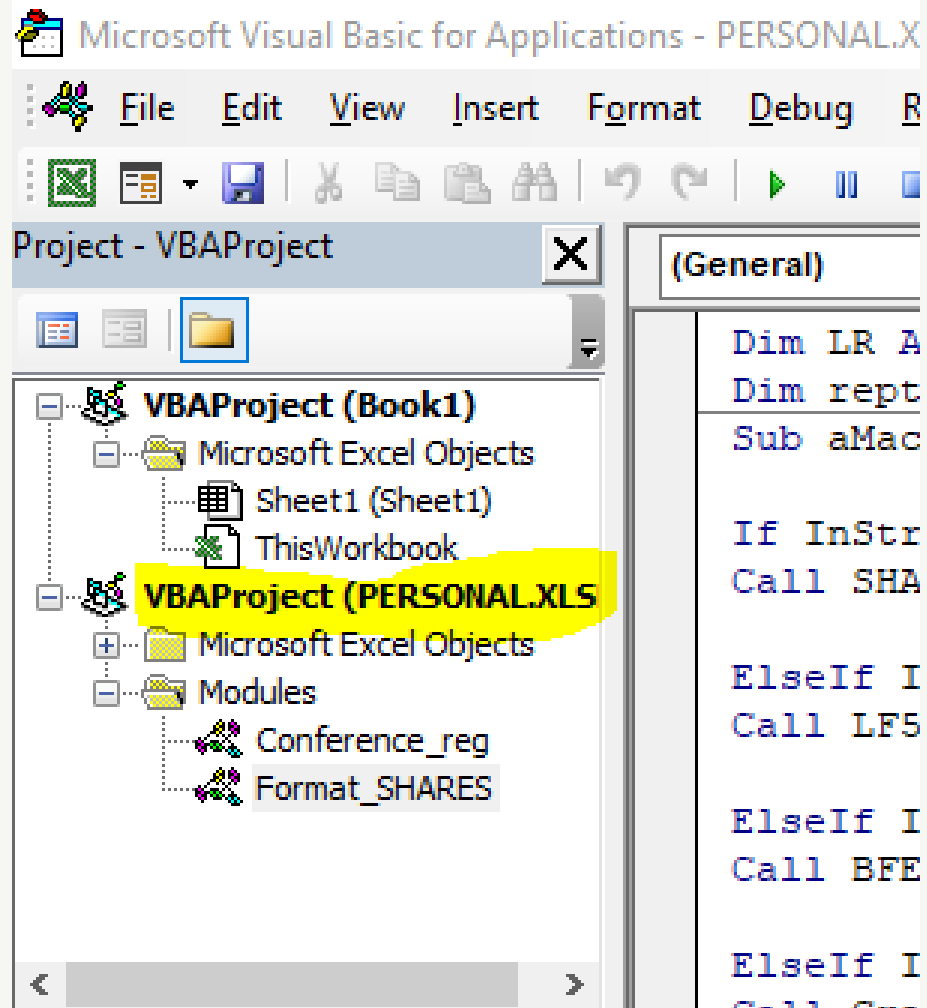
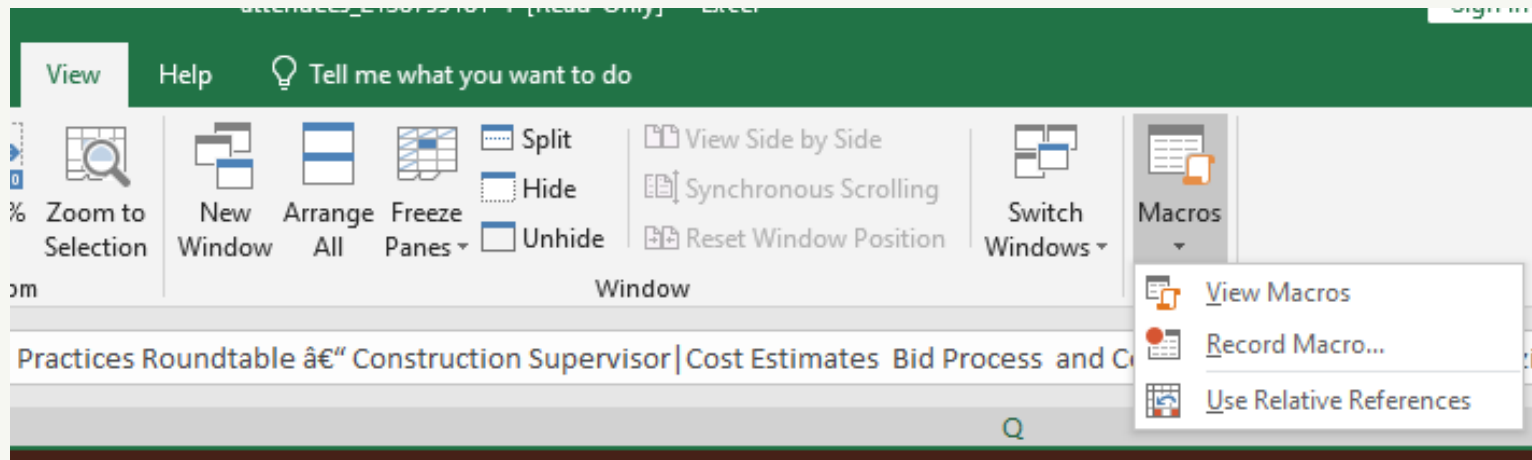


