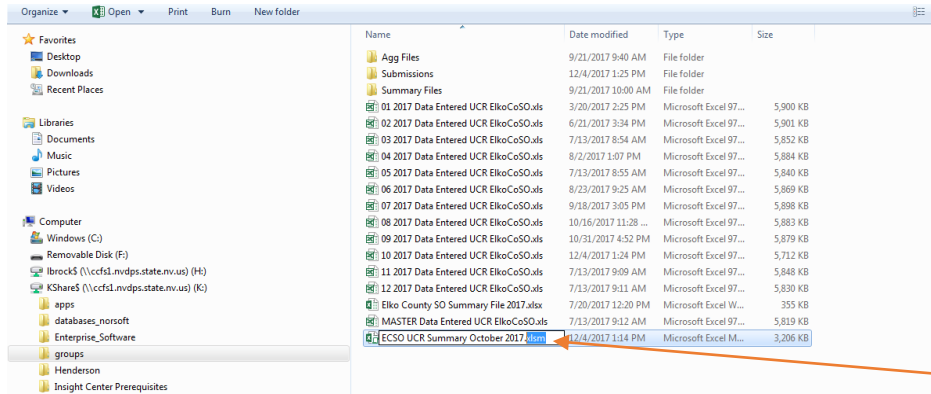# How to Change the Format of an Excel File

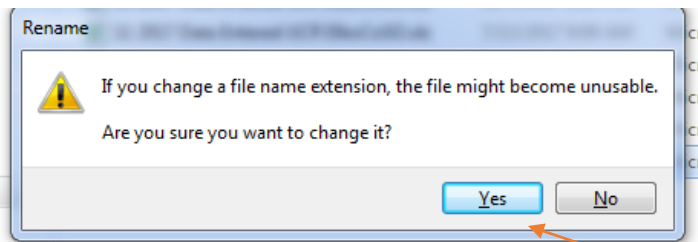How to Format an Excel file from .xlsm to .xls

Save file to your computer

Go to File Explorer and Rename the File Extension
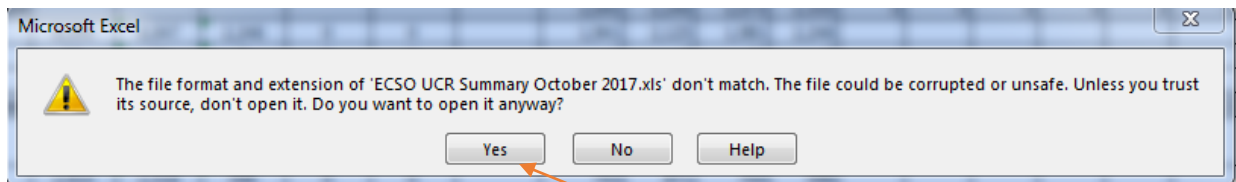

Change the File Extension name from .xlsm to .xls

Press Enter

Click "YES"

Open the File

Click "YES"

Enable Editing

Enable Content

Say "Yes" to being a Trusted Document

Save the File As "Month Year Data Entered UCR (Agency Name).xls"

Move original file to Agency "Submissions" Folder