

How to install a Mac Excel add-in

These instructions are appropriate for each of the four add-ins provided by TreePlan Software:

TreePlan for decision trees

SensIt for tornado charts

SimVoi for Monte Carlo simulation

Better Histogram

Each add-in was developed using Excel VBA (Visual Basic for Applications). The file is an XLAM type, and the filename includes the XLAM extension.

There are two ways to access the add-in.

Install the add-in file. Installation is a simple one-time process requiring the Mac Finder and several mouse clicks. The add-in features will be available automatically during subsequent Excel sessions.

Open the add-in file via Excel's File Open command. The add-in features will be available only during your current Excel session. The next time you start Excel you will need to open the add-in file again to use its features. Go to the end of this document for detailed instructions.

How to find your add-in file

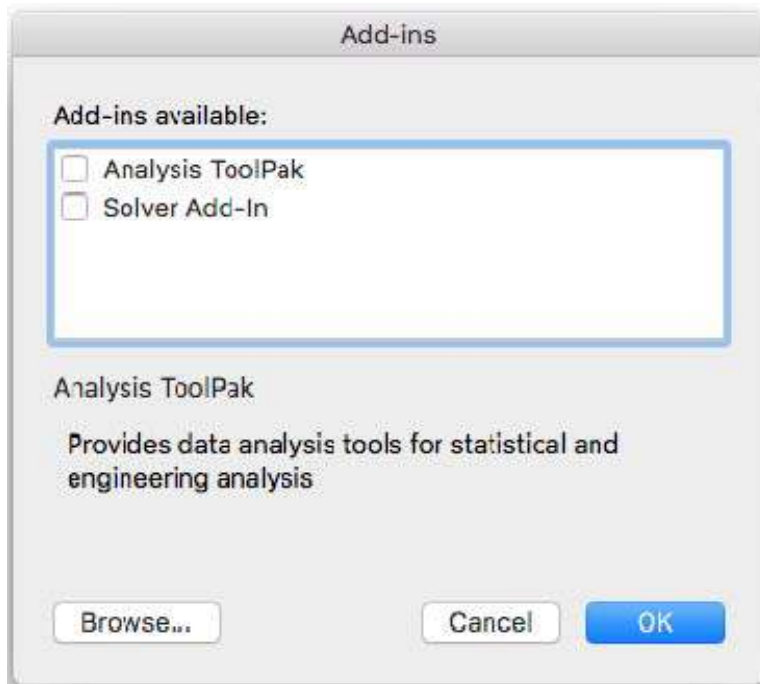
We recommend that you run Mac Finder, from the Mac topmost menu choose Finder > Preferences > Advanced, and check the box for "Show all filename extensions."

Install the add-in within Excel

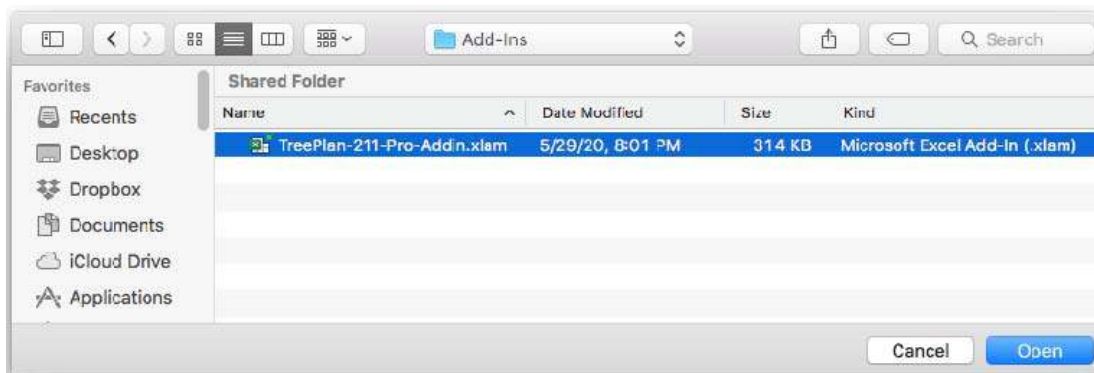
Decide on a location which will be accessible at all times, and use Finder to move the add-in file to that location. In these instructions the add-in file is located in a newly-created folder named Add-Ins on the Desktop.

Start Excel, and open a new blank workbook.

