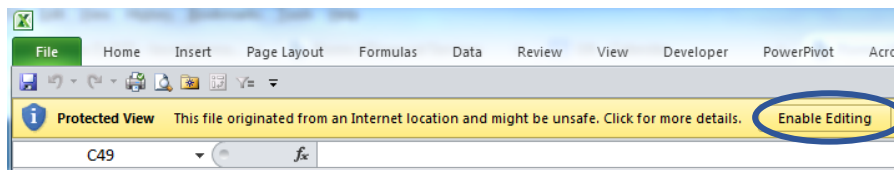


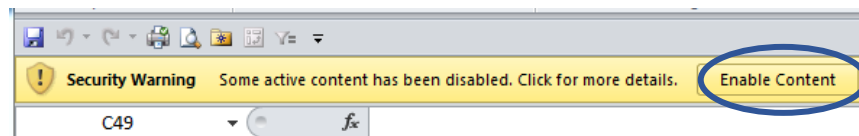
## Fix for Broken Excel Files

### Step 1: Verify whether forms are functioning correctly.

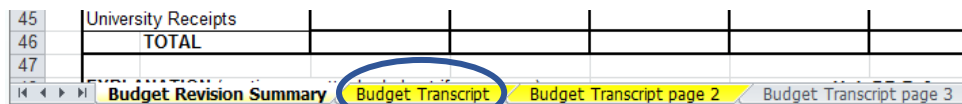
1. Open the Budget Revision form
  - a. If your version of Excel opens the form in “Protected View,” click the “Enable Editing” button



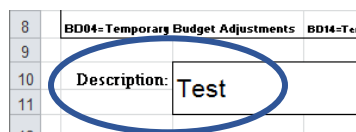
- b. Click the “Enable Content” button



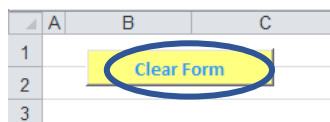
2. Select the “Budget Transcript” tab at the bottom of the form



3. Type “Test” in the “Description” box



4. Click the “Clear Form” button



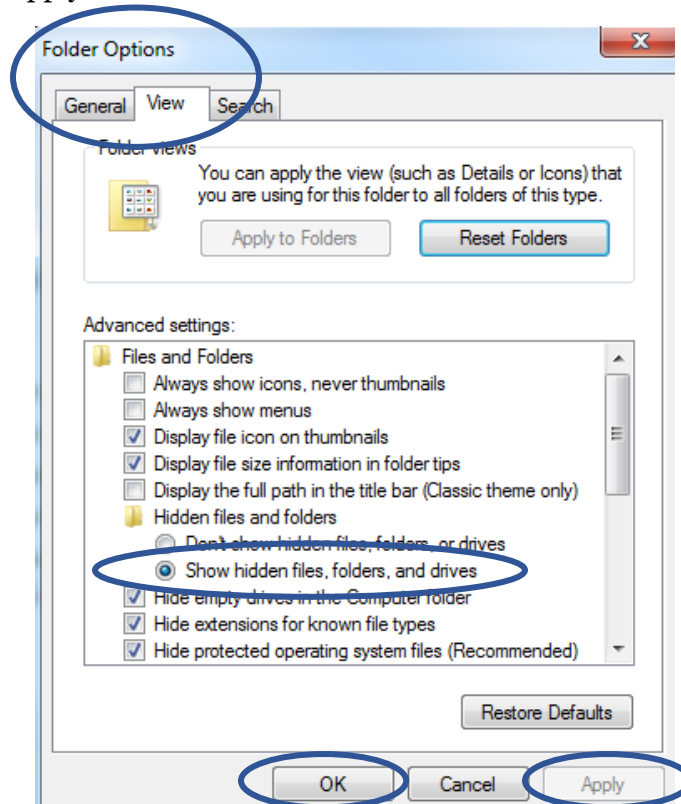
5. Was the word “Test” removed from the “Description” box?
  - a. If yes, form is functioning correctly, and no further action is required.
  - b. If no, proceed to Step 2.

**Step 2: Remove the MS Forms.exe file (close all instances of Excel beginning).**


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

**Note:** If you cannot see the AppData folder, it is likely hidden. Follow these steps to show hidden files. If you have successfully navigated to MSForms.exe, proceed to #2 below.

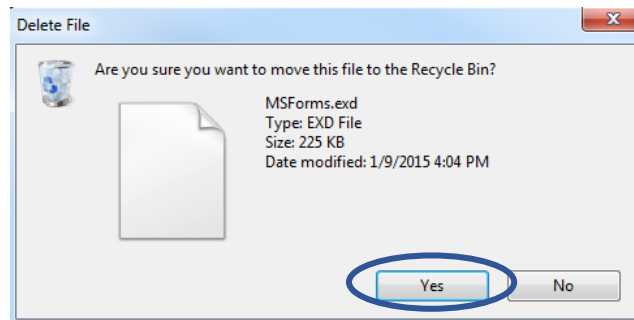
- a. Open “File Explorer Options” in the Windows Control Panel
- b. Select the “View” tab
- c. Select the “Show hidden files, folders, and drives” option
- d. Click “Apply” then “OK”



- e. Navigate to MSForms.exe as shown in #1.
2. Right-click on the MSForms.exe file 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 1-4
5. Contact OIT if forms are still not functioning correctly