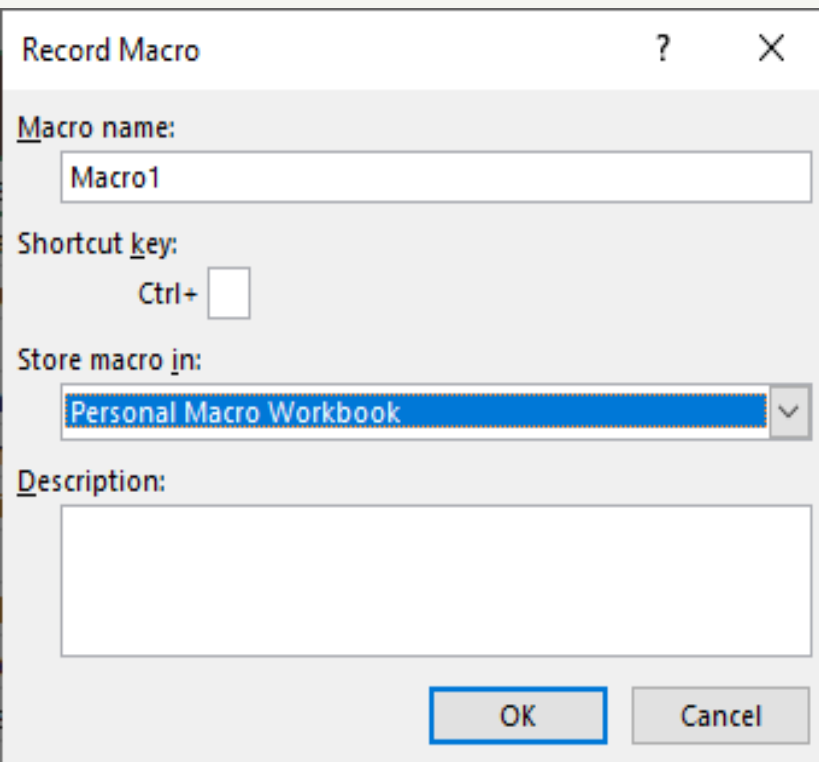
# Installing The Macro Code



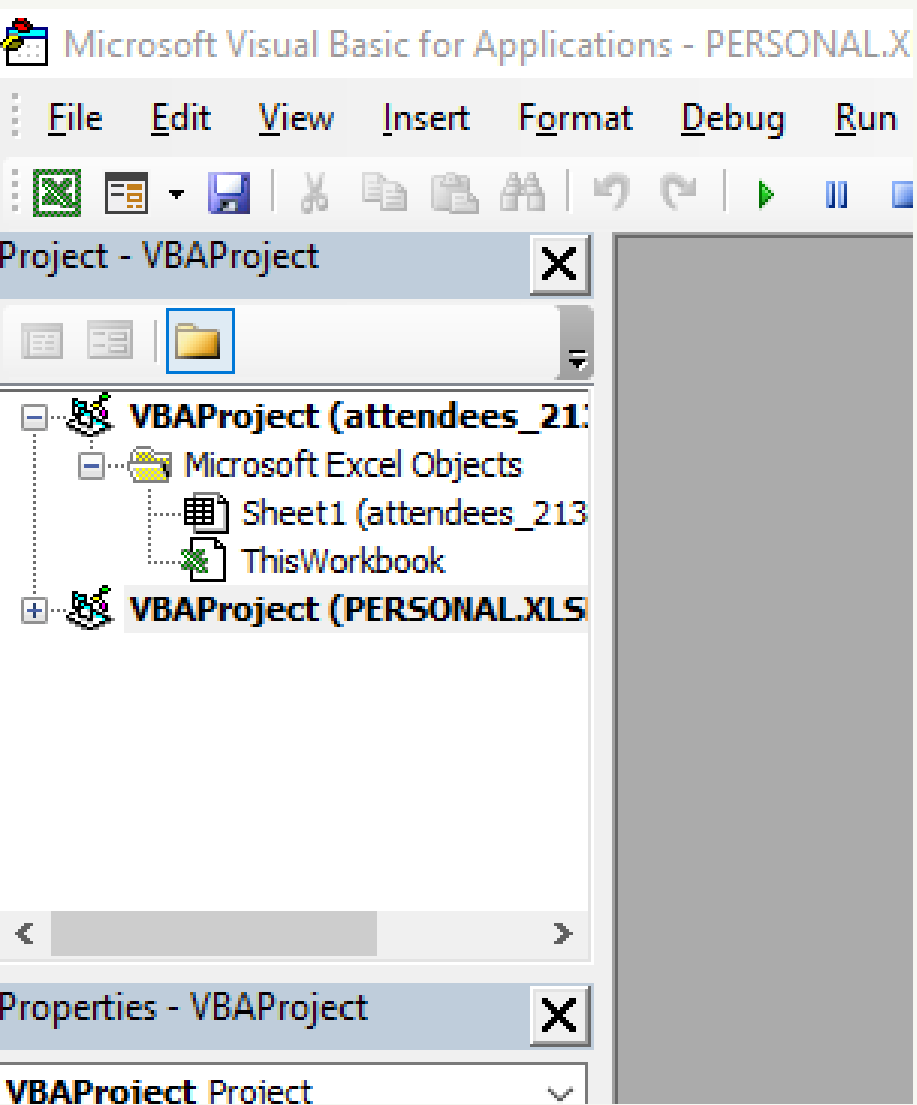
1. From Microsoft Excel, open Visual Basic (VBA) window using Alt+F11 on the keyboard. If **VBA Project (PERSONAL.XLSB)** exists, you can skip 2 below and go to 3. (If you don't see the Project window in VBA window, hit Ctrl+R on your keyboard or select View/Project Explorer from the top menu.)



2. If no VBAProject (PERSONAL.XLSB) exists: switch back to Excel window and go to “View” tab; select Macros and Record Macro...



2a. The menu will say “Store macro in:” and you will select Personal Macro Workbook. Click OK, then Macros/Stop Recording.



3. You now have created Personal Macro Workbook. Switch to Visual Basic Window (Alt+F11). You can now import your module containing your macro code. And you have choices! Here are three methods...

Method 1: Click once on VBAProject (Personal.XLSB) to activate it and, from the file menu, select import, and browse to find your file.

