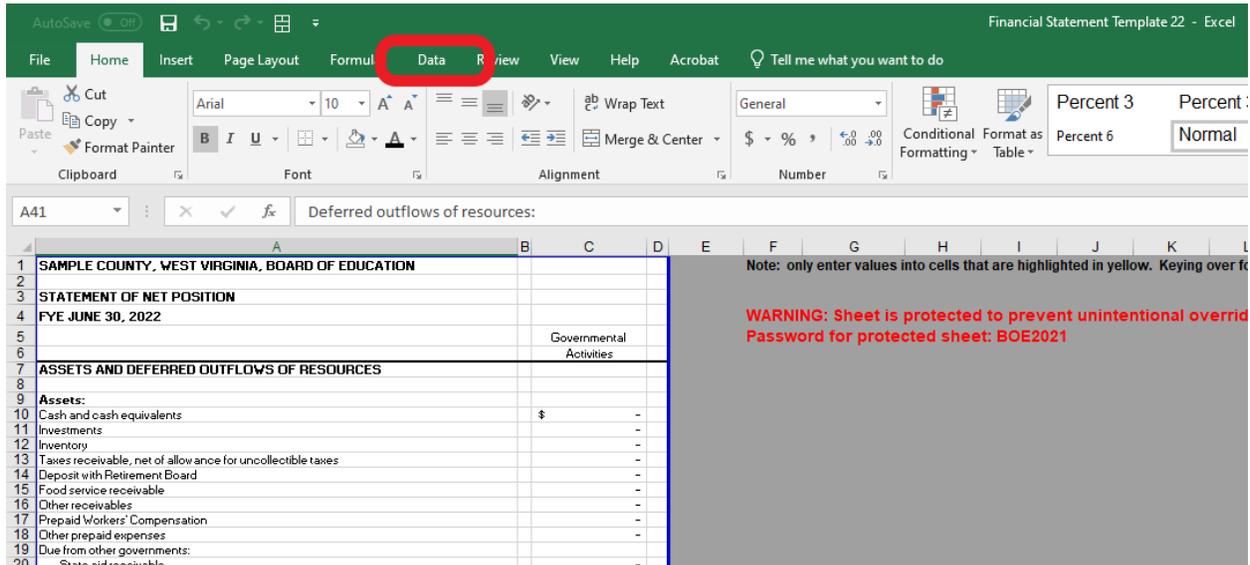


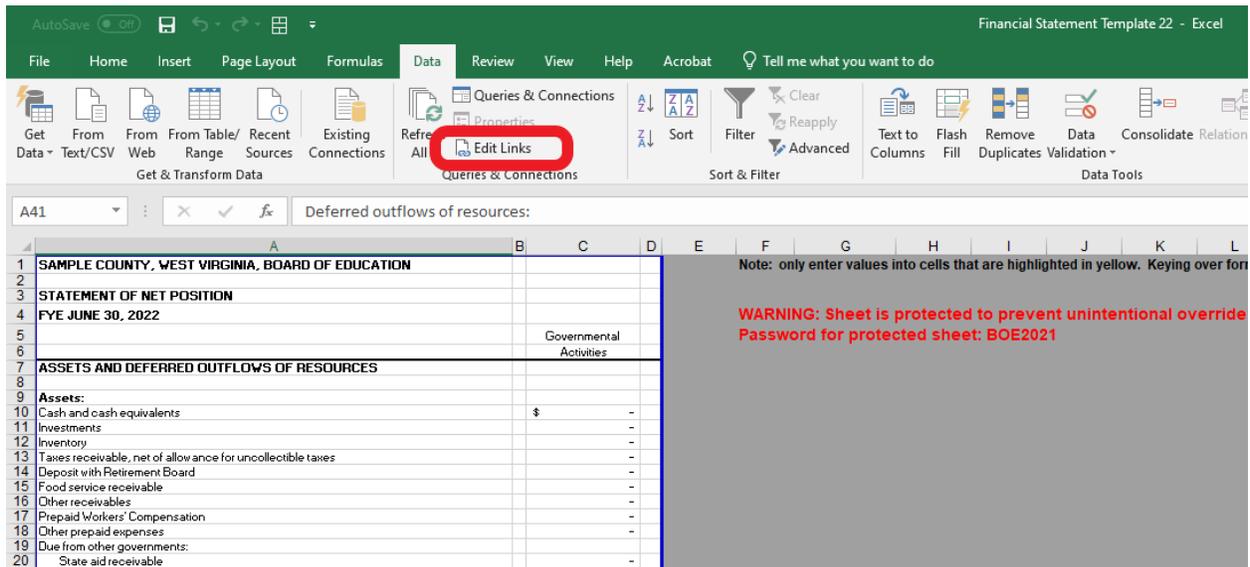
# How to Re-link the Excel and Word Financial Statement Template Files

