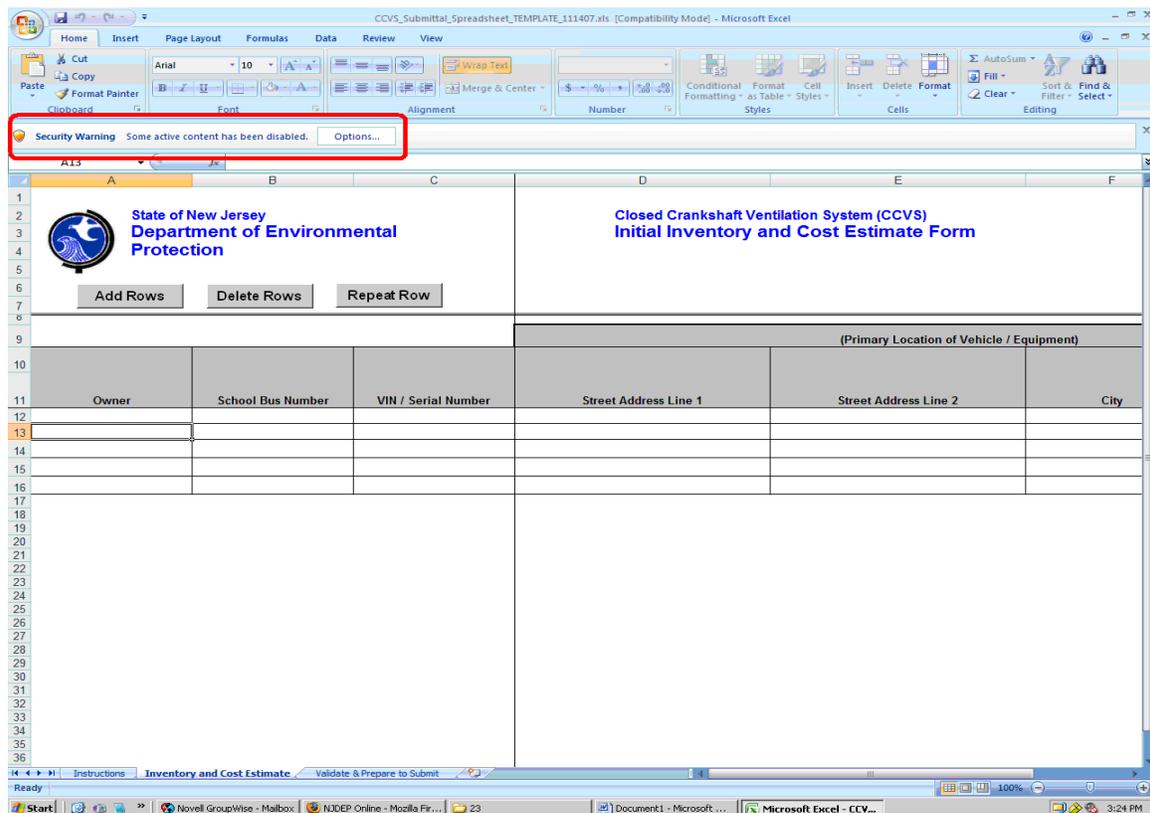


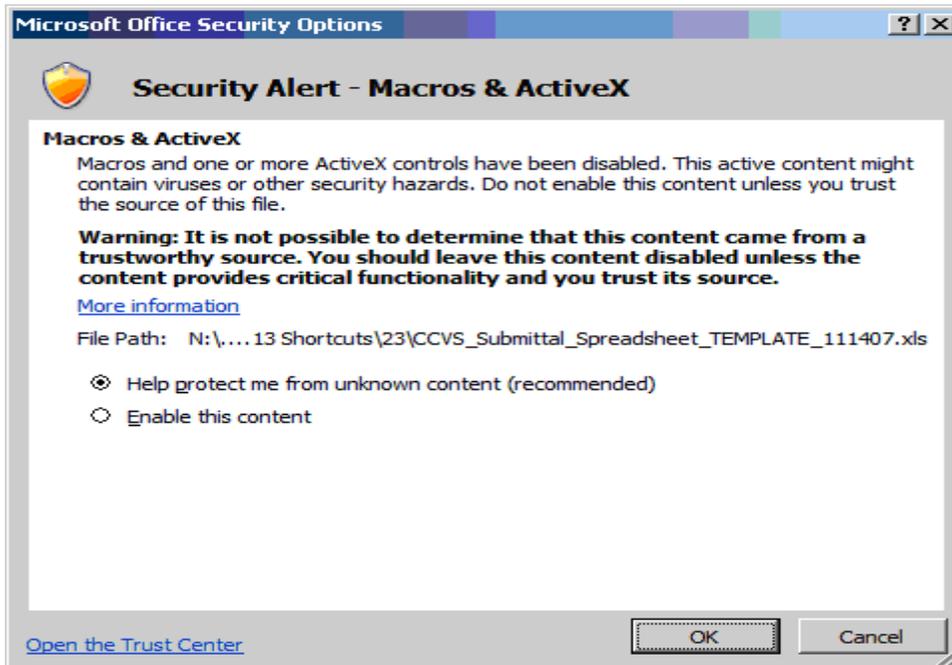
# Instructions for Completing BART/CCVS Inventory/Cost Estimate Submittal Forms with Microsoft Excel 2007

By default, Excel 2007 saves data in a format that is incompatible with both the macros used in the BART/CCVS spreadsheets, and the NJDEP Online website. Following are instructions to change the default settings so that the file is saved in a compatible format. It is very important that these steps are followed before clicking on the “Prep Spreadsheet