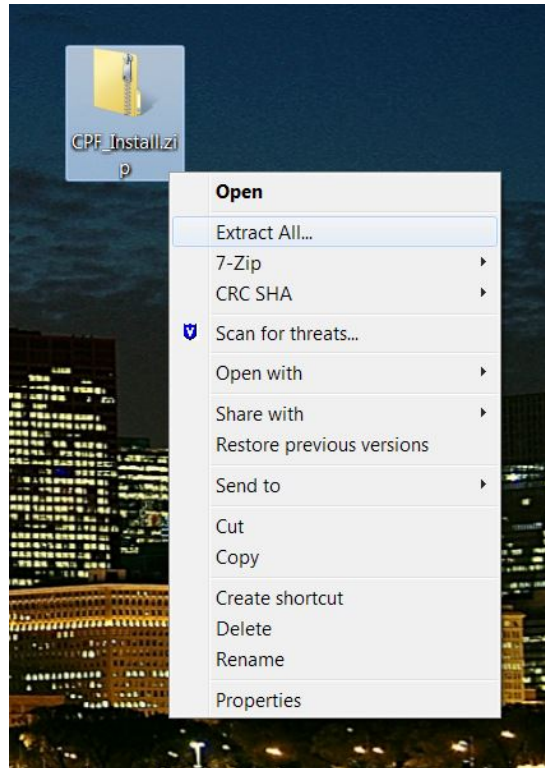


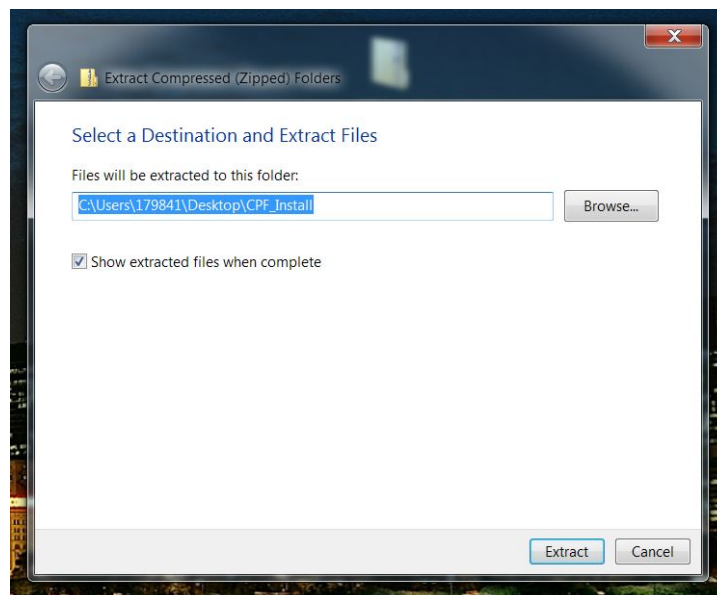
## Chicago Proforma Installation Instructions

Download the file named “Chicago\_Proforma.zip” using the link provided on The City of Chicago website of the link provided below.

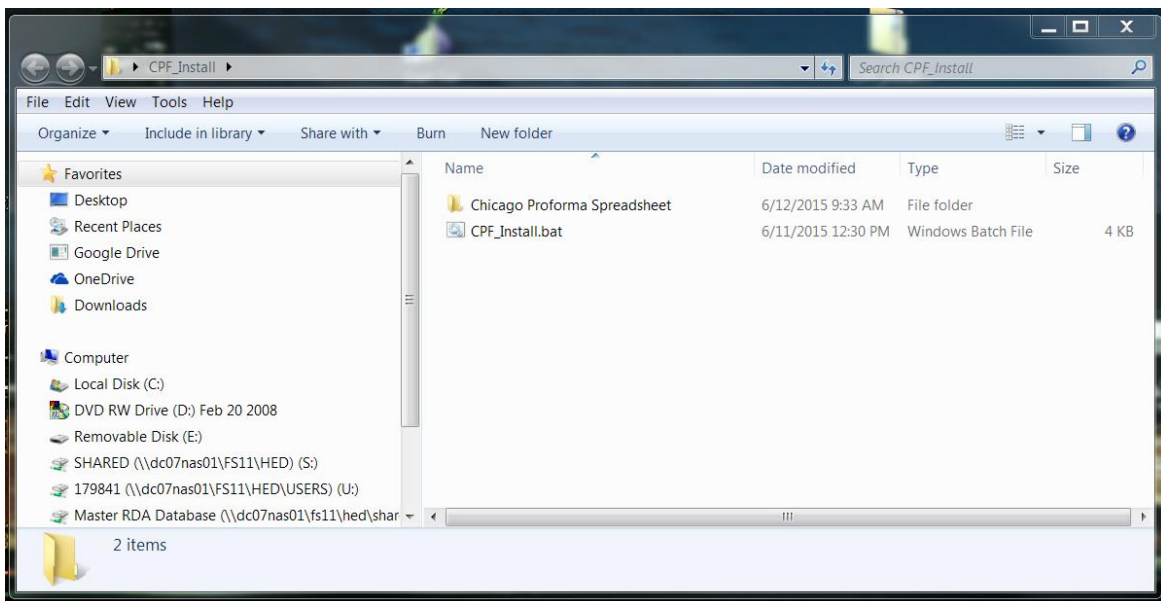
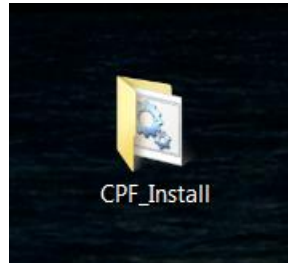
Save the file to your desktop (recommended) or other location of your choice. Find your downloaded file and right click on the folder icon and select “Extract All...” from the menu.



Next, choose the location where you want to extract the folder containing the install files. The desktop is the recommended location.



Next, find the extracted folder named CPF\_Install on your desktop (or whatever location you chose to extract to) and double click the folder shortcut to open it in Windows Explorer.



Double click the file named "CPF\_Install.bat". This will install the latest Chicago Proforma Spreadsheet template to your computer and place a shortcut to the file on your desktop. The file is a template so you will need to save it with a new name and you will not be able to overwrite the template file. Use the shortcut "CPF\_Blank.xltm" to open the latest Chicago Proforma Spreadsheet.



For any issues related to the installation of the Chicago Proforma Spreadsheet, please email

[hed-gis-it-service@cityofchicago.org](mailto:hed-gis-it-service@cityofchicago.org).