## Re-linking Excel Files:

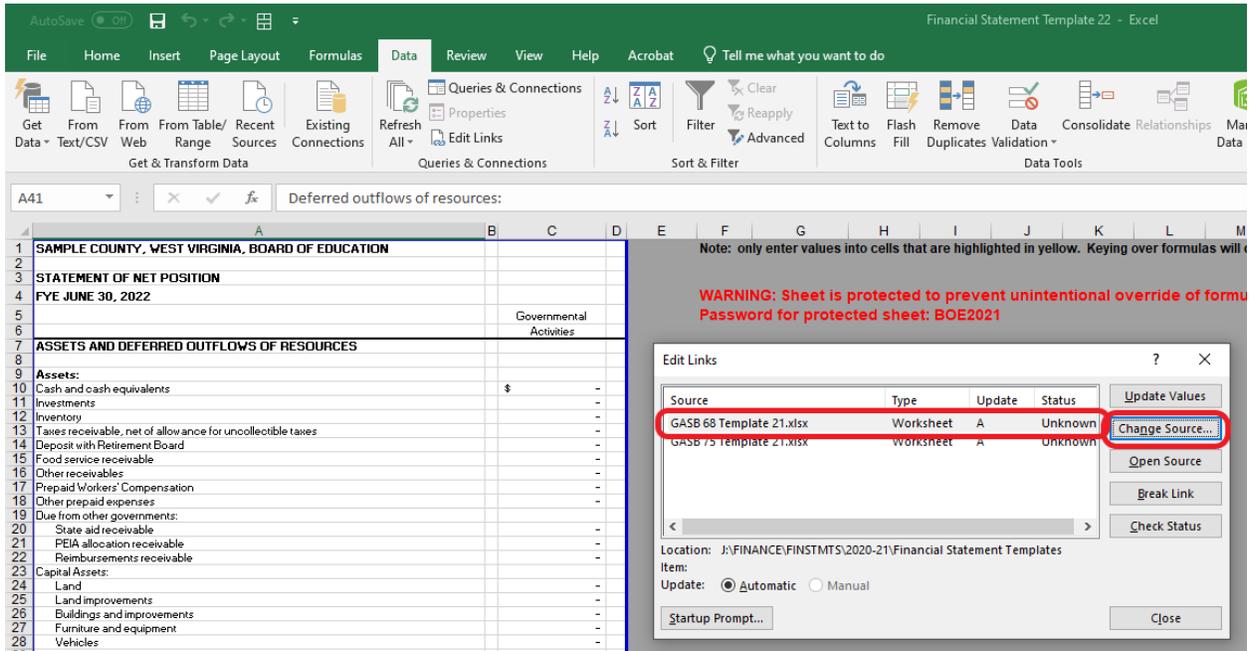
1. Click on “Data” at the top of any of the Excel templates.



