

MegaStat Installation Instructions

1. Download *MegaStatInstallationFilesWindows.zip* from the website.

When you click the download link you will see options at the bottom of the screen that will depend on the browser you are using. Do not click the Open option because you need to do the next step before opening and extracting. Click the option that will save the .zip file in your Downloads folder and open the folder.

The download contains the following files:

MegaStatInstallationInstructionsWindows.pdf (this file)

MegaStatInstallerWindows.xlsm (the installation workbook)

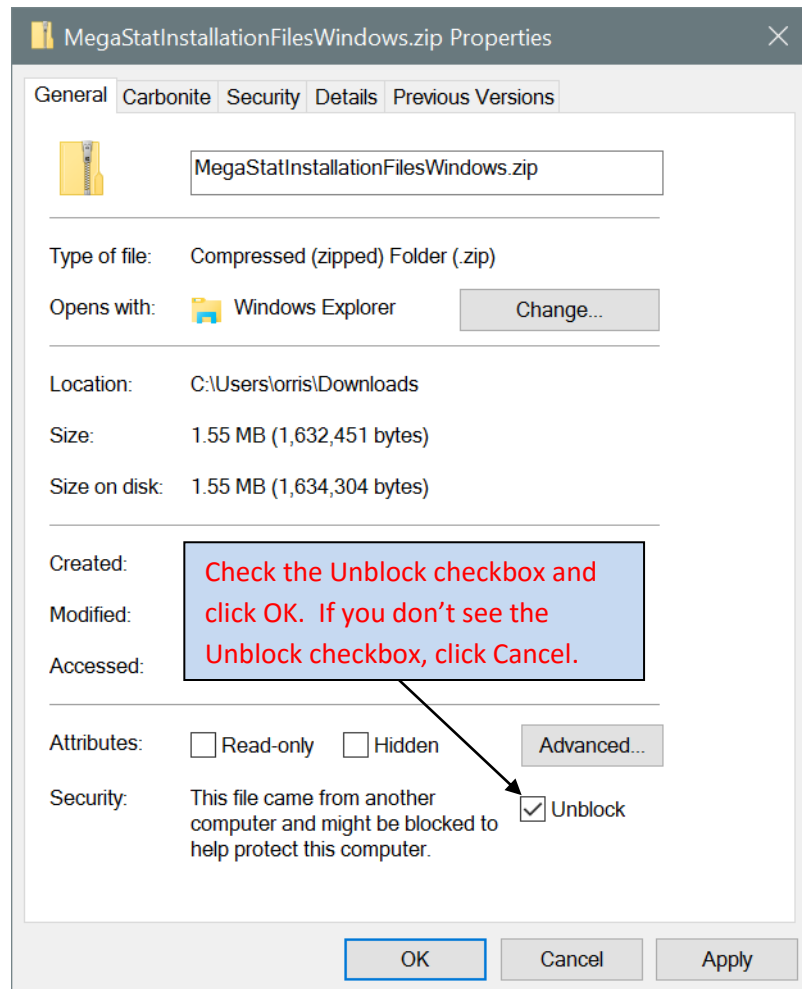
MegaStat.xlam (the program file)

MegaStat.chm (the help file)

TestData.xlsx (sample data referred to in the User's Guide)

2. Unblock *MegaStatInstallationFilesWindows.zip*.

Right-click *MegaStatInstallationFilesWindows.zip*, click **Properties**, and you will see the following:



Check the Unblock checkbox and click OK. If you don't see the Unblock checkbox, click Cancel.

3. Extract the files from *MegaStatInstallationFilesWindows.zip*.

Right-click *MegaStatInstallationFilesWindows.zip* and click **Extract All...** Select a destination or note the suggested destination and click **Extract**.

