1. Generate report. (If it looks like this, follow steps in this Addendum to convert to Excel).
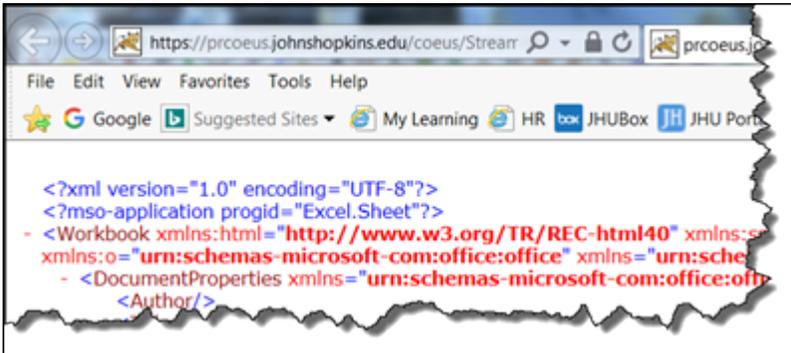
2. Save to Desktop. (This file will be deleted later).
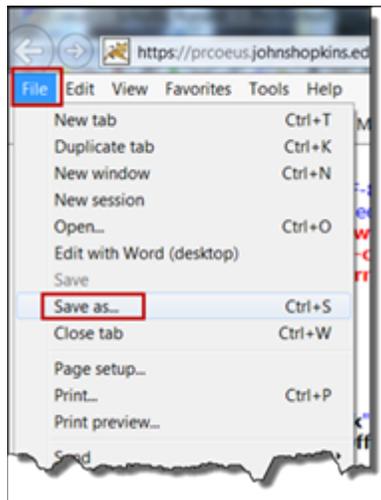
a.
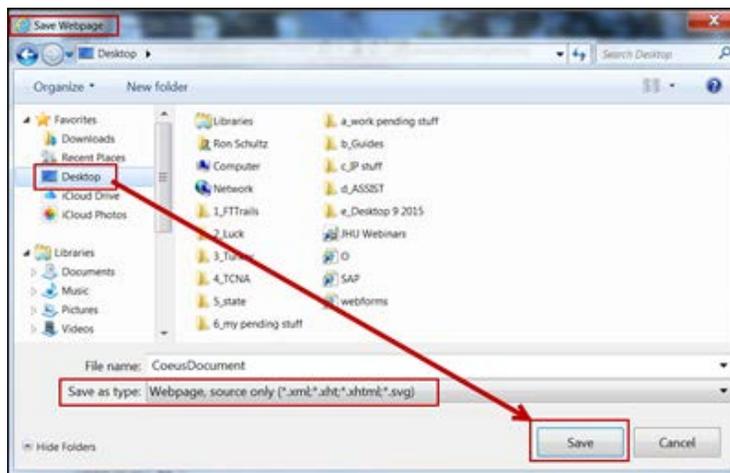
b.

3. Close report.
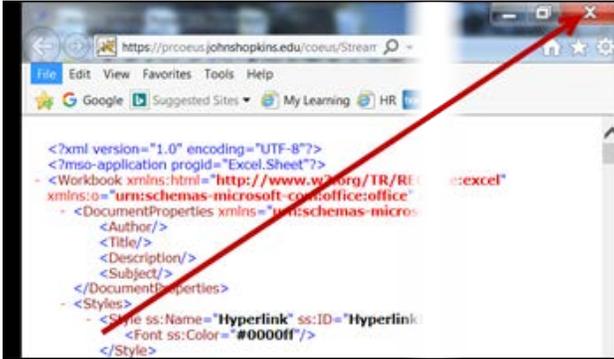
4. Go to Desktop and open saved report.
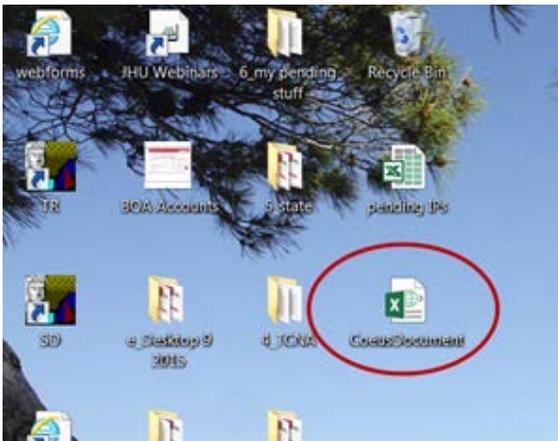
5. Click on 'Enable Editing' (if browser presents this feature, it may not).