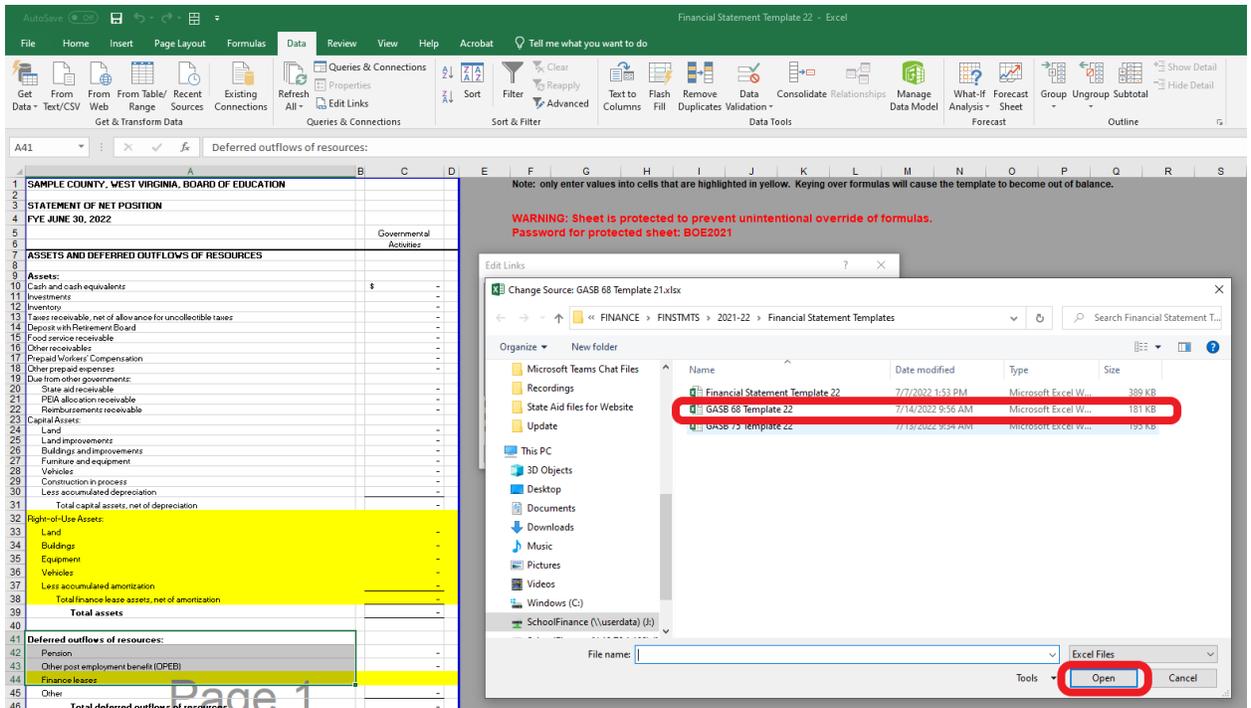
2. Click on “Edit Links”



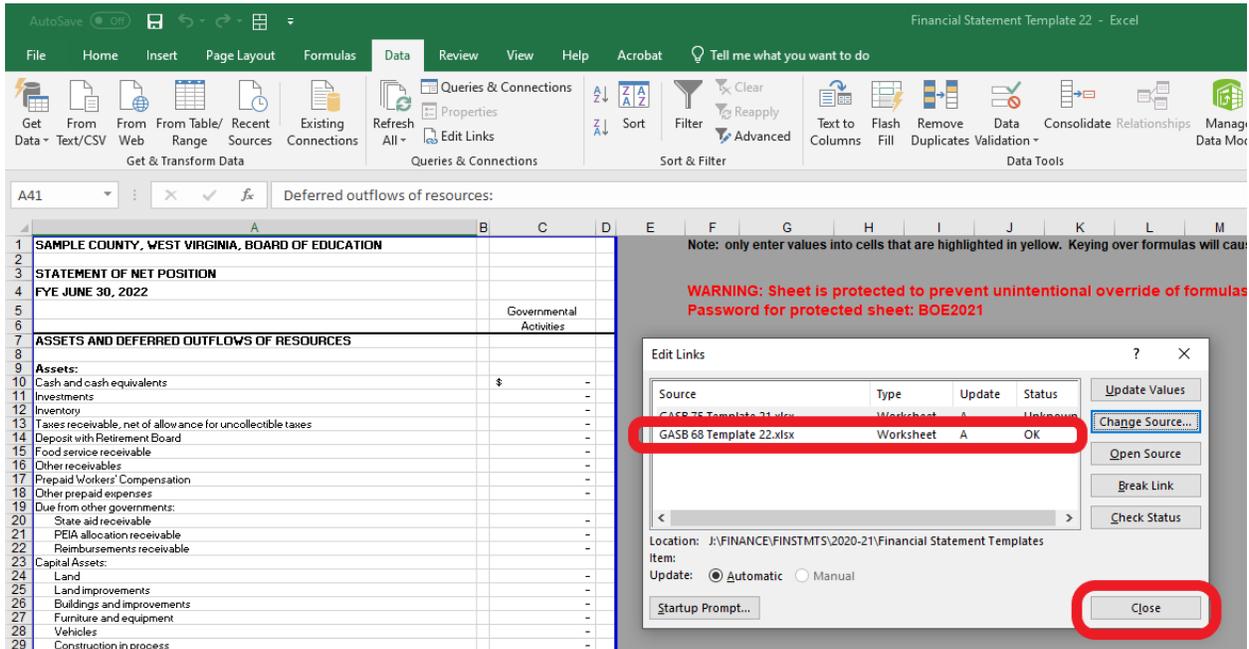
**3. Click on the link that you want to change and then click on “Change Source...”**