4. Open *MegaStatInstallerWindows.xlsm* from the location where you extracted the files.

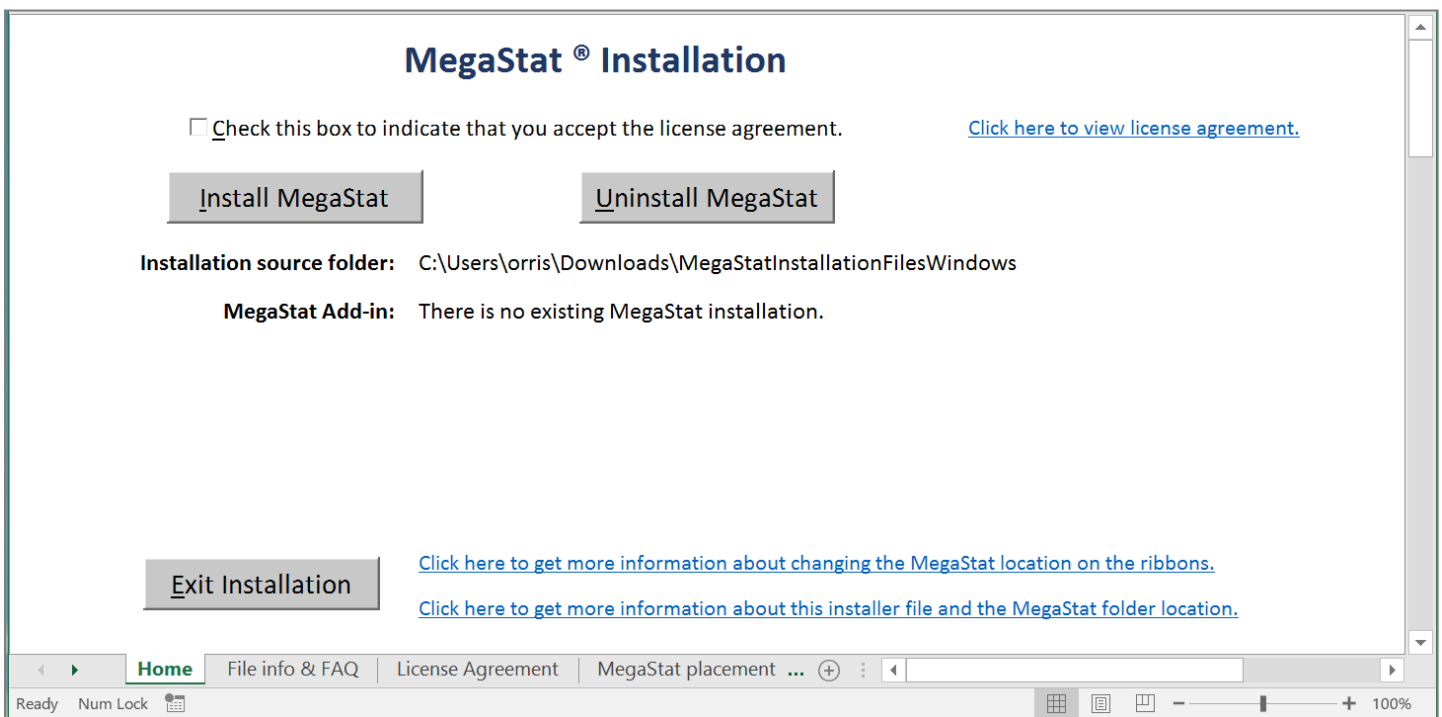
When you open the installer workbook you may be asked to click Enable Editing and Enable Content.

You will need to have macros enabled in Excel to install and run MegaStat and the installer workbook. If you are not sure if macros are enabled, go ahead and try installing and see if you get any messages. If you need to enable macros do the following steps in Excel: *File > Options > Trust Center > Trust Center Settings > Macro Settings > check "Enable all macros" or "Disable all macros with notification"*. See the FAQ section below if you want more information about macros.

