

## Instructions

Below you will find instructions for installing and upgrading various versions of EZAnalyze

### EZAnalyze Version 3.0, Automated Installer

Once you have saved the file (EZAnalyze3.xls) to your computer from the website:

Close any Excel files you may have open

Open the EZAnalyze3.xls file

Click 'Enable macros' or 'Enable this content'

*(Excel 2007 only - click on the 'Options' button that appears under the ribbon in the 'Security Warning' to display the dialog box, and select 'Enable this content')*

Follow the on screen instructions

If you are upgrading from a previous version of EZAnalyze, this will automatically uninstall the older version

If you do not see the 'Enable macros' dialog box, instructions should be visible in the EZAnalyze3.xls file to change your security settings, and are also available [HERE](#). It might be easier to download EZAnalyze3.xla (no automated installer) and follow the 'manual' installation instructions below...

### Version 2.5 and 3.0 without Automated Installer

Save the file (EZAnalyze.xla or EZAnalyze3.xla) in a directory on your computer (preferably NOT your desktop - create a new folder in your Documents folder).

Once you have saved the file to your computer from the website:

Open Excel and go to the "Tools" menu

*(Excel 2007 only - go to the 'Office Button' in the upper left corner and click the "Excel Options" button)*

Select "Add-Ins" from the Tools menu

*(Excel 2007 only - select 'Add-Ins' from the list on the left, then click 'Go' next to 'Manage Add-Ins')*

Click on the "Select" (Mac) or "Browse" (PC) button and go to the folder you saved the "ezanalyze.xla" file to and open the folder

Highlight the "ezanalyze.xla" file and click Open

Select OK in the Add-Ins dialog box, then click OK again

You should now see a new menu called "EZAnalyze" next to the Excel help menu.

No restarting of Excel is needed.

### Upgrading Instructions

*For manually upgrading from a previous version of EZAnalyze*

Once you have saved the program file (EZAnalyze3.xla) to your computer from the website:

Open Excel and go to the "Tools" menu

*(Excel 2007 only - go to the 'Office Button' in the upper left corner and click the "Excel Options" button)*

Select "Add-Ins" from the Tools menu

*(Excel 2007 only - select 'Add-Ins' from the list on the left, then click 'Go' next to 'Manage Add-Ins')*

Uncheck the box next to EZAnalyze and click OK. You should see the EZAnalyze menu disappear

Close and restart Excel

Repeat steps 1 and 2.

Click on the "Select" (Mac) or "Browse" (PC) button and go to the folder you saved the "EZAnalyze3.xla" file to and open the folder

Highlight the "EZAnalyze3.xla" file and click Open

Select OK in the Add-Ins dialog box, then click OK again



### Still Using Spreadsheets?

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If you get a message asking if you would like to replace the existing file at "...\ezanalyze.xls", click Yes.

You should now see a new menu called "EZAnalyze" next to the Excel help menu.

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