for Submittal” button in the last tab of the spreadsheet. Failure to do so will more than likely cause a loss of data! Therefore, NJDEP recommends following these steps prior to entering any vehicle data. You will only need to follow these steps once per spreadsheet.

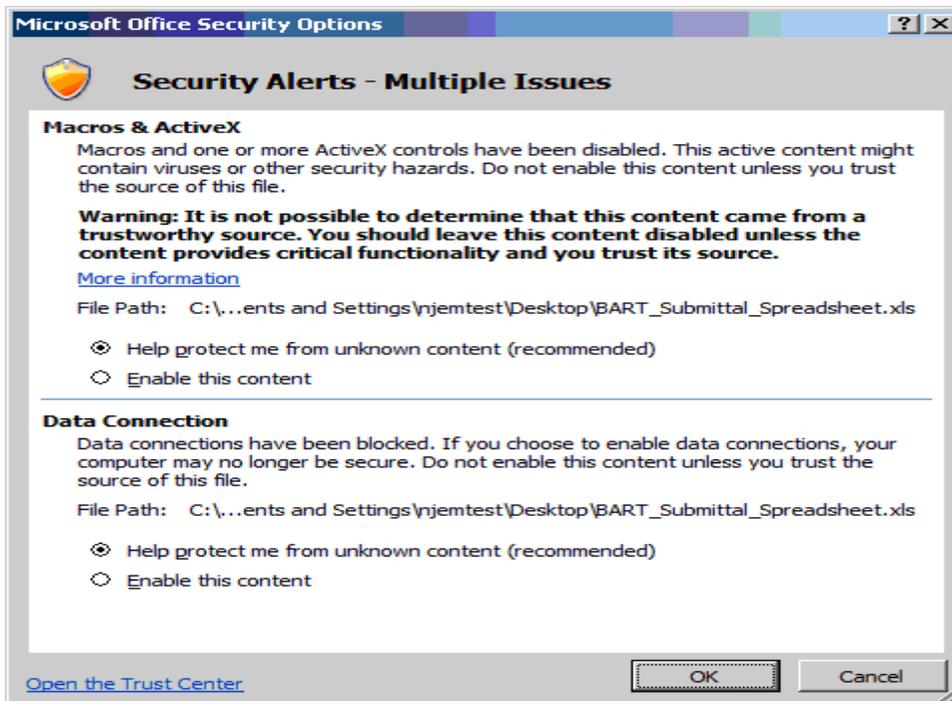
- 1) Download the BART and/or CCVS spreadsheets from the DEP website.
- 2) Open the spreadsheet with Excel 2007.
- 3) You will notice a Security Warning directly above Column A (see screenshot, below). Click on the Options button.



