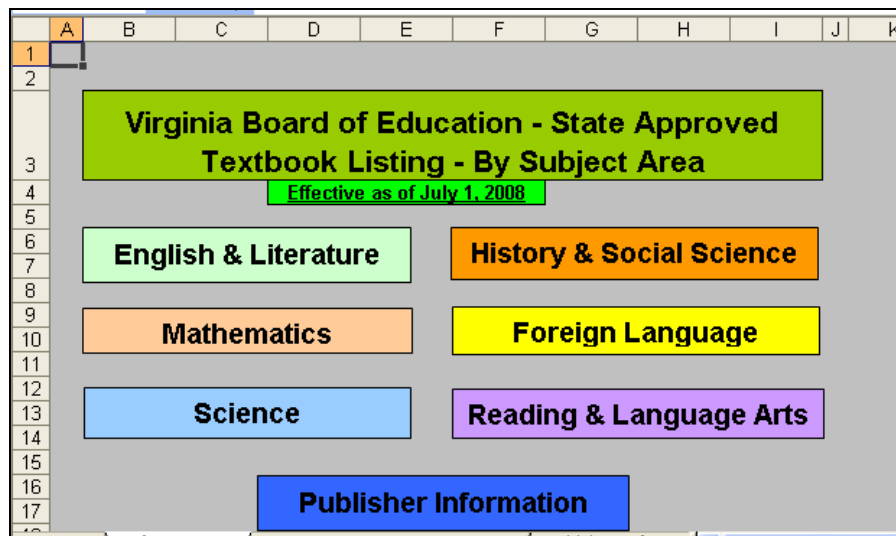
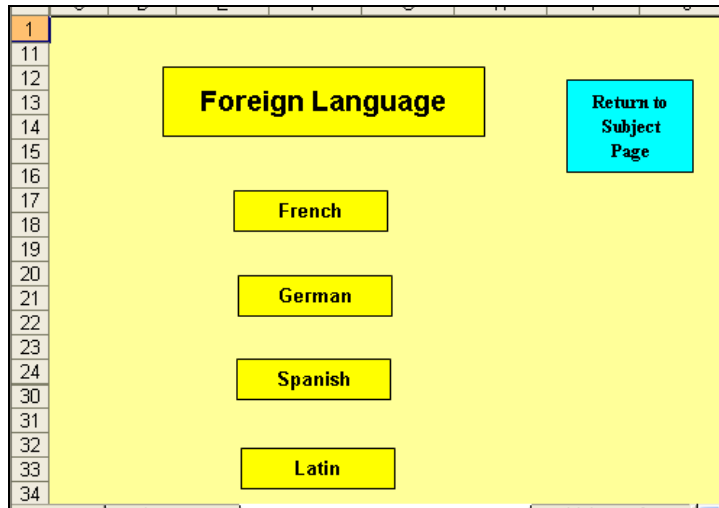


Instructions for Viewing the Textbook Excel Spreadsheet

1. To download the spreadsheet, please use the following steps:
 - RIGHT-CLICK on the Excel link for the textbook spreadsheet.
 - Select “Save Target As” and save the file to your directory.
 - Once the file is saved, close the Internet window and open the file with Excel.
 - When opening the file, you must click on the “ENABLE MACROS” button before using the spreadsheet.
2. If you are prompted with a Microsoft Visual Basic error or are unable to enable macros when you enter Excel, please follow these steps to ensure that macros are enabled in the spreadsheet:
 - Select the “Tools” menu from the drop-down options at the top of the spreadsheet.
 - Select “Macro”; then select “Security.”
 - Set the security level to “Medium.” This will give you the option to disable or enable macros.
 - You must exit out of the spreadsheet and Excel and then reopen the file for the macro security changes to take effect.
3. Once you have accessed the spreadsheet, you will view a worksheet titled “Subject Page” at the bottom of the Excel application. On this page, there are seven buttons listed as follows: 1) English & Literature; 2) History and Social Science; 3) Mathematics; 4) Foreign Language; 5) Science; 6) Reading & Language Arts; and 7) Publisher Information. The page looks like this:



If you want to view an area such as Foreign Language, you would click on the button for this topic, as shown. The spreadsheet would then take you to another sheet labeled “Foreign Language Home Page,” as shown below:



This sheet contains a series of buttons for each language. If you want to view all of the textbooks for foreign languages, you would click on the button marked “Foreign Language” and you would be taken to a spreadsheet showing all adopted textbooks, as shown below:

	A	B	C	D	E	F
1	Language	Publisher	Return to Foreign Language Home Page	Title	Copyright	Author
2				French I		
3	French	EMC/Paradigm		C'est à toi! Level One	2002	Karla Winther Fawbush, et al
4	French	Glencoe/McGraw-Hill		Glencoe French 1: Bon voyage!	2005	Schmitt, Lutz
5	French	Holt, Rinehart and Winston		Holt French 1A, Allez,viens! En avant!	2006	DeMado et al
6	French	Holt, Rinehart and Winston		Holt French 1B, Allez,viens! En route!	2006	DeMado et al
7	French	Holt, Rinehart and Winston		Holt French 1, Allez, viens!	2006	DeMado et al
8	French	McDougal Littell		Discovering French, Nouveau! Première Partie: Level 1a (Virginia Bundle: Discovering French, Nouveau! Première Partie: Level 1a. Teacher's Edition and Audio CD Program must be included for course correlation.)	2004	Valette, Jean Paul, and Rebecca M. Valette
		McDougal Littell		Discovering French, Nouveau! Deuxième Partie: Level 1b (Virginia Bundle: Discovering French, Nouveau! Deuxième Partie: Level 1b Teacher's Edition and Audio CD Program must be included for course correlation.)	2004	Valette, Jean Paul, and Rebecca M. Valette

If you want to view just the textbooks for German, you would click on the “Return to Foreign Language Home Page” at the top of the screen and you would go back to the page with all of the languages displayed. From this page, click on the option for “German” and you will see that you are sent to the same spreadsheet for all Foreign Language textbooks but your cursor is placed in the section for “German.” The screen would look as follows:

