

## Installation of the ChangeUnits Excel Add-In

November, 2013

Start the *ChangeUnits\_setup.exe* installer. The installer will guide you through the installation. After the installer finishes, follow the directions below for the version of Excel you are using.

**If you are using Excel from the same user account used to install the Add-In:**

### Excel 2010 and 2013

Start Excel and check the security settings. From the **File** menu, select **Options** and open the **Trust Center** category. Click on the “**Trust Center Settings...**” button and then select the **Add-Ins** category. Make sure all three Add-Ins security options are NOT selected and then click OK.

### Excel 2007

Start Excel and check the security settings. Click the **Microsoft Office Button** (the top left round button) > **Excel Options** > **Trust Center** > **Trust Center Settings** > **Add-Ins**, then make sure all three Add-Ins security options are NOT selected.

### Earlier versions of Excel for Windows

After running the installer, the ChangeUnits add-in is ready to use. No additional steps are required as long as you are using Excel from the same account used to install the Add-In.

**If you have multiple user accounts on your computer and are using Excel with a different account than used to install the Add-In, you need to load the Add-In into Excel manually. To do this, after running the installer, log into the account from which you want to run ChangeUnits:**

### Excel 2010 and 2013

Start Excel and check the security settings. From the **File** menu, select **Options** and open the **Trust Center** category. Click on the “**Trust Center Settings...**” button and then select the **Add-Ins** category. Make sure all three Add-Ins security options are NOT selected and then click OK.

Back in the Excel Options window, select the **Add-Ins** category, then click the **Go** button next to the “*Manage: Excel Add-ins*” option near the bottom of the window. From the Add-Ins dialog box click the **Browse**

button and browse for the ChangeUnits add-in. Select the Add-In and then click OK. The Add-In will be located either here

Office 2010

"C:\Program Files\Microsoft Office\Office14\ADDINS"

Office 2013

"C:\Program Files\Microsoft Office\Office15\ADDINS"

Or here:

Office 2010

"C:\Program Files (x86)\Microsoft Office\Office14\ADDINS"

Office 2013

"C:\Program Files (x86)\Microsoft Office\Office15\ADDINS"

Excel 2007

Start Excel and check the security settings. Click **Microsoft Office Button** (the top left round button) > **Excel Options** > **Trust Center** > **Trust Center Settings** > **Add-Ins**, then make sure all three Add-Ins security options are NOT selected.

Click **Microsoft Office Button** > **Excel Options** button. From the Excel Options dialog, select the **Add-Ins** category, then click the **Go** button.

From the Add-Ins dialog box click the **Browse** button and browse for the ChangeUnits add-in. Select the Add-In and then click OK. The Add-In will be located here

"C:\Program Files\Microsoft Office\Office12\ADDINS"

Office 2003

Start Excel and from the main menu, choose **Tools|Add Ins**. Locate and select the ChangeUnits add-in. Select the Add-In and then click OK. The Add-In will be located here

"C:\Program Files\Microsoft Office\Office10\ADDINS"