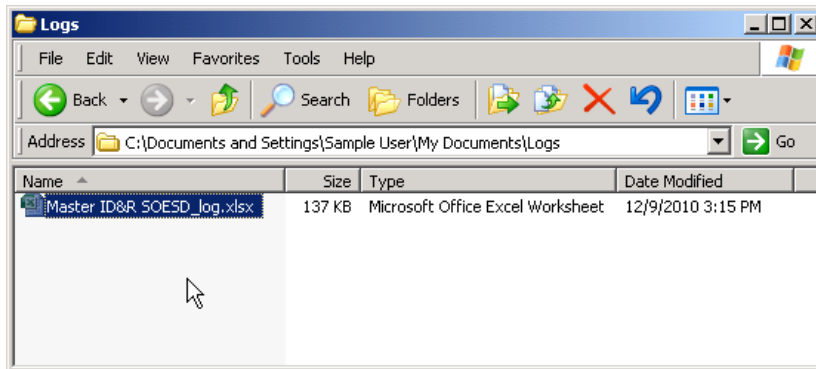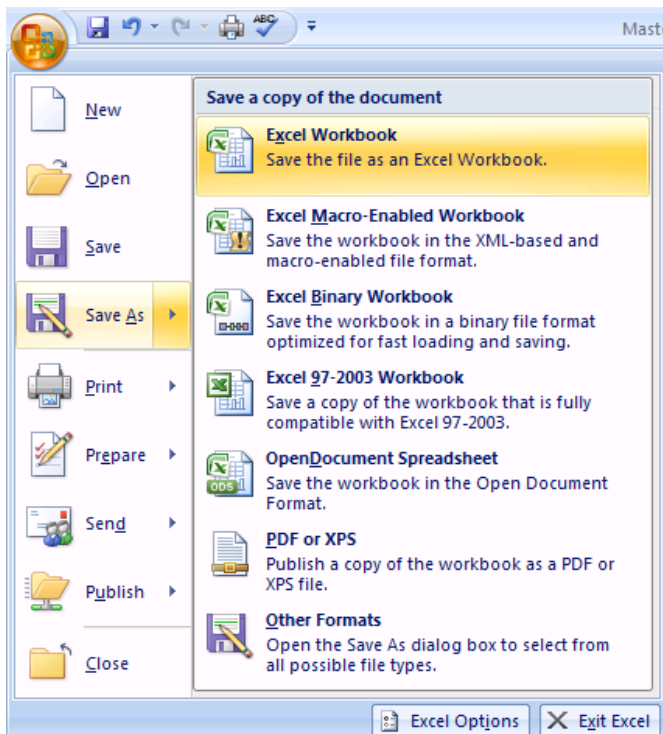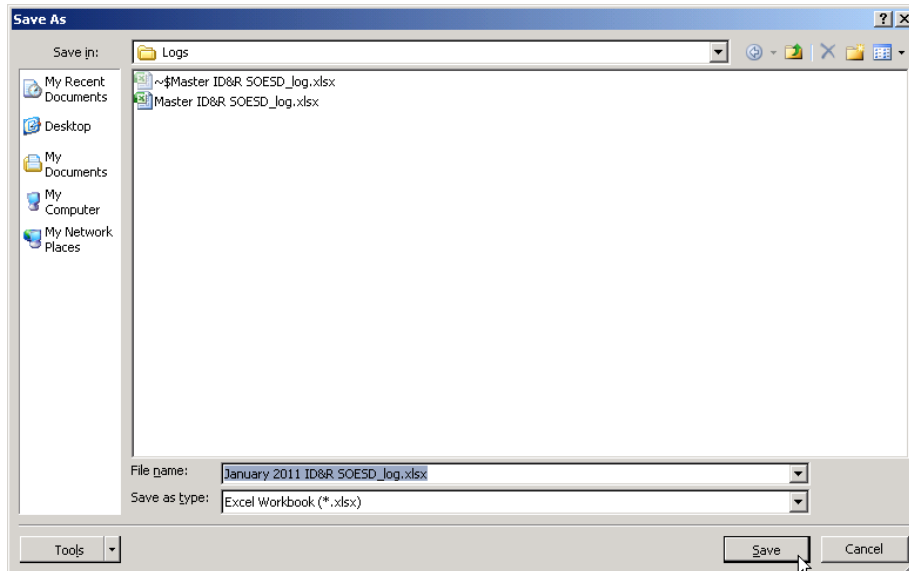## Opening a template and saving a working copy

Step 1: Double Click the file you wish to open.

Step 2: From the Office icon, select "Save As" and "Excel Workbook".

Step 3: Rename the file and click "Save".

(The file will now show up in the folder in "My Documents".)