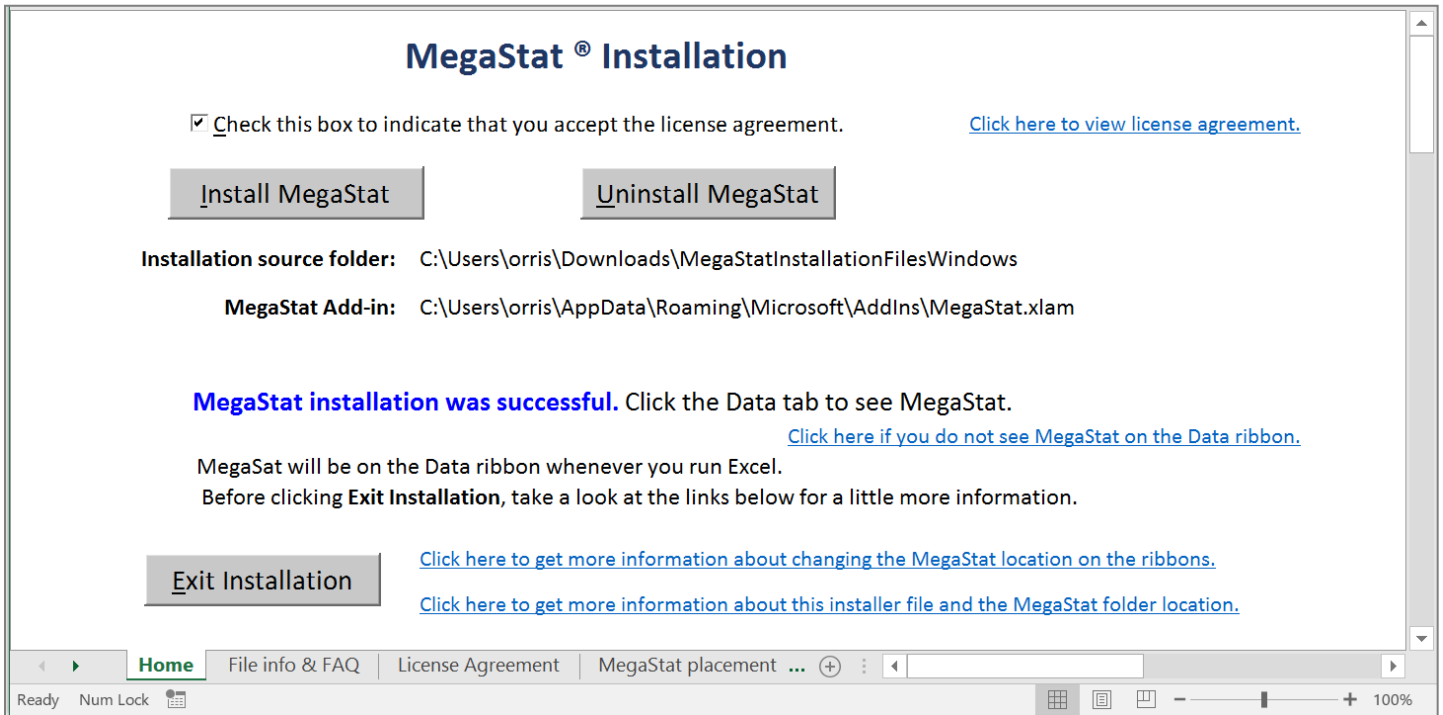
When you open the installation workbook there will be an **Install MegaStat** button (see below). Click it and the MegaStat files will be copied to the Add-ins folder and MegaStat will be placed on the Data ribbon. MegaStat will then be available whenever you open Excel.

That should be all you need to do but take a look at the rest of this file for more information and how to efficiently use MegaStat. You might want to print the home page of the installer workbook after installation as a reference for the file locations.