- 4) One of the following windows should appear after clicking on the Options button:

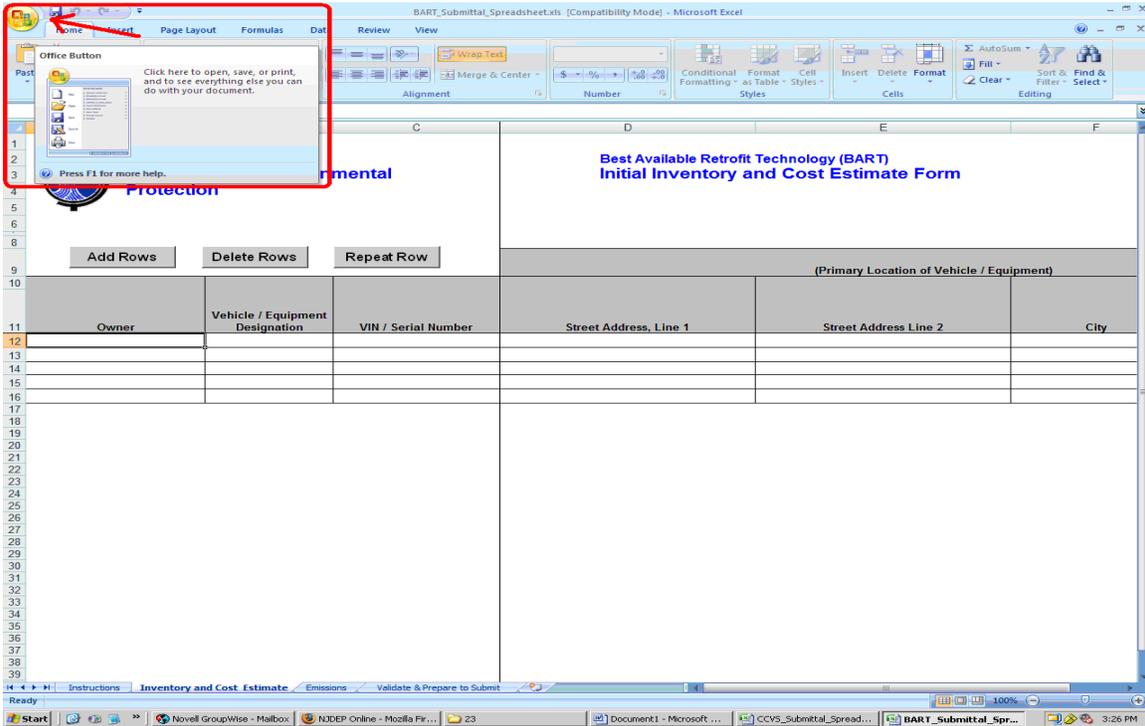


OR

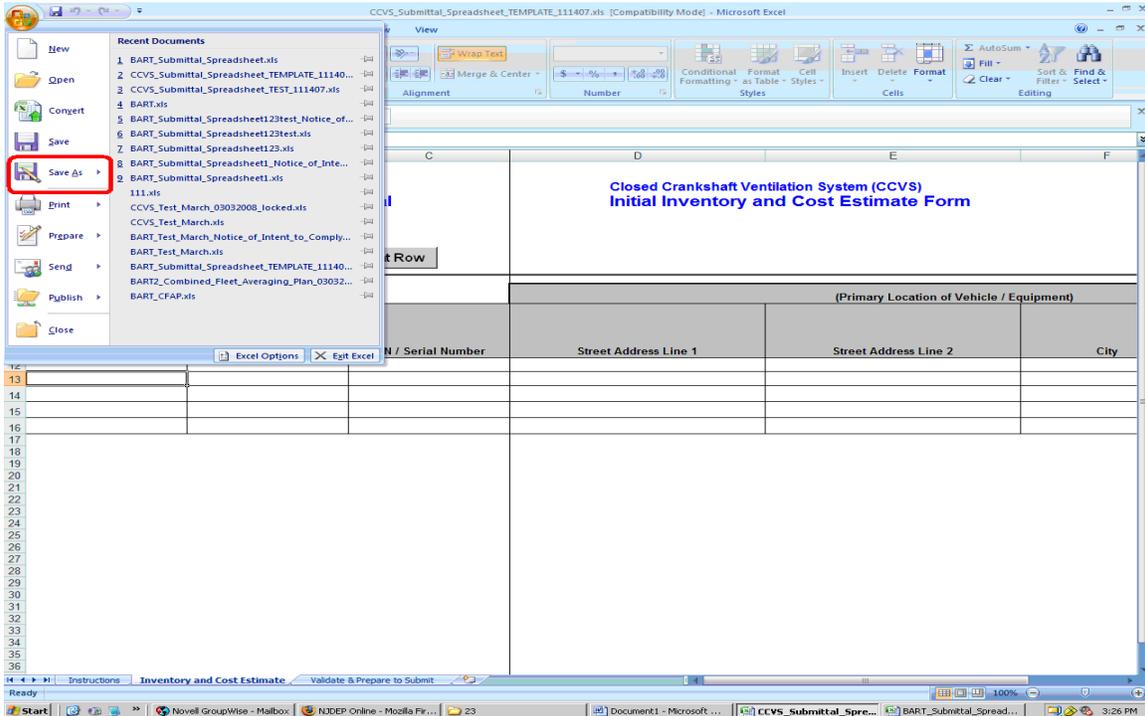


Click on all the "Enable this content" radio