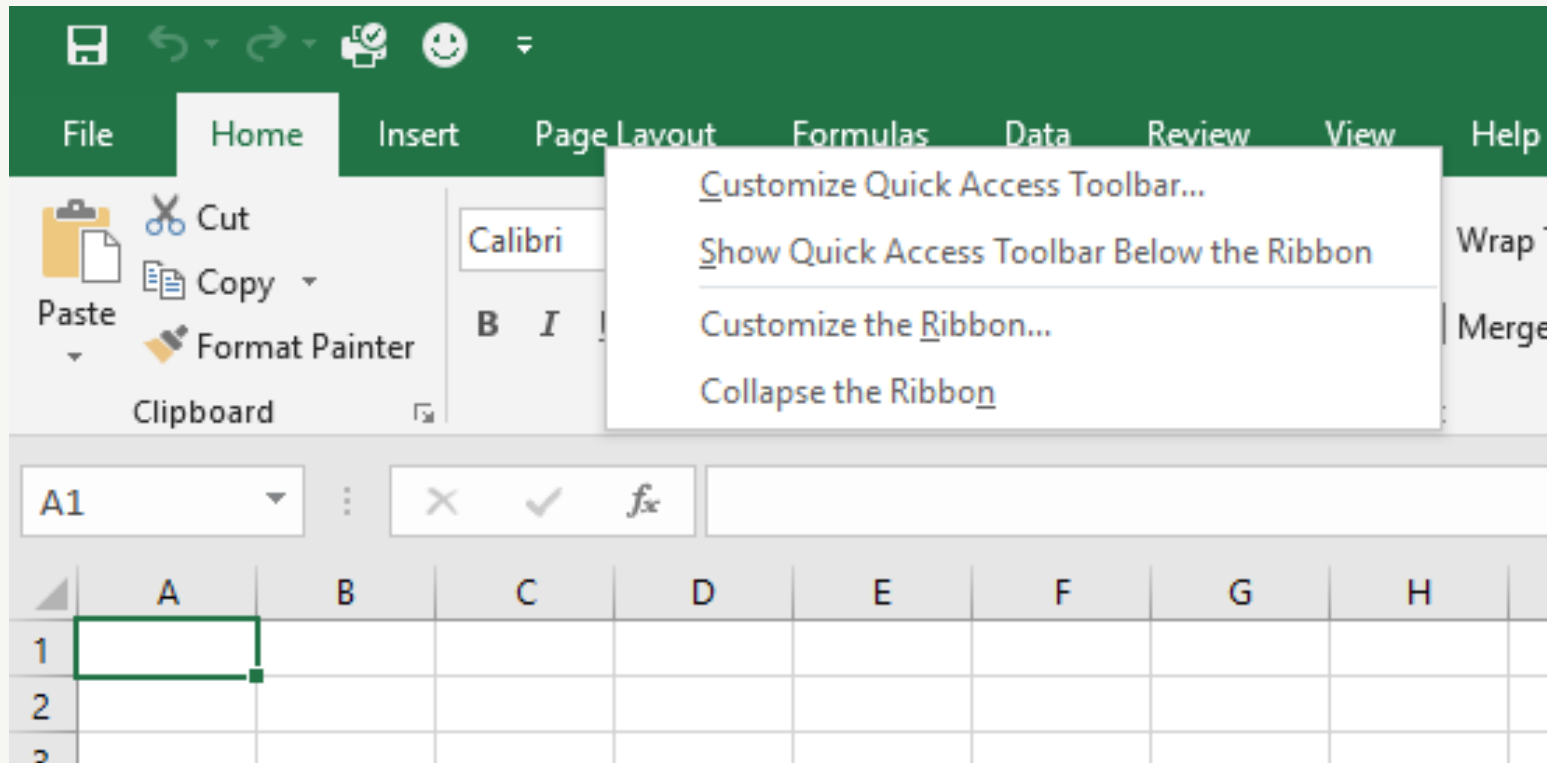
Method 2: Click once on VBAProject (Personal.XLSB) to activate it and hit Ctrl+M on your keyboard. Browse to find your file.

