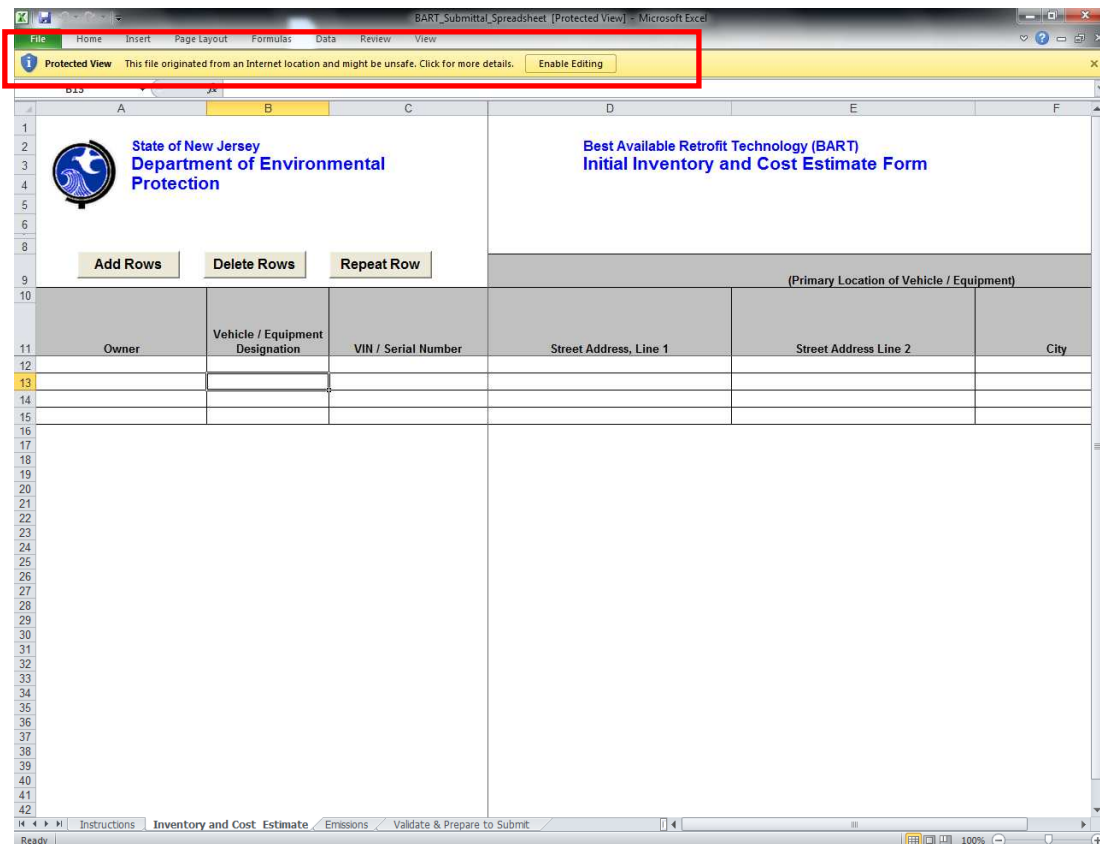


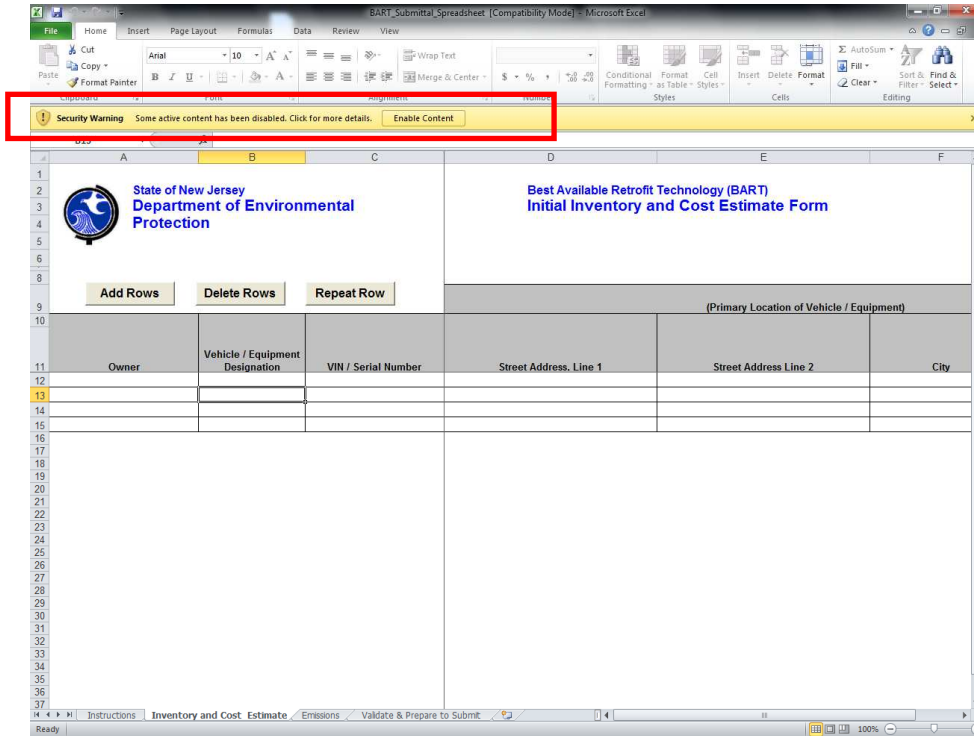
## Instructions for Completing BART Inventory/Cost Estimate Submittal Forms using Microsoft Excel 2010

