

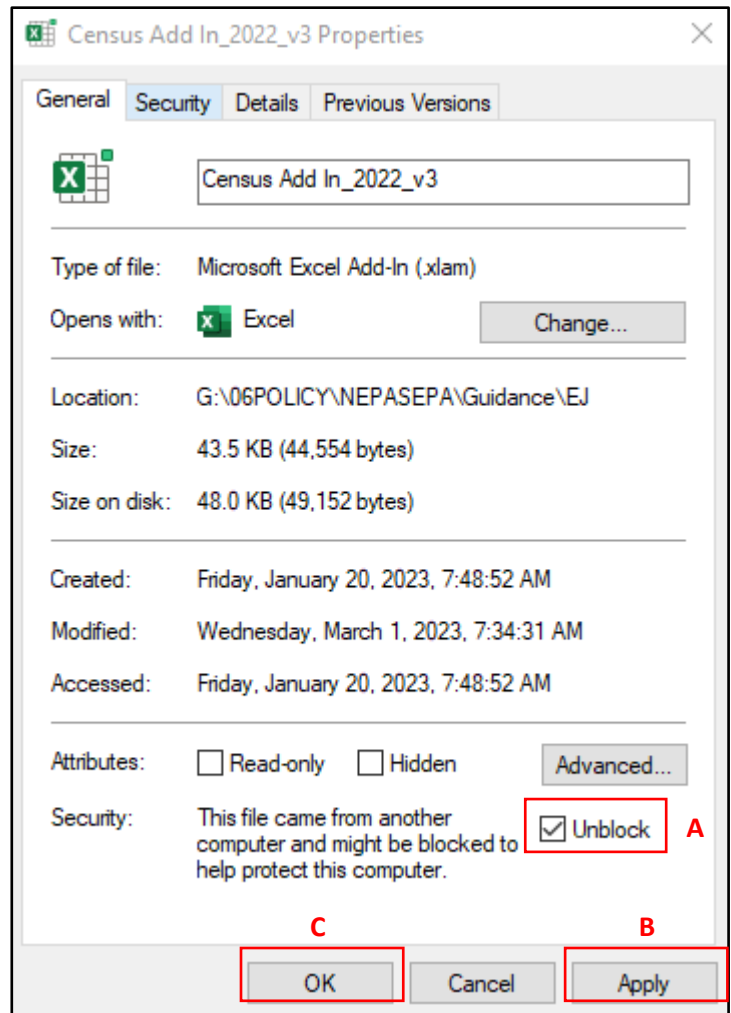
## FHWA Title VI Census Add-In

### I. Installation Instructions

1. Before beginning, be sure to download and extract the macro.

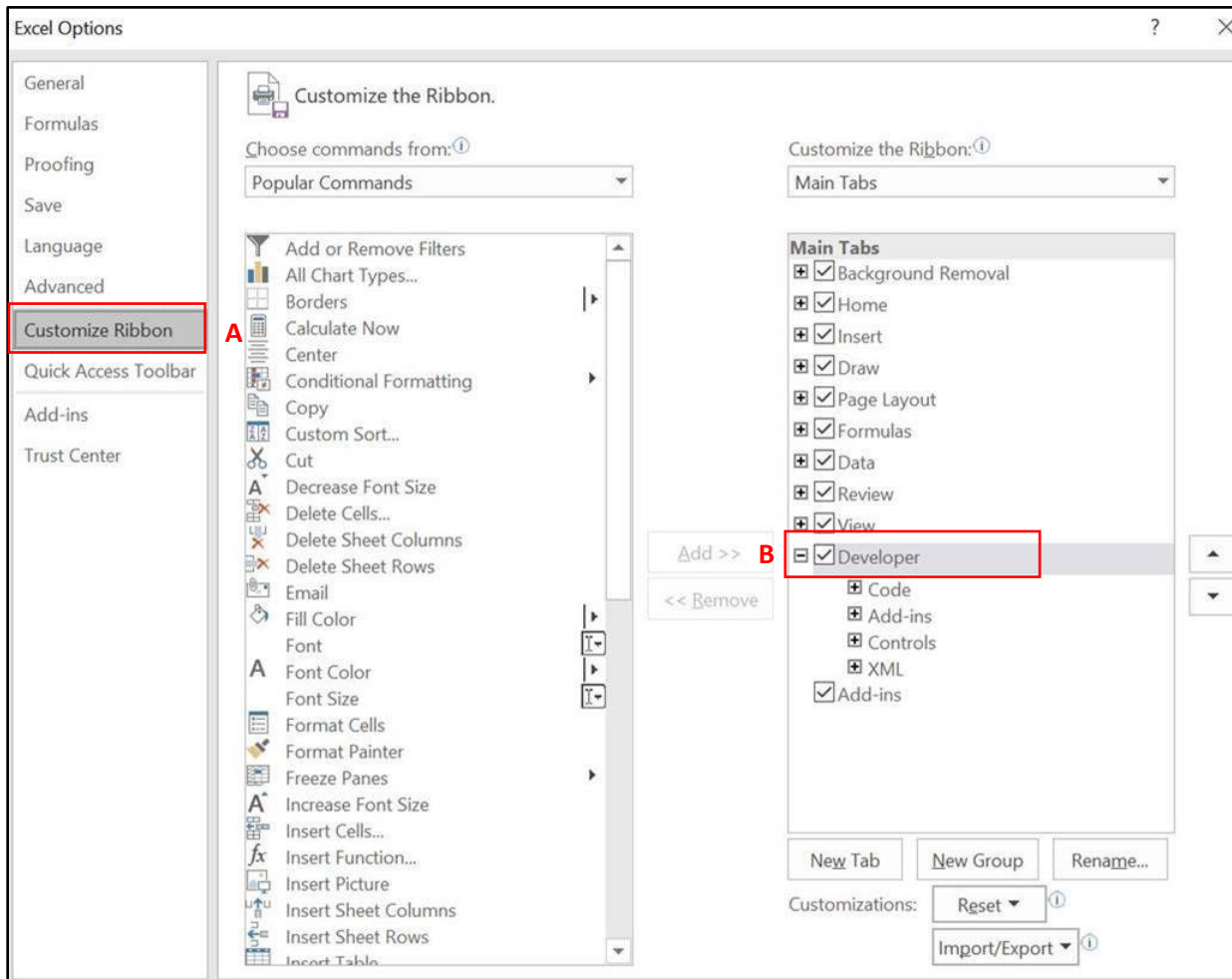
If you have security issues with the file, check the following:

- Close the file and Excel.
- Browse to where *Census Add In\_2022\_v3.xlam* is saved.