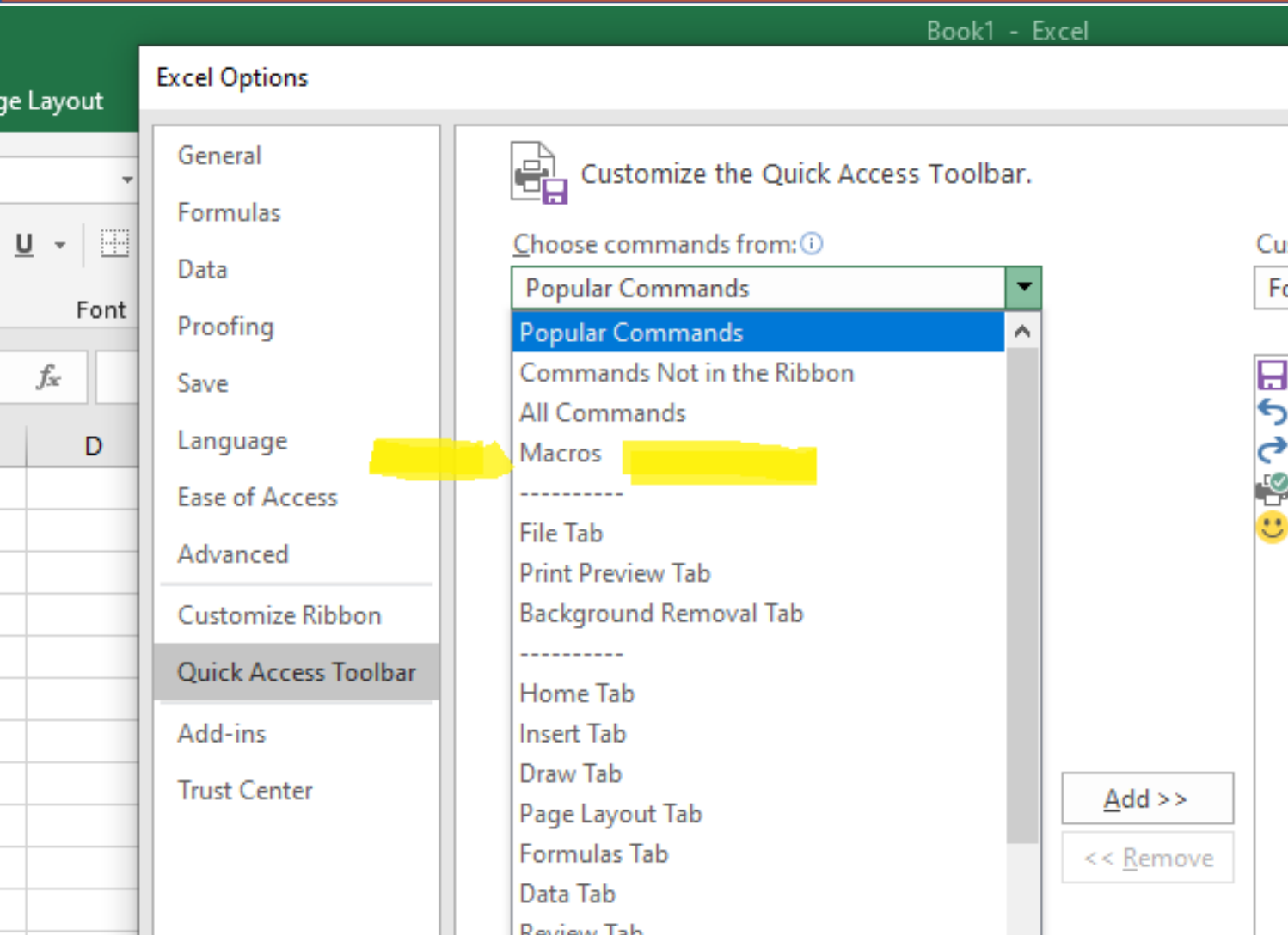
Method 3: From File Explorer window, drag your .bas or .txt file and drop into VBAProject (Personal.XLSB).

Be sure and save (either in VBA window or upon closing Excel)! You can now close the VBA window.