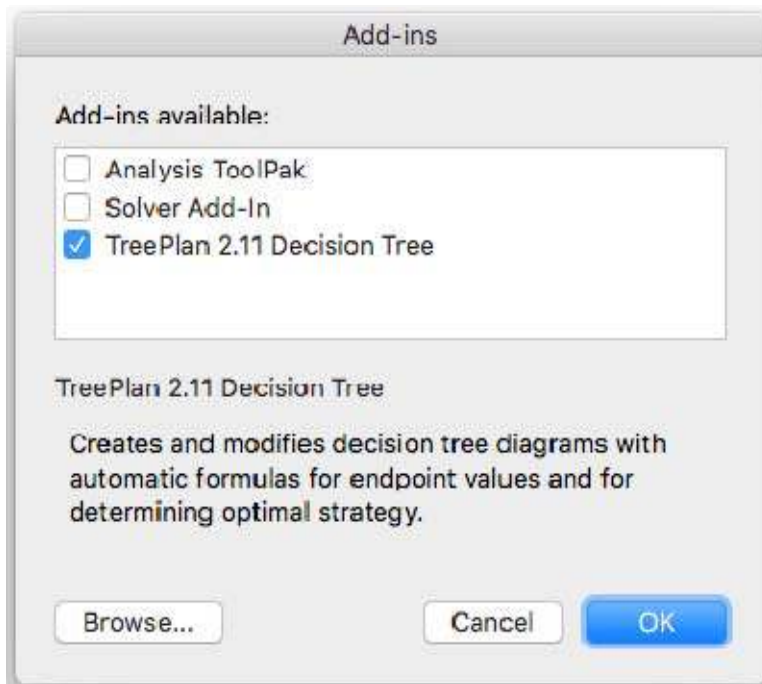
From Excel's topmost menu, choose Tools > Excel Add-ins. The Add-ins window opens.



You want to add your add-in to this list. Click the Browse button.



In the Browse window, navigate to the location where you saved the add-in file. Select the file, and click the Open button. The add-in will appear in the list with a tick next to it. If you want to install more than one add-in, in the Browse window, select the first file, and hold down the Command key while you select the other add-in files.



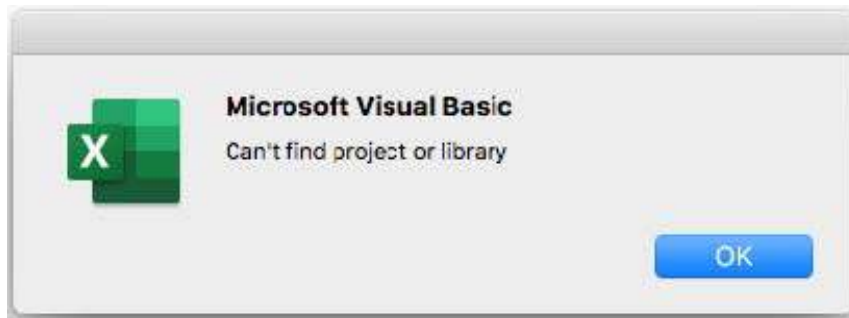
Click the OK button.

Excel displays a security notice window.

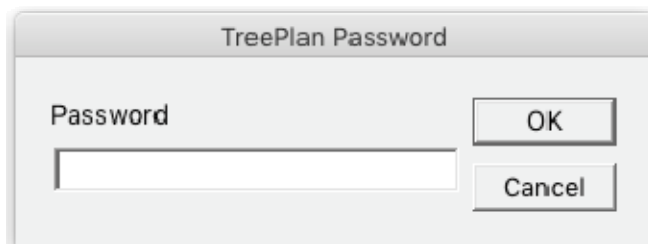


Click the Enable Macros button.

If you are installing the TreePlan decision tree add-in, two message boxes may appear.



If the Microsoft Visual Basic warning box appears, click OK, and proceed.



If the TreePlan Password message box appears, click the Cancel button, and proceed. TreePlan does not require a password.

The Add-in has installed and is now ready for use.

The TreePlan ribbon item will be added to Excel's menu above the ribbon area. Click the TreePlan item of the ribbon menu to see the TreePlan ribbon. The TreePlan ribbon now includes an icon for your add-in. To use your add-in, click your add-in icon on the TreePlan ribbon.

If you have previously opened or installed a TreePlan Software add-in, the TreePlan ribbon already exists, and your add-in icon will be added to the existing ribbon.

