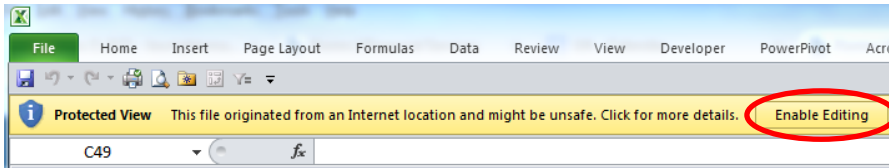


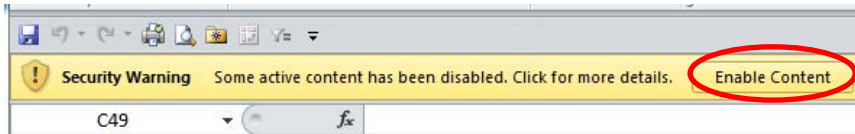
## Step 1: Verify whether or not forms are functioning correctly.

1. Open the [Budget Revision](#) form.

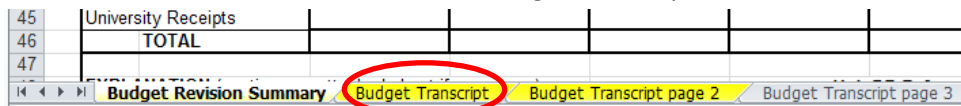
If your version of Excel opens the form in “Protected View”, be sure to click the “Enable Editing” button,



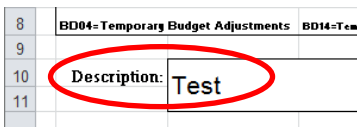
then click the “Enable Content” button.



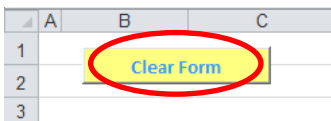
2. At the bottom of the form, click on the “Budget Transcript” tab.



3. Click in the “Description:” box and type the word, “Test”.



4. Click on the “Clear Form” button.




5. Was the word, “Test” removed from the “Description:” box?
  - a. If YES, form are functioning correctly and no further action is required.
  - b. If NO, proceed to Step 2: Remove the MSForms.exd file.

## Step 2: Remove the MS Forms.exd file (all instances of Excel should be CLOSED before beginning).

1. Open Windows Explorer and navigate to:  
C:\\Users\\[your.username]\\AppData\\Local\\Temp\\Excel8.0\\MSForms.exd

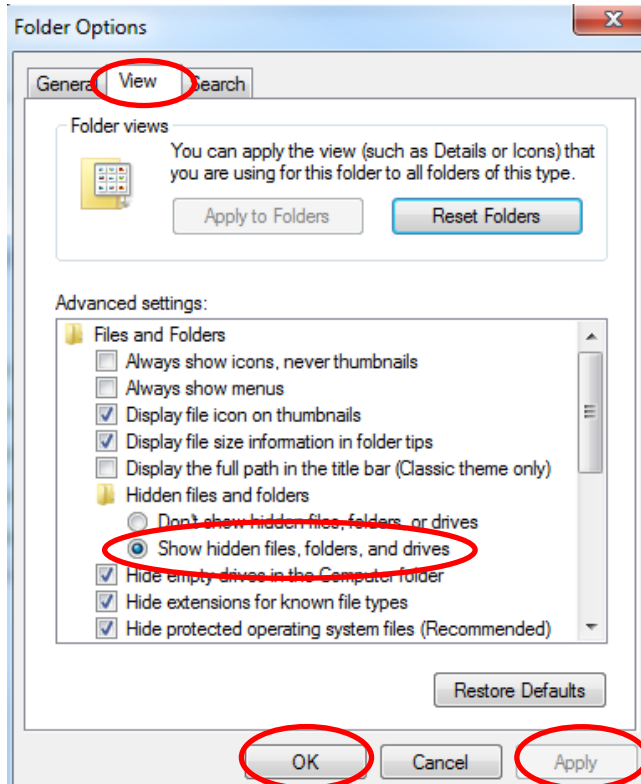
**NOTE:** If you cannot see the AppData folder, it may be hidden; follow these steps to show hidden files. If you've successfully navigated to MSForms.exd, proceed to #2 below.

- a. Click on the Windows Start icon  and open “Control Panel”.
- b. Open “Folder Options”

## Adjust your computer's settings



- c. Click on the “View” tab, “Show hidden files, folders, and drives”, “Apply” and “OK”

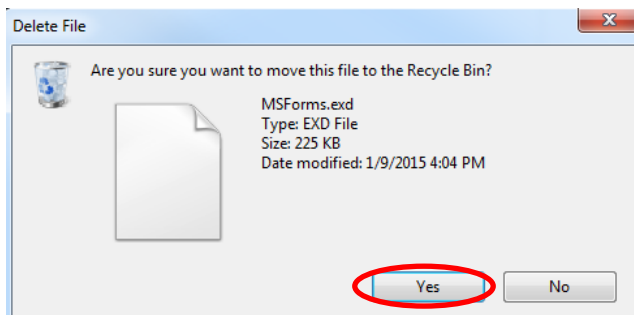


- d. Navigate to MSForms.exe as shown in #1.

2. Right mouse click on the file MSForms.exe and select “Delete”

Name	Date modified	Type	Size
MSForms.exe	1/9/2015 4:04 PM	EXD File	226 KB

3. Click “Yes” to move file to Recycle Bin.



4. Return to Step 1 and repeat #1 through 4; if forms are still not functioning correctly, contact OIT for further assistance.