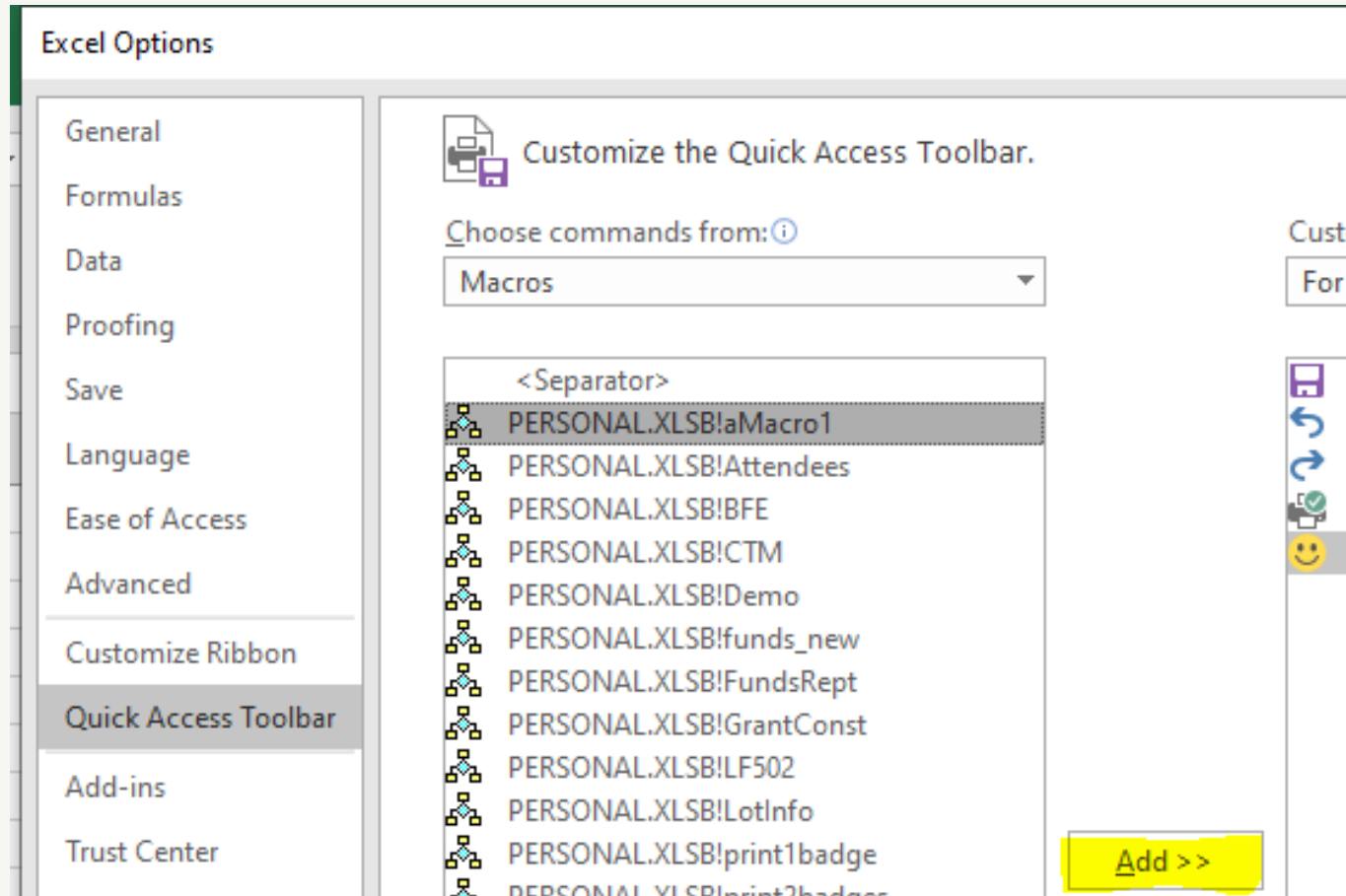
# Placing a shortcut on Quick Access Toolbar