**4. Use the “Change Source” box to navigate to the file you want to update the linking to and then double click that file or select it and press “Open”.**



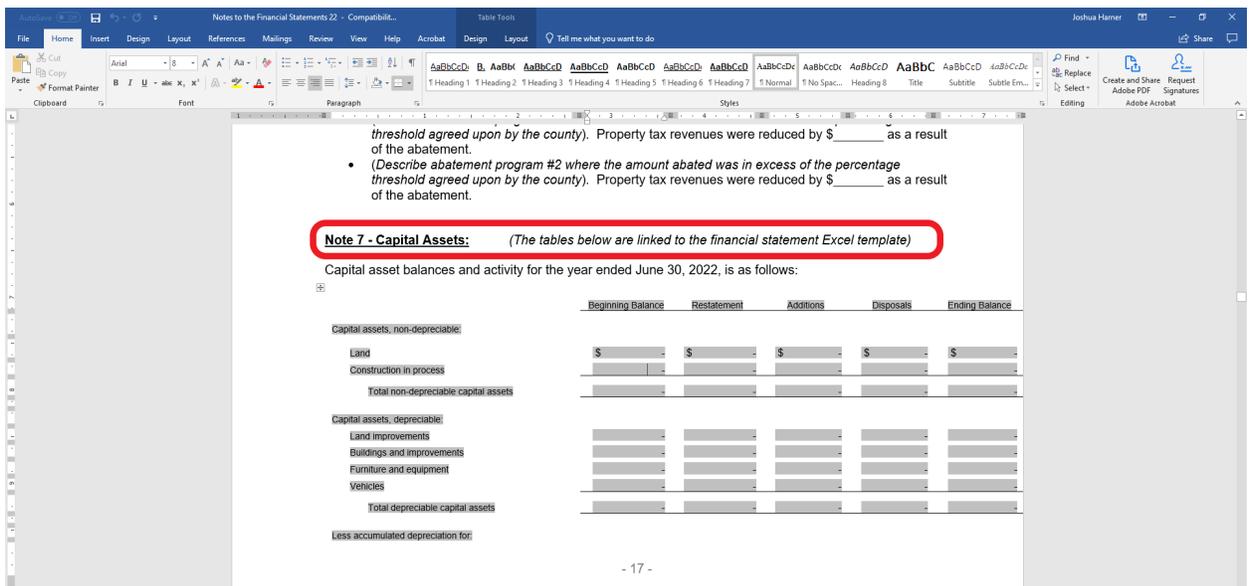
5. This will update the link in the “Edit Links” box. Once you confirm the change has been made, click the “Close” button.