buttons that appear, then click the OK button.

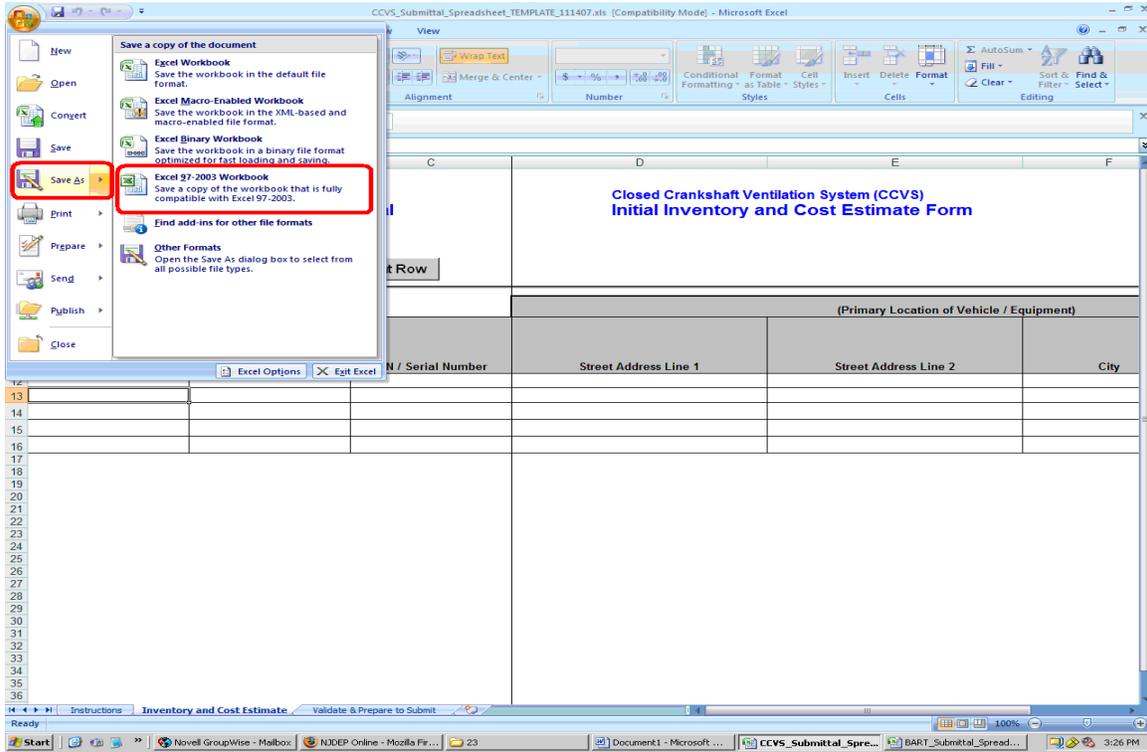
5) Click on the Office button located in the top left corner of the spreadsheet. See following screenshot for the exact location.