The installer *before* clicking Install MegaStat:

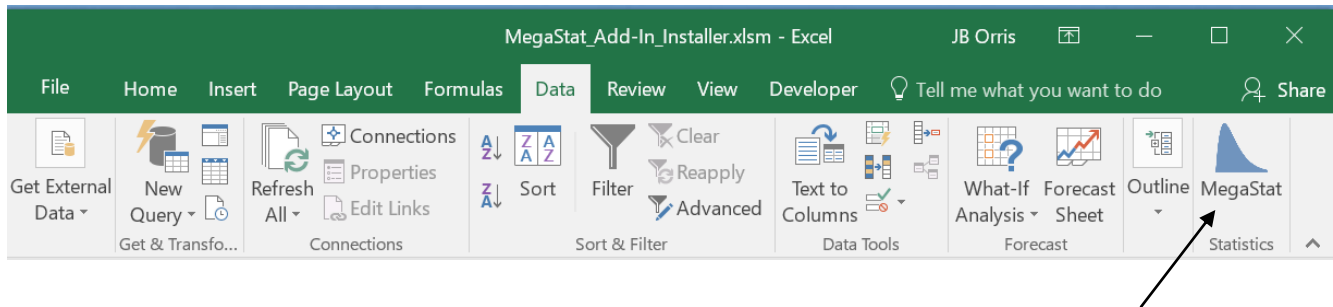


The installer *after* clicking Install MegaStat:



If you prefer to install MegaStat without using the installer workbook there are manual installation instructions below.

MegaStat on the Excel Data ribbon after installation:



Frequently Asked Questions about MegaStat Installation

What would happen if I don't do the Unblock step 2 in the installation instructions?

MegaStat would probably install; however, it would not be on the ribbon the next time you use Excel. Also, the help system would not be available.

If you have already extracted the files you can unblock MegaStat.xlam and MegaStat.chm individually by using the same procedure: right-click > Properties > check Unblock.

What does it mean if the Unblock checkbox is not there?

Either it was never there or the file has already been unblocked.

Do I need to uninstall a previous version of MegaStat before installing this version?

It is not necessary unless you have previously installed MegaStat from a location other than the default add-ins folder. If that is the case, the installer will detect it and instruct you on how to proceed.

To uninstall this version of MegaStat just delete the MegaStat files in the Add-ins folder or open the installer workbook and click Uninstall MegaStat.

Do I need to keep the installer workbook and the installation files?

You should not have to run the installation again but it would probably be a good idea to keep the installer workbook and other files. You may want to use it for uninstalling. The installation files also include TestData.xlsx referred to in the User's Guide and can be used to initially try MegaStat.

The location of the installation files is shown in the installer workbook. You could leave them there or copy them to another location.

Can I do the MegaStat start-up without the installer workbook?

Yes. Start-up is just the procedure of putting MegaStat on the Data ribbon after the files have been copied. The installer workbook does it with a program command but it can also be done as follows:

File > Options > Add-Ins > click Go next to Manage Excel Add-ins. Check MegaStat in the Add-ins list.

Is it important to exit the installer workbook with the Exit Installation button?

No. Once MegaStat is added to the Data ribbon the work of the installer is done. The button just closes it. You can leave the file open; however, it is recommended that you exit the installer and open a new workbook before you start using MegaStat.

Do the MegaStat files have to be in the Add-Ins folder?

No. MegaStat can run from any folder as long as MegaStat.xlam and MegaStat.chm are in the same folder. You would need to use Excel > Options > Add-ins and Browse to a location other than the add-ins folder. However, it is preferable to use the default add-ins folder.

Is the MegaStat help file (MegaStat.chm) necessary to run MegaStat?

No, but if the help file is not in the same folder as MegaStat.xlam none of the MegaStat help functions will work.

What is a macro and why do they have to be enabled?

A macro is a set of recorded instructions. In the early days of Excel macros were just recorded keystrokes that could be repeated but eventually macros became instructions in the computer language VBA (Visual Basic for Applications). Macros can still be recorded and if you use Excel much

you should explore how to do that; however, VBA is a full featured programming language that can be used to create add-in programs far more complex than simple macros. MegaStat consists of several thousand lines of VBA code. Since MegaStat is technically a macro, macros have to be enabled for it to run. You should be cautious about opening Excel files with macro content (.xlsm) or add-ins (.xlam) from sources you aren't familiar with.