- Right click the file and choose *Properties*.
- Near the bottom of the window should be an option to *Unblock* (A)
- Check *Unblock* and hit *Apply* (B) then *OK* (C).
- Test by opening the file.



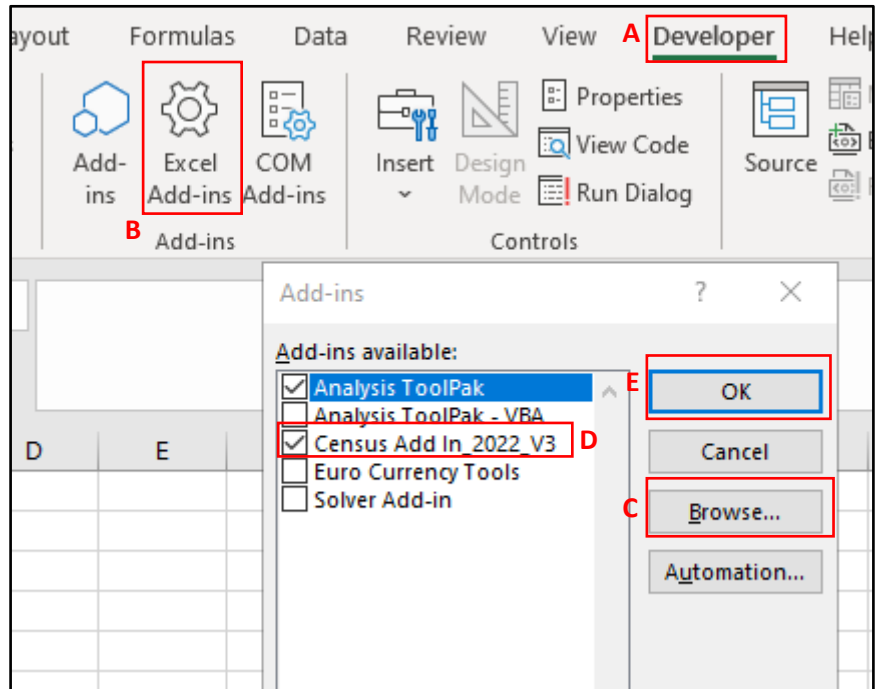
2. First, enable the Microsoft Excel *Developer* tab on your ribbon bar.