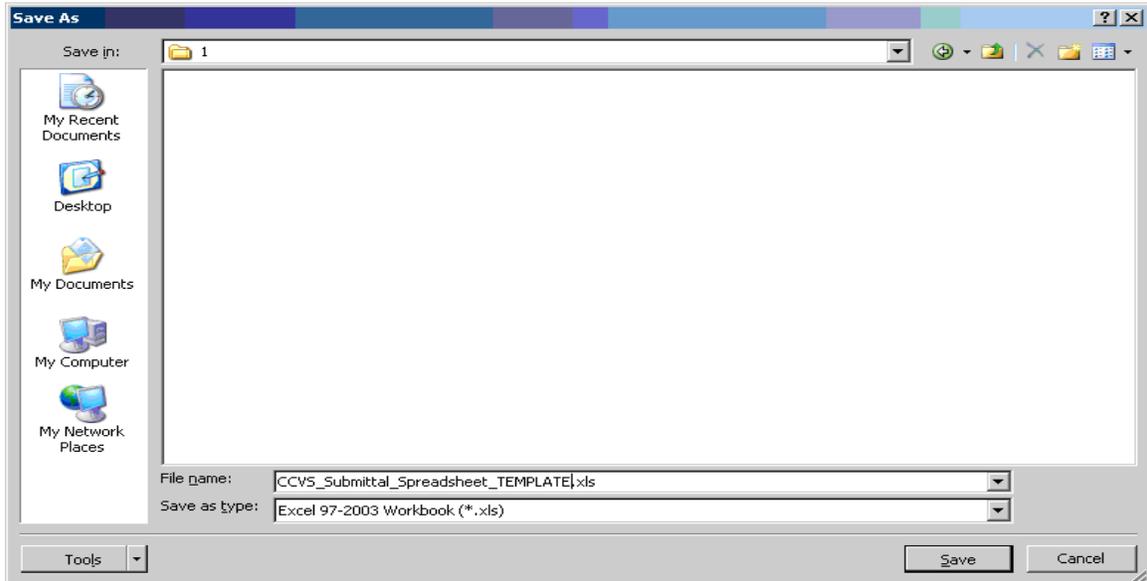
6) Click on the "Save As" command to bring up a list of spreadsheets that were recently opened.



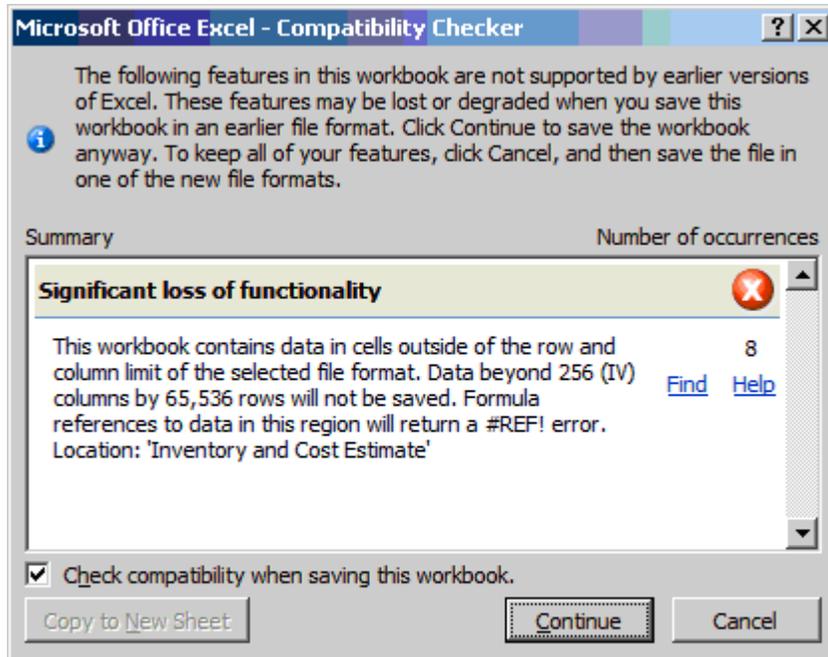
7) Select the spreadsheet you are working on, then select “Excel 97-2003 Workbook”.



8) Select the file location.



9) You may see the following window appear when attempting to save the spreadsheet in Excel 97-2003 format for the first time. Ensure that the box next to “Check compatibility when saving this workbook” is checked off, then click the Continue button.



10) You can now use the spreadsheet for data entry. You will only need to follow these steps once per spreadsheet.