Changing where MegaStat appears in Excel

How do I put MegaStat on the Quick Access Toolbar?

Putting MegaStat on the Quick Access Toolbar is recommended because it makes MegaStat easier to use since you don't have to click and Data ribbon every time you want to use it. Right-click MegaStat on the Data ribbon and there will be an option to add it to the Quick Access Toolbar. It will also stay on the Data ribbon.

If you want to change MegaStat's position on the Quick Access Toolbar, right click the Quick Access Toolbar and select Customize Quick Access Toolbar...

How do I copy MegaStat to another ribbon location?

MegaStat starts on the Data ribbon (and will remain there); however, it can be copied to another ribbon. You can even create a separate MegaStat ribbon. You do this by right-clicking the ribbon and selecting Customize the Ribbon. On the left section of the screen you will see Choose Commands from Popular Commands. Click the drop-down and change it to All Commands. There are a lot of commands but scroll down to MegaStat listed alphabetically about half-way through the list and click it.

Then on the right section of the screen right-click at the location where you want MegaStat to be located and add & name a new ribbon or a new group. Then click Add in the center of the screen.

Experiment with it. It is easier than it sounds and you may find other ways to customize Excel. The **MegaStat User's Guide** has more detailed instructions.

How can I remove MegaStat from the Data ribbon?

There are two ways:

1. From within MegaStat > Utilities > Remove MegaStat
2. File > Options > Add-Ins > click Go next to Manage Excel Add-ins. Uncheck MegaStat in the Add-Ins list

If you want to remove MegaStat from the Add-ins list, exit Excel and remove the two MegaStat files from the Add-Ins folder that was shown during the setup. The next time you open Excel, MegaStat will not be on the Add-Ins list. Or you can open **MegaStatInstallerWindows.xlsm** and click Uninstall MegaStat.

Manual installation instructions

Here are instructions for manually installing MegaStat without using the installer workbook. This might be useful in case you run into problems or just prefer doing things yourself. Manual installation implies acceptance of the license agreement. A copy of the license agreement is shown below.

Step 1.

Copy MegaStat.xlam and MegaStat.chm to the Add-ins folder:

C:\Users\{your_username}\AppData\Roaming\Microsoft\AddIns

If you do not to see the AppData folder in your folders list you will need to do the following: File Explorer > File tab > Change folder and search options > View tab > click Show hidden files, folders, or drives.

Step 2.

