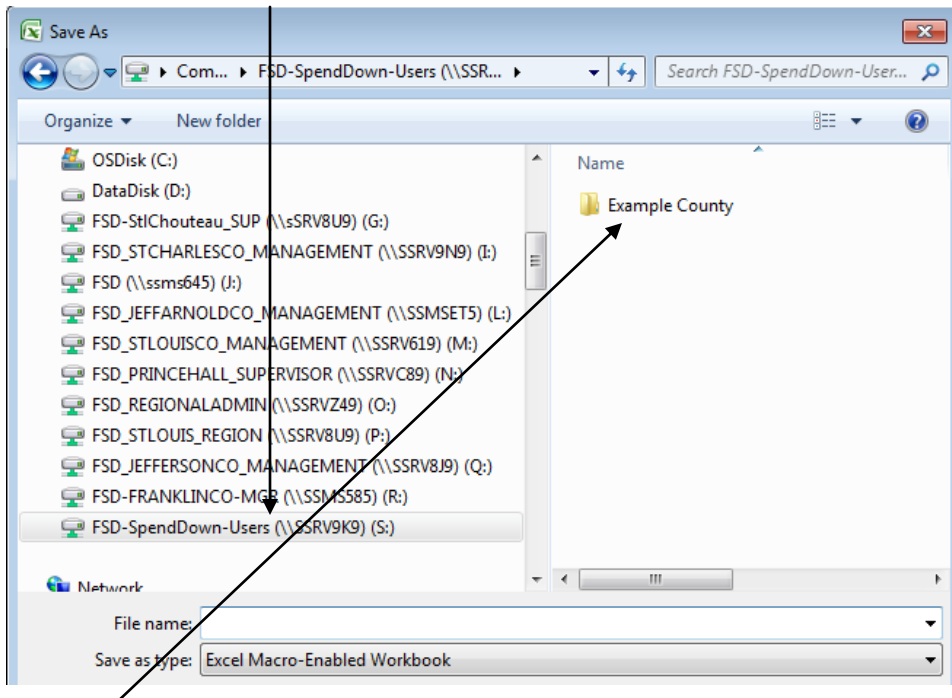
Click on the **Office Button** located at the top left of the workbook shown below.



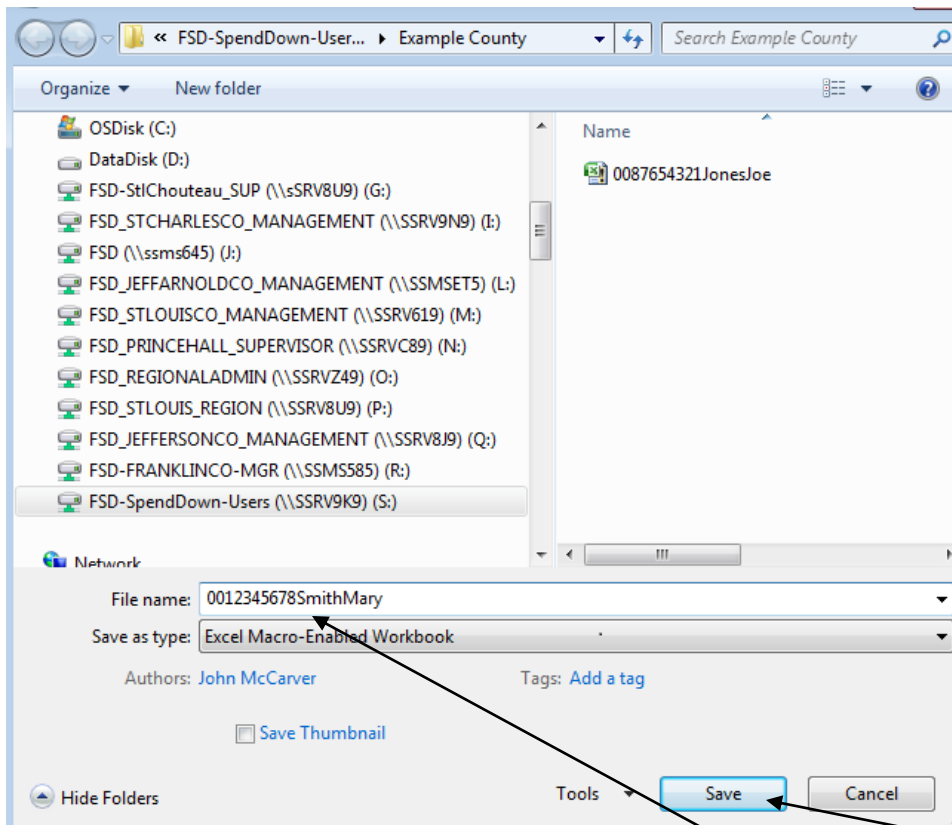
The below menu is shown. Select **Save As** and then select **Excel Macro-Enabled Workbook**.



Locate the **FSD-SpendDown-Users** Shared Drive found in the drive listing shown in **My Computer**



**Double-click** the Head of Household's county of residence. This is where the workbook will be saved.



The workbook is saved in the following format: **10-digit DCN, Last Name, First Name**. Click **Save**.