

When trying to access the Excel Spreadsheets:

[Example: the ones available from the LOC New Pay Process], the computer does not give the option "file download" with a choice to either open or save, instead the spreadsheet is automatically opened and the user is unable to save the file to their computer. If you or any of the people in your office are experiencing this problem please read the information below:

SYMPTOMS:

When you download a file from the Internet, you may not be prompted for the location in which to save the file that you are downloading. Instead, the file may be opened without prompting the user with the option to save or open.

CAUSE:

This can occur if you clear the Always ask before opening this type of file check box when you download a file. If you do this, files of this type are automatically placed in the Temporary Internet Files folder and opened by the program that is associated with the file type.

SOLUTION:

If you want to be prompted for a download location for the file type, follow these steps:

(A) Microsoft Windows NT 4.0 and Microsoft Windows 98

- 1) Double-click MY COMPUTER
- 2) On the View menu, click FOLDER OPTIONS
- 3) On the FILE TYPES tab, click the appropriate file type in the REGISTERED FILE TYPES box.
- 4) Click EDIT
- 5) Click to select the CONFIRM OPEN AFTER DOWNLOAD
- 6) Click OK, and then click OK

(B) Windows ME, Windows 2000, and Windows XP

- 1) Double-click MY COMPUTER, and then click FOLDER OPTIONS from the TOOLS menu
- 2) Click the FILE TYPES tab, click a specific file type (for example, Microsoft Excel Worksheet) in the REGISTERED FILE TYPES box, and then click ADVANCED
- 3) Click to Confirm Open after Download check box, and then Click okay
You should now be given the choice of opening or saving the file in a FILE DOWNLOAD box.

REMEMBER:

If you clear the Always ask before opening this type of file check box, you indicate that this type of file should always be opened with the associated program. The file is then downloaded to your Temporary Internet Files folder and opened.

PLEASE:

IF YOU EXPERIENCE ANY PROBLEMS IN VIEWING OR USING THE DOCUMENTS AVAILABLE FROM "OUR" WEB SITE DO NOT HESITATE TO CALL ME AND I WILL HELP YOU. (912)262-3210