By default, Excel 2010 saves data in a format that is incompatible with both the macros used in the BART 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.

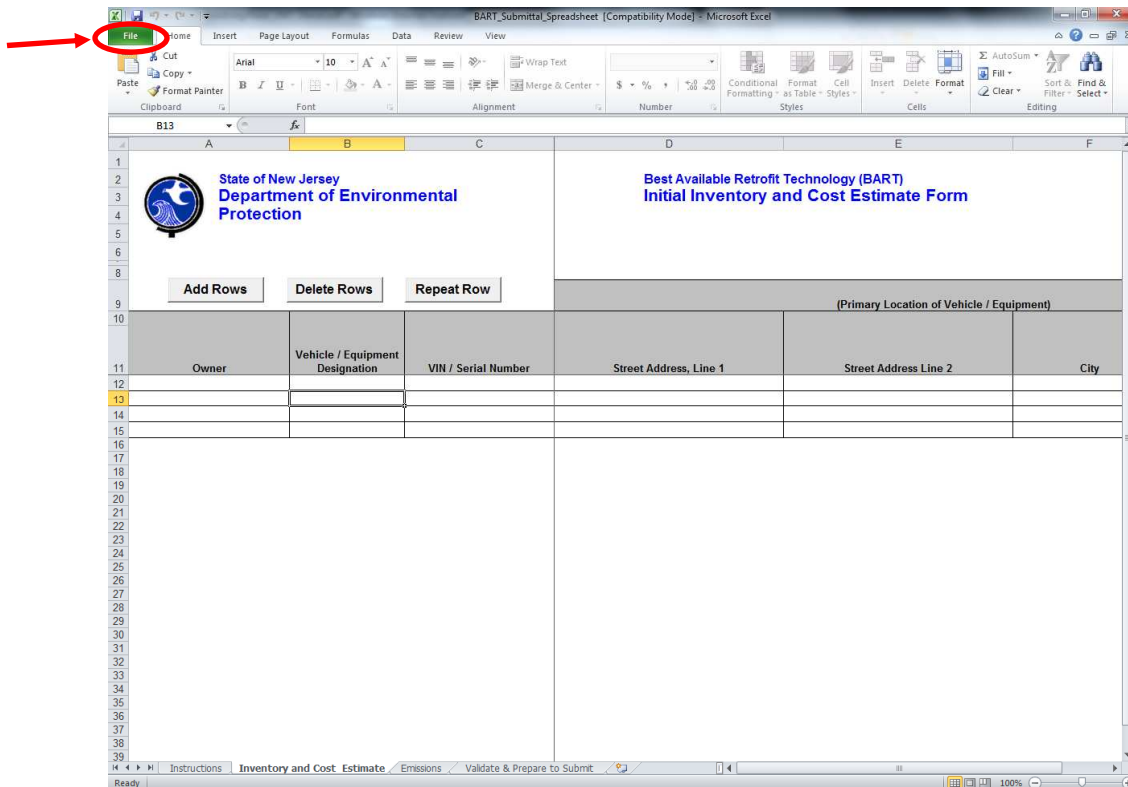
- 1) Close any open Excel documents
- 2) Download the BART spreadsheet from the DEP website.
- 3) Open the spreadsheet with Excel 2010.
- 4) You will notice a Security Warning directly above Column A (see screenshot, below). Click on the ‘**Enable Editing**’ button.



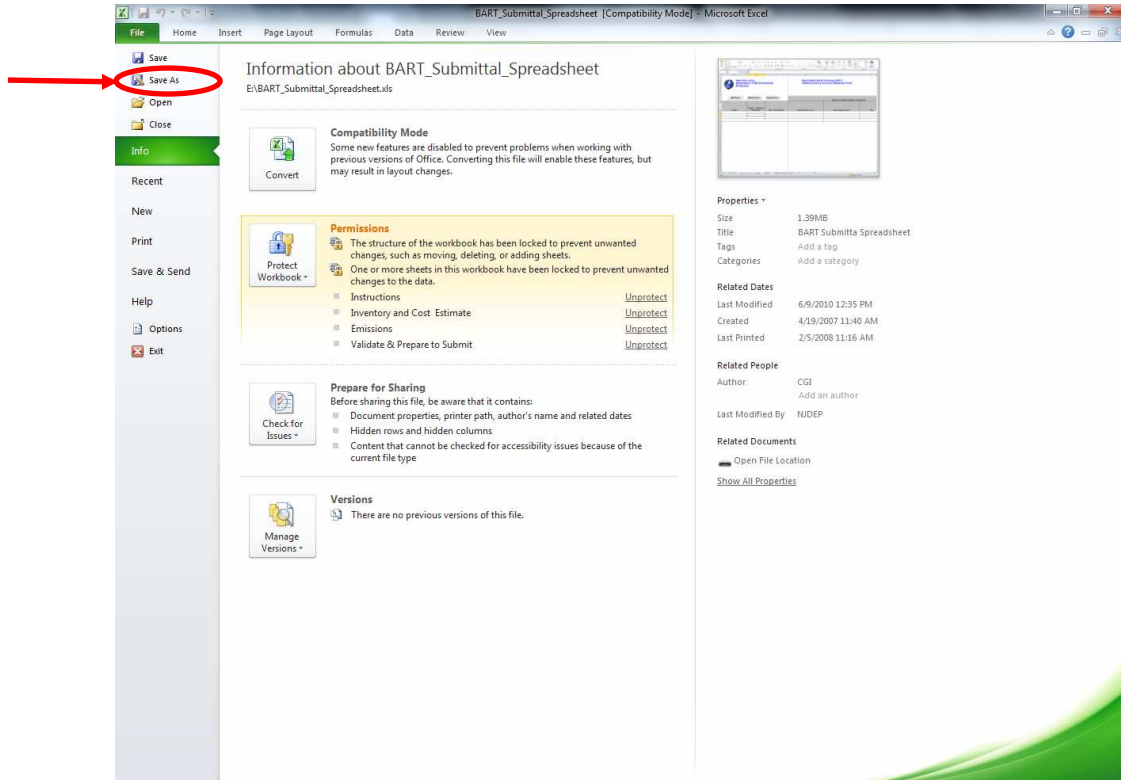
5) You will notice a second Security Warning directly above Column A (see screenshot, below). Click on the 'Enable Content' button.



