

# INSTRUCTIONS

## BEFORE USING THE ENCLOSED SCHEDULES, PLEASE COMPLETE THE FOLLOWING:

Completing the steps below will populate the heading for each of the attached schedules.

1. Enter the City/Town Name:
2. Select the Budget Year

**TOWN OF FREDONIA-TENTATIVE BUDGET  
2015**

### Protection/Unprotection of File:

Each spreadsheet within the file has been protected to prevent accidental deletion of formulas. When the sheet is protected, you cannot move from one cell to the next using the Tab key. A password was not assigned, so the sheets may be unprotected to make formatting changes such as row height, column width, and font size. To unprotect an individual spreadsheet, select Protect/Sheet from the menu.

You may need to add lines to Schedules C through G to accommodate all funds or departments involved. Remember to include formulas in the subtotals and totals to ensure that the additional lines are included, and make changes accordingly. Once changes have been made, the sheet should be re-protected by reversing the above process. Re-protecting the sheets will help ensure that formulas are not accidentally altered or deleted.

### Printing Tips:

Schedule A can be printed on one page in landscape format with the "fit to 1 page wide by 1 page tall" option (Page Setup). Schedules B through F can be printed in portrait format. Schedule G can be printed in landscape format. Schedules with multiple pages are formatted to print with the column headings on each page.

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When you can  
make minor  
'Unprotect

check all  
changes  
ensure that

selected.  
multiple