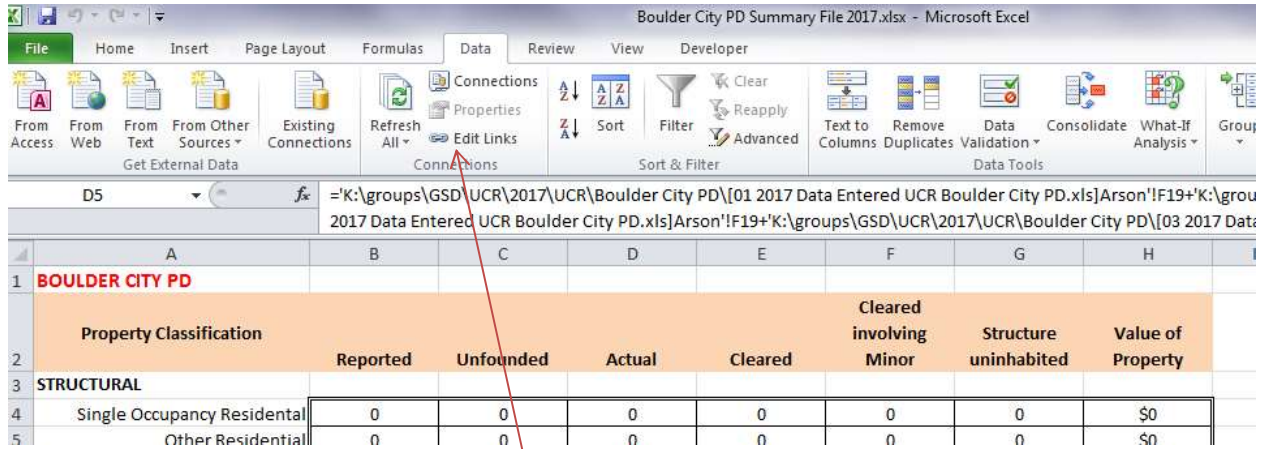
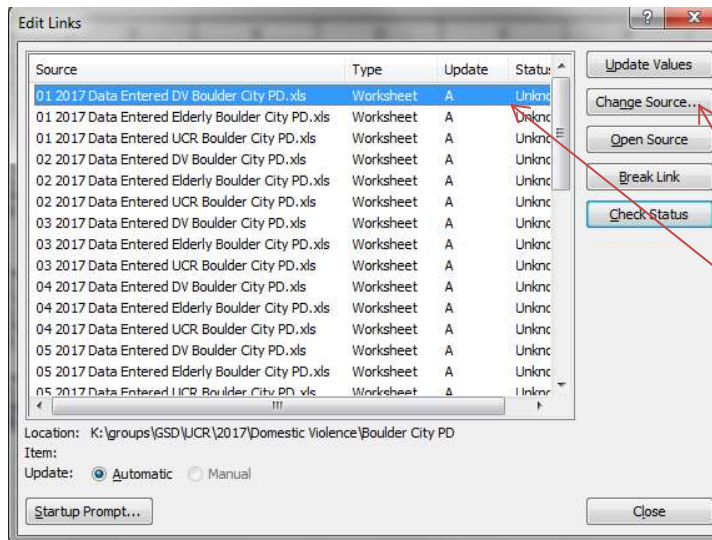


How to Edit and Update Links in a Summary File

1. Open File
2. Save Backup File
3. Click Data



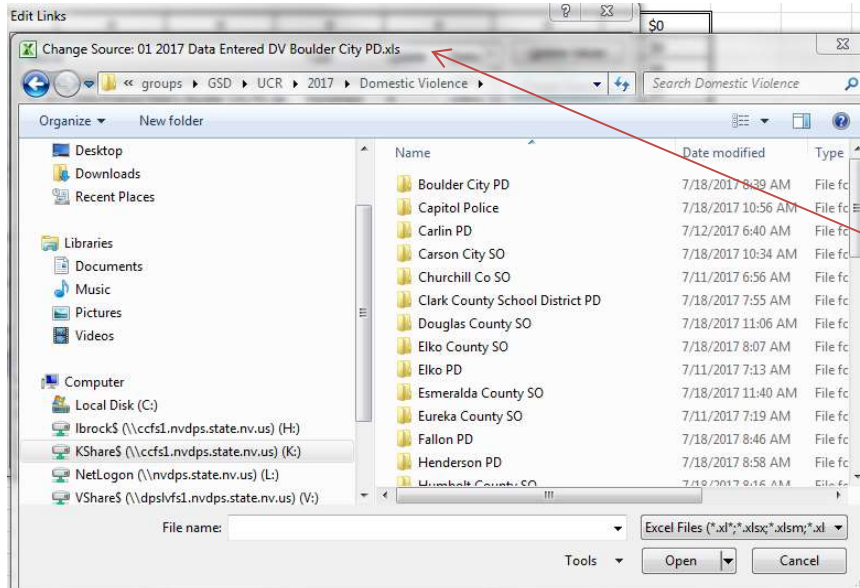
4. Click "Edit Links"



5. Select File, Click "Change Source"

How to Edit and Update Links in a Summary File

6. Browse for corresponding File, Double Click



Notice: This tells you what file you are replacing, make sure the source file you are picking matches the file you want to replace it with.

7. Complete for each file.

8. Browse through the list and make sure all links point to the corresponding file - *if you click Source on the Edit Links Box, it will sort them by name*

9. Verify that cells in the worksheets correspond to the new files.

** If worksheets are locked, you will have to UnProtect before you can select and view the contents of the cell. (Click Review, Click UnProtect). If the formula bar is not visible, select the View tab and click Formula Bar.*

If Error Message Displays when opening the file:

- Be sure to check links in the "Edit Links" screen: highlight the source files and click "update values"
- If all files have an OK status, the warning can be ignored.
- If any files have a status error, open the source. If the file can not be found, change the source.
- Start-Up Prompt can be changed on the bottom left of the "Edit Links" Screen

Notes:

- Backup file before making changes; you can not undo changes made to file replacements.
- If you unprotect sheets, protect the sheets again before you save and close the file to avoid issues with unwanted changes.