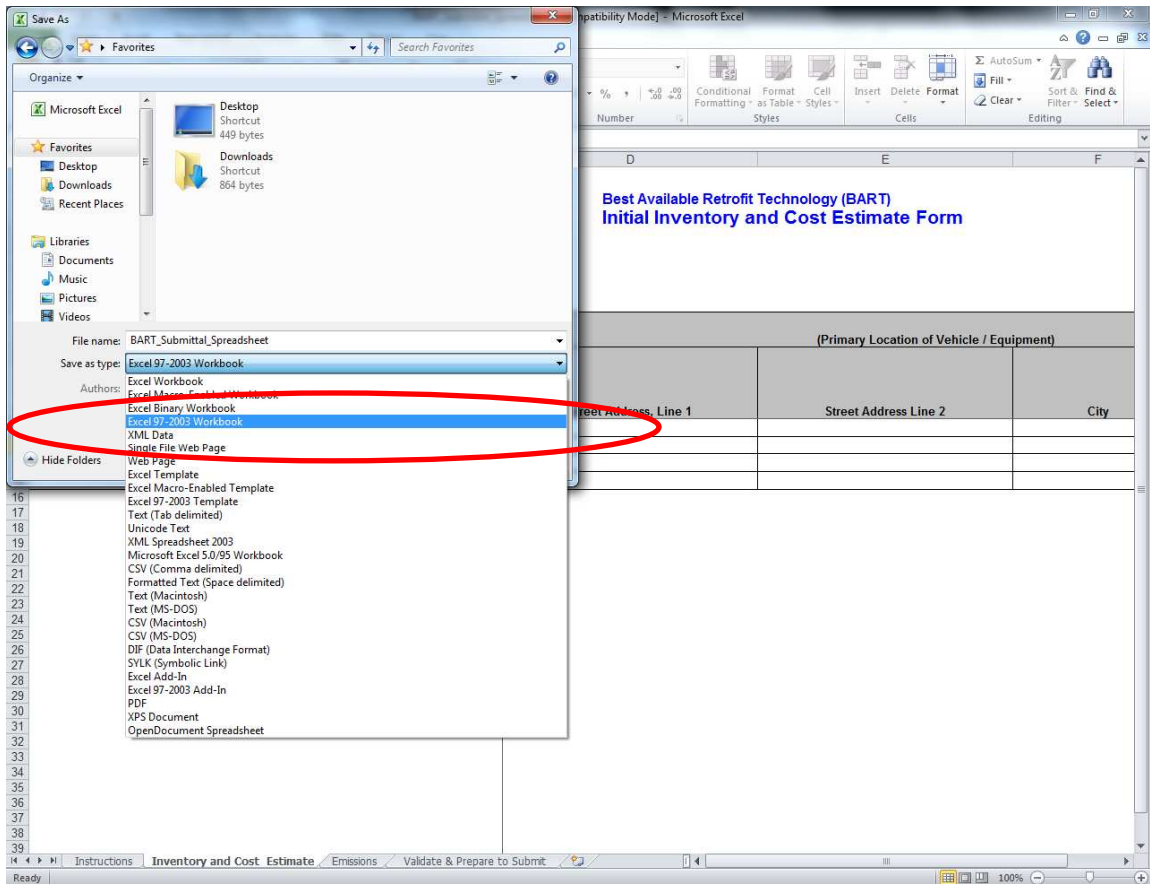
6) Click on the green 'File' button located in the top left corner of the spreadsheet.



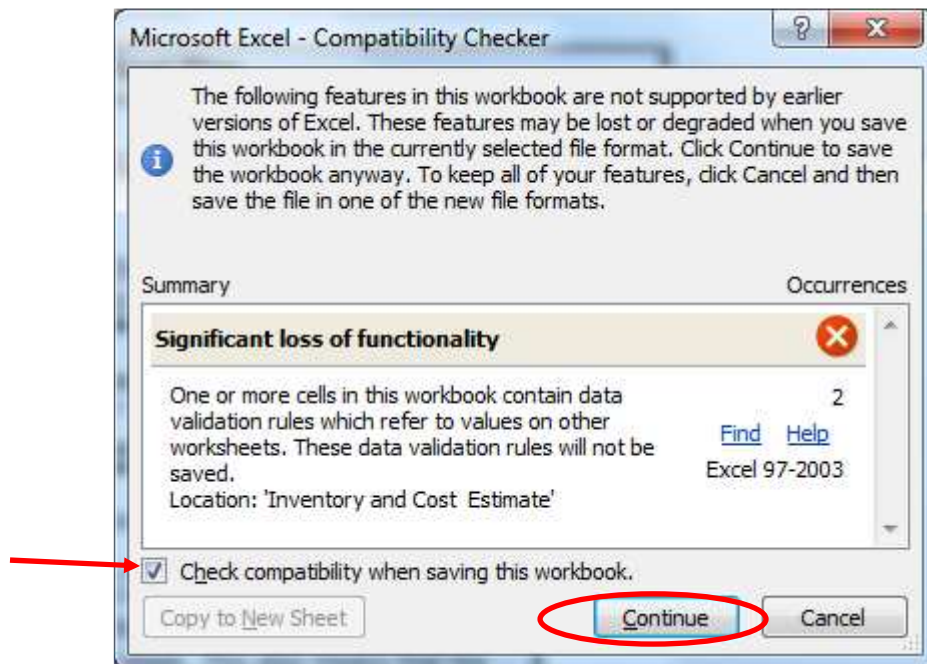
7) The screen found below after clicking on the on the 'File' tab  
Click on the 'Save As' button.



8) Open the 'Save as Type' pull-down menu and select 'Excel 97-2003 Workbook'.



9) You may see the following window appear when attempting to save the spreadsheet or perform other actions. Ensure that the box next to “**Check compatibility when saving this workbook**” is checked, and 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.