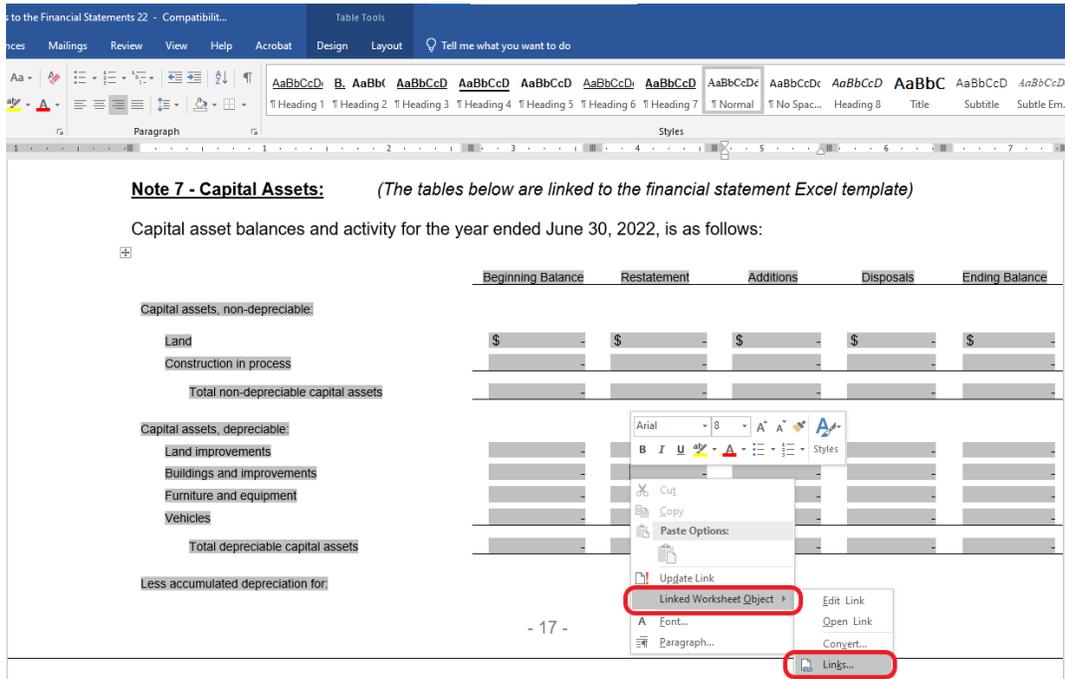
Note: This will update all the links to this document in the excel file. There is no need to do this for each tab.

## Re-linking Word Files:

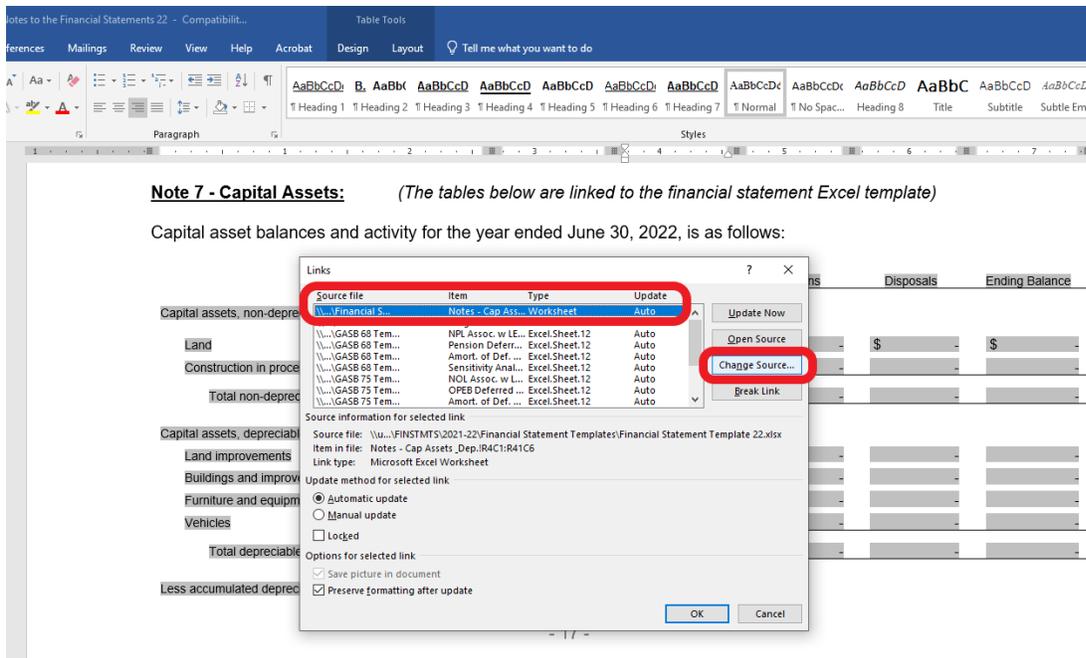
1. Find a place in the Word document that utilizes links.



