

Saving Excel 2007/2010 documents in an earlier version format.

Earlier this year the Board installed a new RESS file upload software to enable large files i.e. up to 35MB in size.

The current standard for RESS submissions is PDF format or XLS for Excel spreadsheets.

Hence the new RESS file upload software will not accept any higher level than Excel 2003 (.XLS) file extension.

Applicants using Excel 2007 or higher are therefore required to convert their Excel workbooks to an "Excel 97-2003 Workbook" file format.

The following shows the steps to convert your application workbooks to an "Excel 97-2003 Workbook" file format.

The image shows a screenshot of the Microsoft Excel 2007 'Save As' dialog box. The dialog is titled 'Save a copy of the document' and lists several file formats. The 'Excel 97-2003 Workbook' option is highlighted in yellow. Below the dialog, the 'File name' field contains 'WD 2011 RTSR Adjustment Workform Sept 1.xls' and the 'Save as type' dropdown is set to 'Excel 97-2003 Workbook (*.xls)'. Four callout boxes with arrows point to specific elements: 'Step 1 - select the Office Button' points to the Office icon in the top-left corner; 'Step 2 - Select "Save As"' points to the 'Save As' option in the left-hand menu; 'Step 3 - Select "Excel 97-2003 Workbook"' points to the highlighted 'Excel 97-2003 Workbook' option; and 'Step 4 - Make sure the file extension is ".xls" and Save as type is "Excel 97-2003 Workbook"' points to the 'File name' and 'Save as type' fields.

Step 1 - select the Office Button

Step 2 - Select "Save As"

Step 3 - Select "Excel 97-2003 Workbook"

Step 4 - Make sure the file extension is ".xls" and Save as type is "Excel 97-2003 Workbook"

Step 5 - Select "Yes"