   Ignore the 'Excel' file type shown at top of report; it is not in Excel format

   yet.
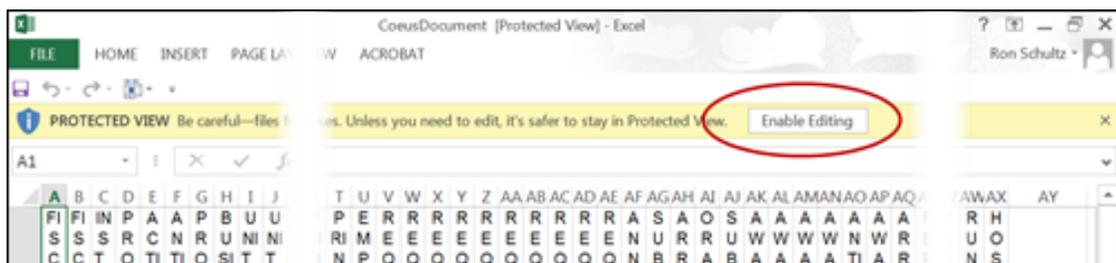
6. Save this report version to Desktop.
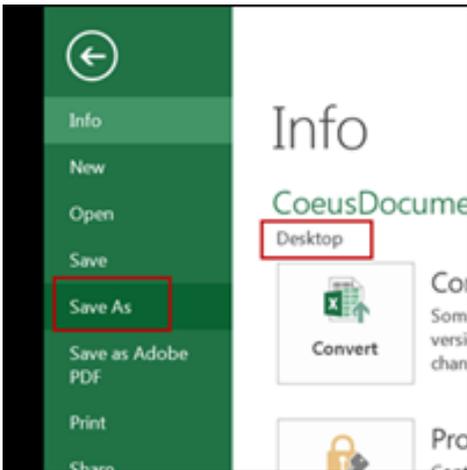
7. During 'Save As', change the 'Save as type' from 'XML Spreadsheet' <u>to</u> 'Excel Workbook'.
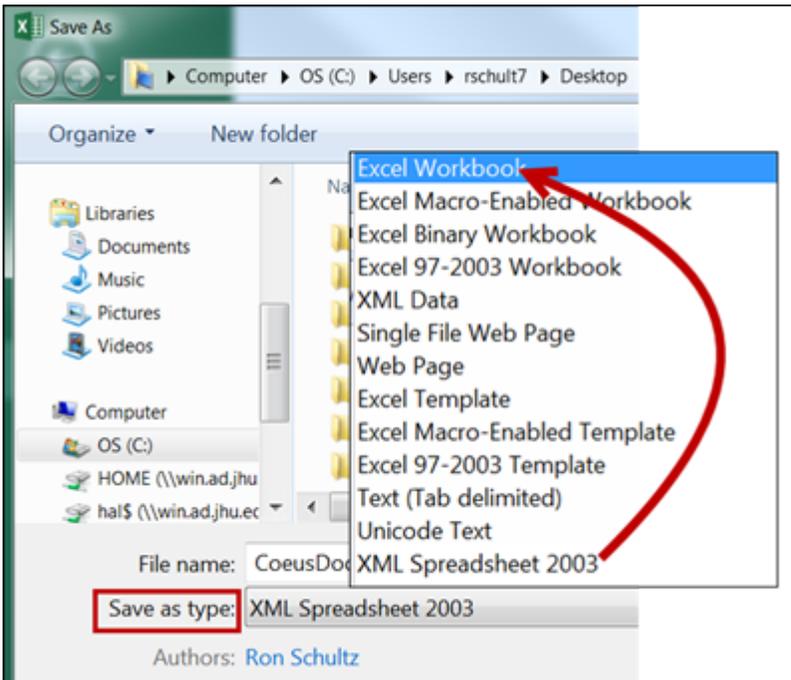
8. Go to Desktop.

9. From Desktop, open this new 'Excel Workbook'.
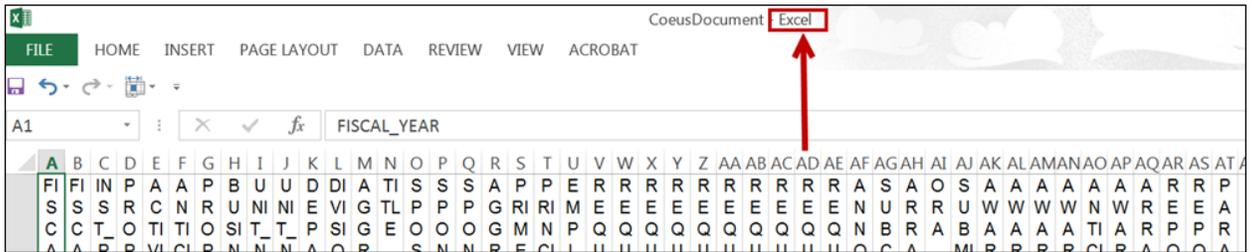
10. Save this. It is your report.

11. Delete from Desktop the original webpage file. It is no longer useful.