**How to amend your Making Figures Speak for Themselves profiles**

1. Open the Making Figures Speak profile you need to amend. You first need to save the profile under a different name so the original is retained. If you use Office 2003 go to File | Save as and choose a location and a new file name and click Save.
   If you use Office 2007 onwards click on the Windows button at the top left of the screen and choose the following:
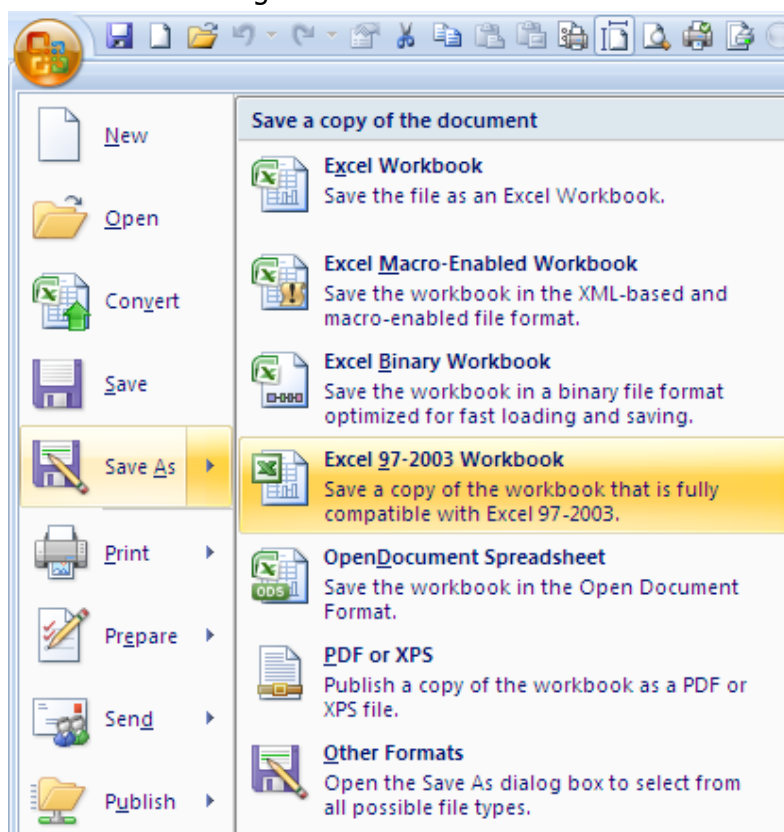

   Choose a location and a new file name and click Save.

2. To amend any of the cells within the spreadsheets you first need to unprotect the worksheet. Each worksheet is individually protected so you will need to unprotect each sheet in the workbook.
   If you use Office 2003 go to **Tools | Protection | Unprotect Sheet**.
   If you use Office 2007 onwards click on the **Review** tab and then on **Unprotect Sheet**
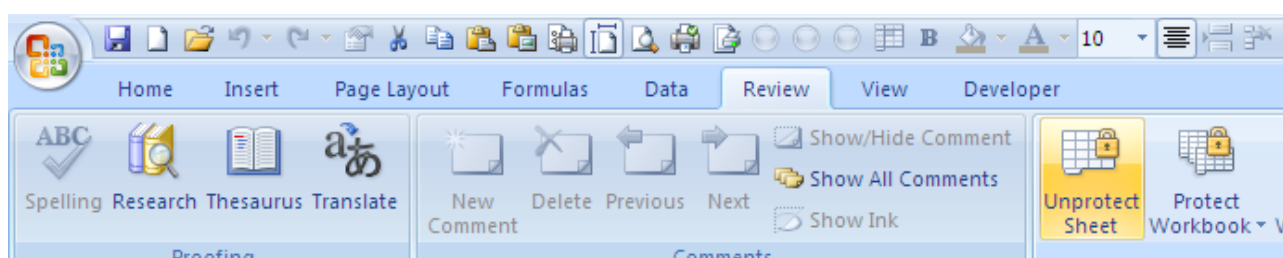
   You do not need a password to unprotect any of the worksheets.

3. You can now amend any of the cells you wish by simply typing in the correct figure. If the worksheet you are working on contains graphs then these will automatically be updated with the new data you have entered.

4. Remember to save your changes when you have finished amending the data in the workbook.
   If you use Office 2003 go to **File | Save**
   If you use Office 2007 onwards go to the **Windows** button at the top left of the screen and click **Save**.
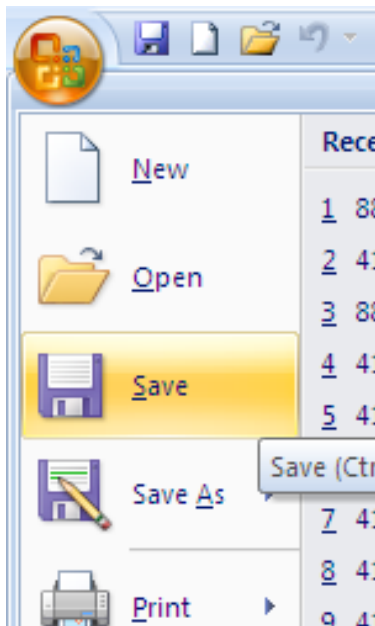
Alternatively click the **Save** icon at the top of the screen.