1. Right-click on ribbon or Quick Access Toolbar area and select “Customize Quick Access Toolbar”

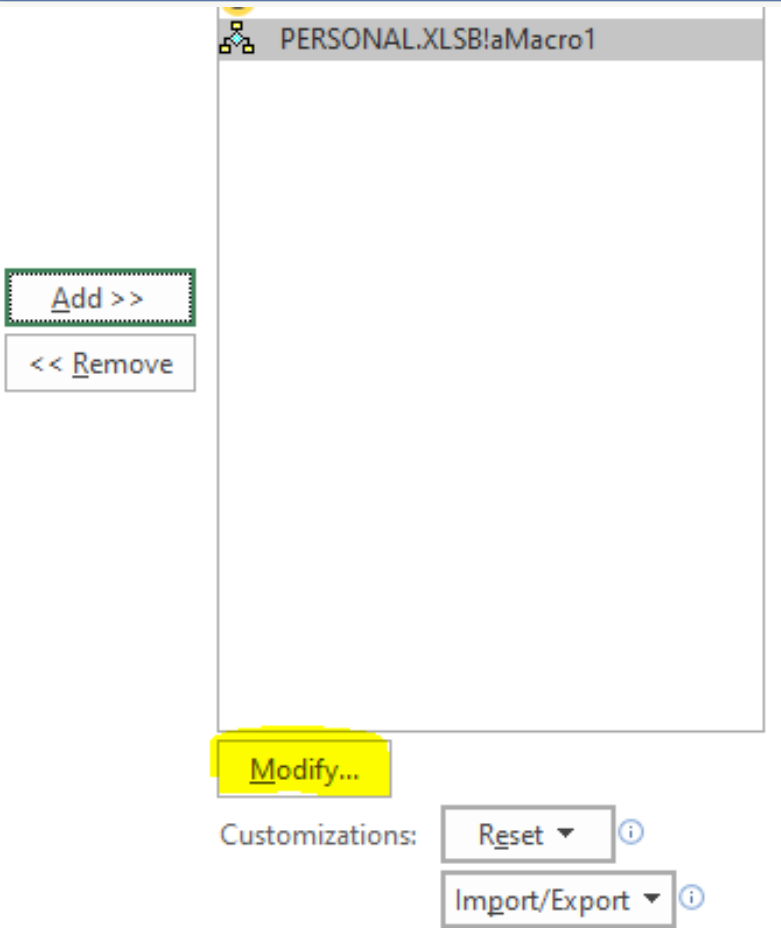




2. Excel Options menu will open. From the drop-down menu beneath “Choose commands from:”, select “Macros”

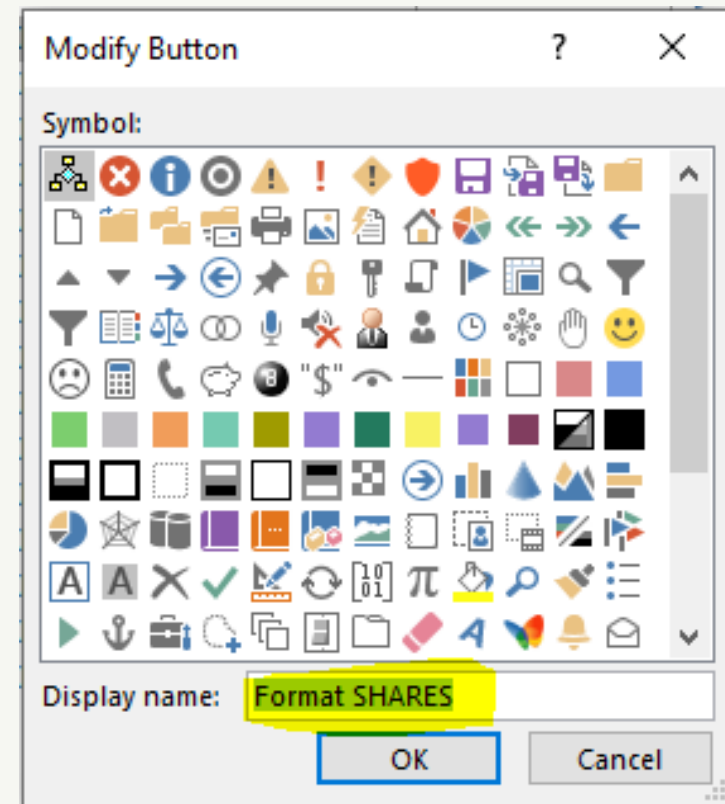


3. Select PERSONAL.XLSB!aMacro1 (which should be at the top of your list) and click “Add.”



4. From here, you can choose “Modify” and make any changes to your icon or text.

4a. You can choose any icon you like. I like the smiley face icon; and I have changed my text to read, “Format SHARES.”



5. Be sure and click “OK” on all open menus until you are taken back to the main Excel screen.

That’s it!

(Remember—if Excel asks you upon closing, “Do you want to save changes to Personal Macro Workbook?” the answer is YES.)