- Open Excel, click on *File* at the top, then *Options* on the lower-left.
- Under *Options*, click on *Customize Ribbon* (A) (you can also right-click on your ribbon and select *Customize the Ribbon*).
- On the right side of the screen, you will see a checkbox for each tab in your ribbon. Check the *Developer* box (B).
- We will return here later to add a *C16001* button to our *Home* tab.



3. Activate the *Census Add In\_2022\_V3*.

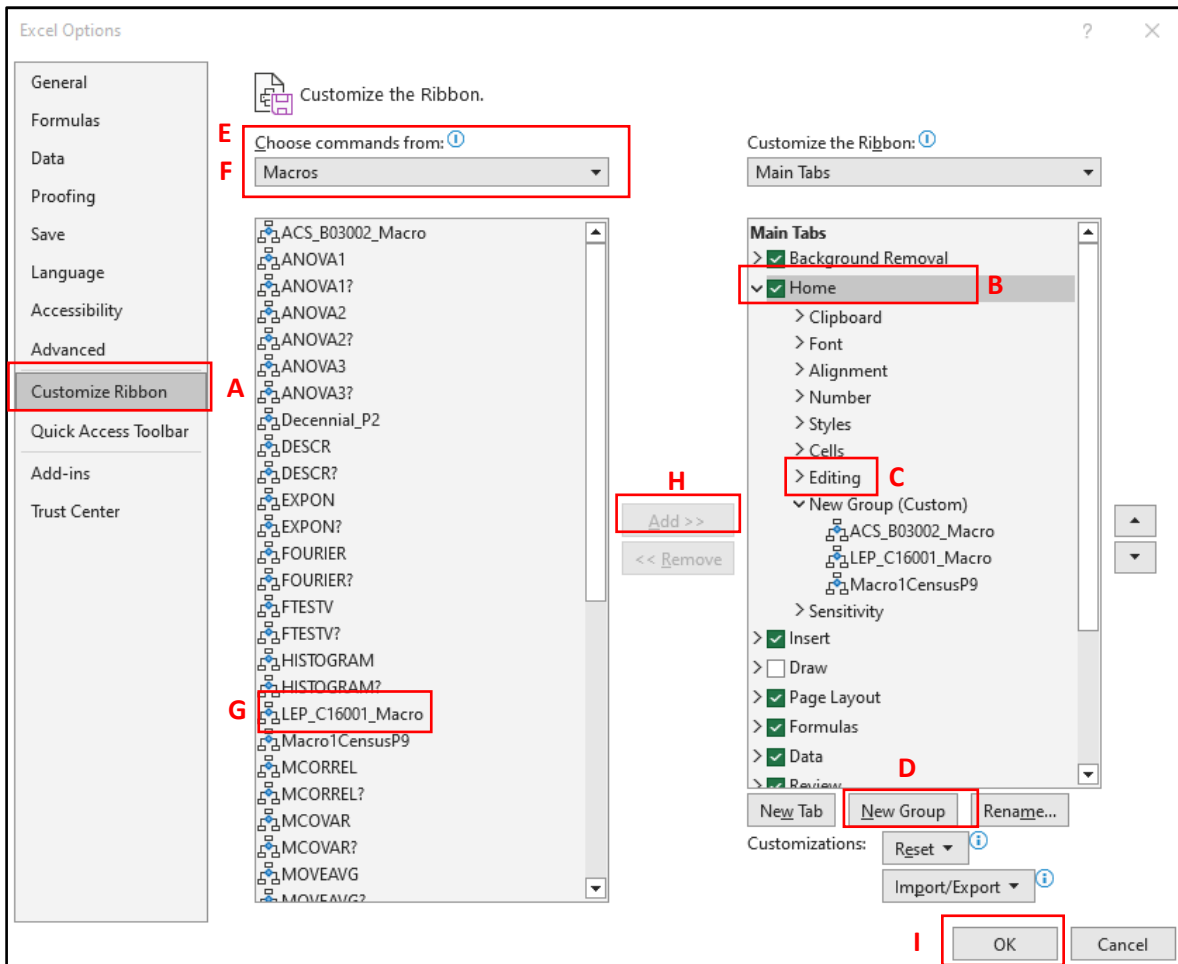
- Close the Options window by clicking x on the top right of the window.
- Click on the new *Developer* tab (A).
- Then click the button in the ribbon called *Excel Add-ins* (B).
- From here, you will click on *Browse* (C) and find the file on your computer called: *Census Add In\_2022\_v3*.
- Once you select the XLAM file, you may be prompted to copy it to your Excel Add-ins folder—say *yes*.
- You may also be prompted to *Enable Macros*—say *yes*.
- Now, in the Add-ins list you should see *Census Add In\_2022\_v3* (D).
- **Make sure that the box is checked** and click *OK* (E).



