Which version of Excel should I use to save the IR?

This is an extremely important question. The IR is originally created and distributed in Excel 2003 (xls). Your organization *can* save this as Excel 2007 if you wish, but *before* doing so, there are a few key points you must realize:

1. You should only save as Excel 2007 if *everyone* you are working with on the IR is using Excel 2007 (including all those who will be entering data within your organization and amongst the organizations within your inter-agency partnership).
2. If you save as Excel 2007, it should *NOT* be saved as xlsx; rather, you must save it as xlsm (which is the Macros enabled format).

If there is any question about what version of Excel individuals are using, then *everyone* should continue to save the document as a 2003 file (xls). **Remember: When in doubt, save as xls!**