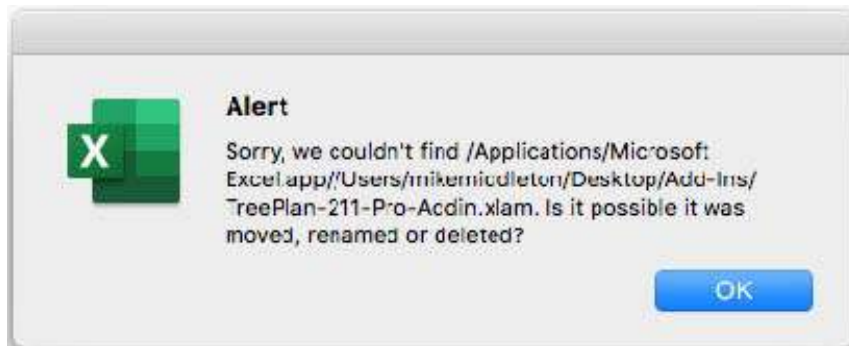
How to uninstall an add-in

If you wish to uninstall an Add-in completely, from Excel's topmost menu choose Excel > Quit Excel.

Navigate to your add-in file, and delete, move or rename it.

Start Excel.

If your add-in had a check in the box next to its name when you quit Excel, Excel displays an Alert message.



Click the OK button.

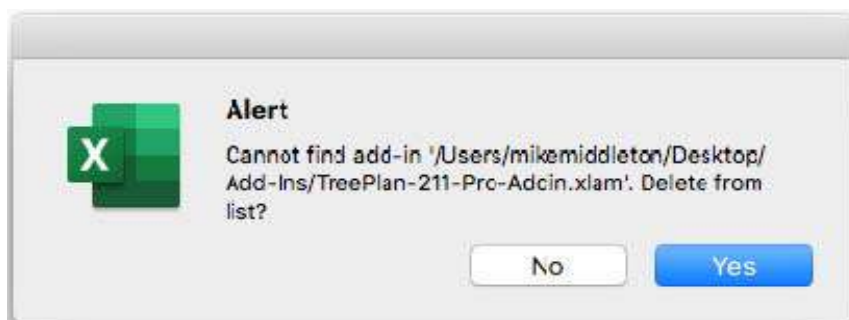
If your add-in did not have a check in the box next to its name when you quit Excel, no message window is displayed.

Open a new blank workbook.

From Excel's topmost menu, choose Tools > Excel Add-ins. The Add-ins window opens.

In the "Add-ins available" list, click the box next to the name of your add-in.

If the box had a tic, your click removes the tic. If the box was empty, your click inserts a tic. In either case, a message box appears.



To delete the add-in from the list, click the Yes button. The add-in is uninstalled.

The Add-in will no longer appear in the list of Add-ins.

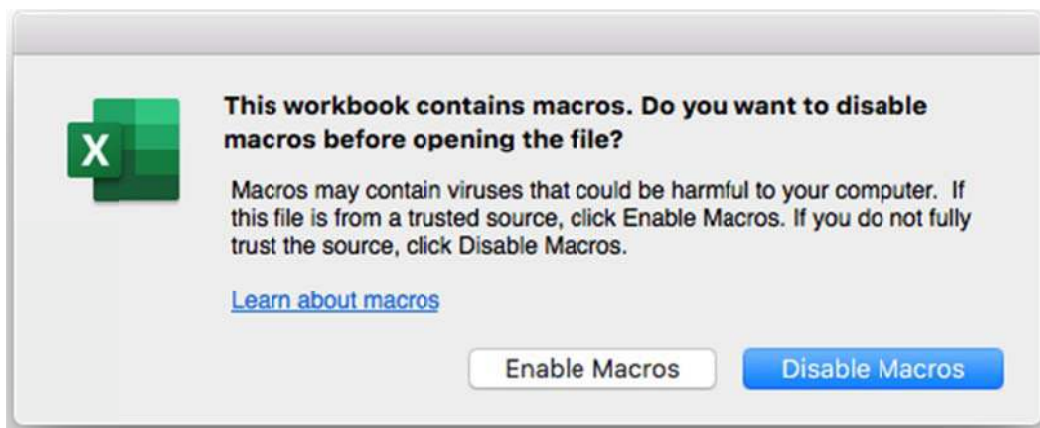
In the Add-ins window, click the OK button to return to the main Excel window.

Open an add-in for each Excel session

Start Excel, and double-click the template to open a Blank Workbook.

Choose File > Open, and navigate to the add-in XLAM file, select it, and click Open.

A security warning window appears.



Click the Enable Macros button.

The TreePlan item will be added to Excel's ribbon menu. To use the add-in, click the TreePlan menu item to see the add-in icon on the TreePlan ribbon.

If the TreePlan ribbon already exists, the add-in icon will be added to the existing ribbon.

After you quit Excel, the next time you start Excel you will have to use File > Open again to open the add-in file.

Mike Middleton prepared this document during June 2020 using Mac Excel 365 Version 16.38.

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