4. The Add-in is installed and should open with Excel unless you uncheck it from your list of Add-ins.

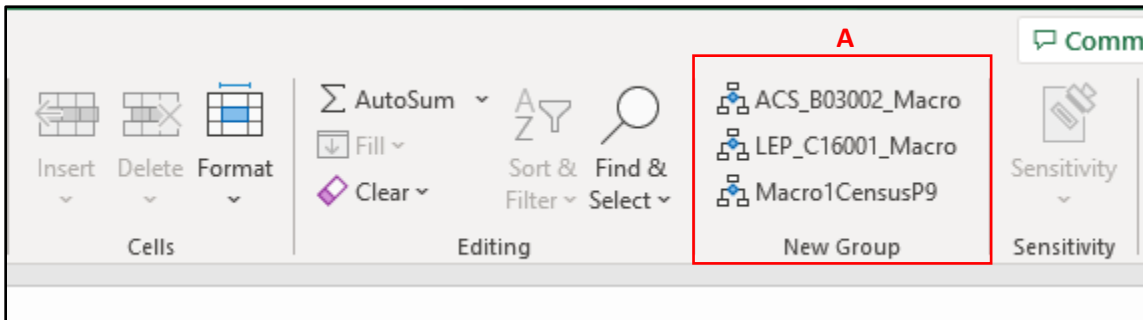
5. To make running the Add-in easier, we can make one or more ribbon buttons for it.

- Go back to your *Customize Ribbon* menu by clicking again on *File*, then *Options*, then *Customize Ribbon* (A) (or right-click on the ribbon and selecting *Customize Ribbon Menu*).
- In the *Customize the Ribbon* menu, you will first expand the Home tab (B) in the right panel by clicking the + next to it.
- Then, click on *Editing* (C) below and then click the *New Group* (D) button (toward the bottom).
- You can rename it if you like, but after it's created, you will add the macro to this group.
- With the new group still highlighted, click on the *Choose Commands From* (E) drop-down menu in the top-left and select *Macros* (F).
- You should see a list of macros on the left panel—highlight the one called LEP\_C16001\_Macro (G) for the C16001 table macro.
- Finally, click on the *Add* (H) button in the middle of the page to add it to your new group as a button.
- When you are done, click *OK* (I) and close the *Options* window.



6. You will now see your *New Group* (A) and button on your *Home* tab.

- If you click the button while in an open—**unedited**—C16001 table, it will clean up the columns, add percentages, and add a summary page.



7. **Save** your modified table as a **new Excel file** so the macro **saves your work**.

## II. Disclaimer

Currently, this Add-in is designed to modify the U.S. Census P009, B03002, and LEP C16001 tables only. Use of this Add-in on other data tables from the U.S. Census or elsewhere is not recommended. FHWA may add additional tables in future updates, which it will post on its public website. Users may change or add to the Add-in to suit their needs, but FHWA does not offer assistance to users who do so or wish to do so. FHWA offers this Add-in free of charge and is not responsible for additional technical support on its use or for any results from its use.