## 2. Right click inside the linked table and select “Linked Worksheet Object” then “Links...”

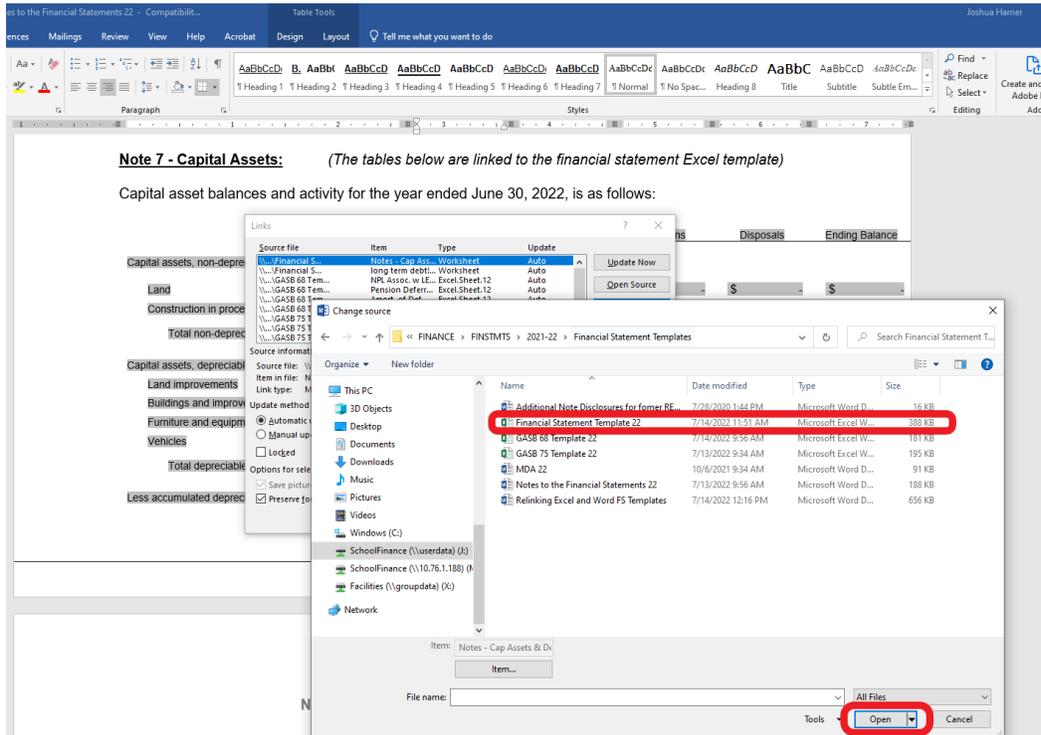


## 3. Click on the link that you want to change and then click on “Change Source...”



**Note:** You will see multiple instances of the same “source file”. This is normal. Each instance is a different section of the Excel files that are linked to the Note Template. To correctly link the template, you will need to perform this procedure on each instance of the “source file”.

4. Use the box to navigate to the file you want to update the linking to and then double click that file or select it and press “Open”.



5. This will update the source file in the “Links” box. One way to see if it has been updated is to look in the “Update” column. It should have dashes, not the word “Auto”. Once you confirm the change has been made and you have updated any other links (if necessary), click the “OK” button.

