

INSTRUCTIONS:

We suggest you make a backup copy of our Excel spreadsheet.

How to protect your **My Life In A Flash** spreadsheet in Excel version 2016 on MAC:

Open the **MLIAF v8Mac1** file

1. Go to **File**
2. Click on **Passwords**
3. Type your own Password in the **Password to open:** box, but do not type a Password in the **Password to Modify** box, and do not check the **Read Only** box
4. Click **OK**
5. Repeat your Password in the **Reenter Password to proceed:** box
6. Click **OK**
7. Go to **File > Save As**
8. If you wish, you may create your own, unique **File Name** in the **Save As** box
9. Indicate the drive where your USB drive is located in the **Where** box, to save your file
10. Click **Save**

If you have problems using this product, send email comments to: support@mylifeinaflash.com.

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