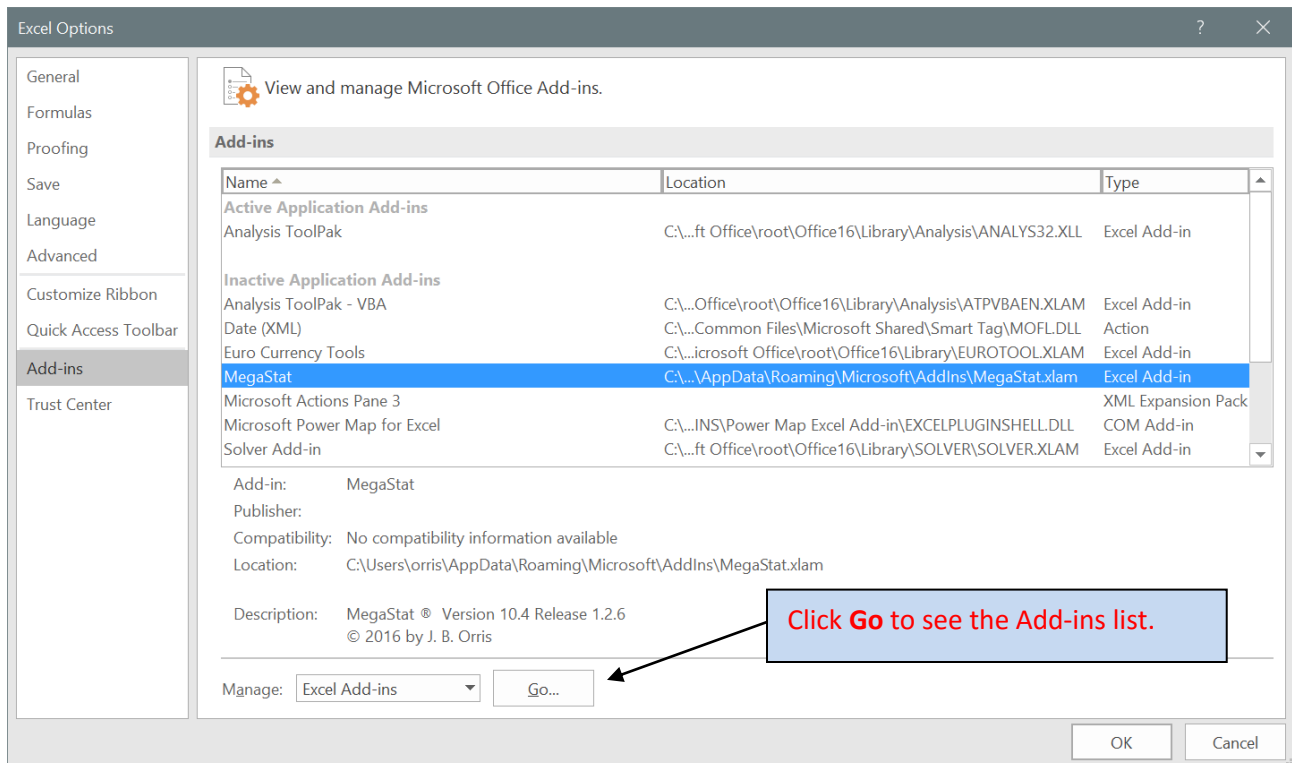
Put MegaStat on the Excel Data ribbon with the following steps:

1. Start Excel

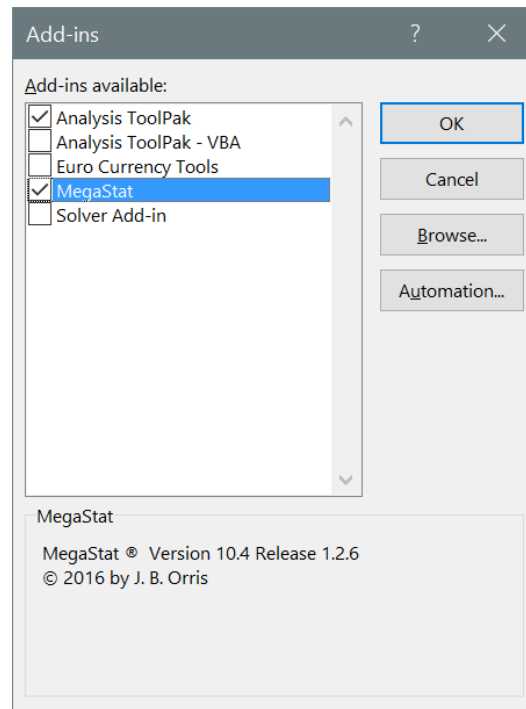
2. Click: File → Options

3. Click: Add-Ins on the left menu list. You will now see a list of Excel Add-Ins. MegaStat should be in the Inactive Application Add-ins list.

4. Click: Go... for Manage Excel Add-Ins near the bottom of the screen and the Add-ins window will appear.



5. Click the check box next to **MegaStat** in the Add-Ins list unless it is already checked. **Click OK** when MegaStat is checked.



6. Click the **Data ribbon**. MegaStat will be on the ribbon and ready to use. MegaStat should be on the Data ribbon whenever you open Excel and should remain on the Data ribbon until you remove it.

To uninstall, just delete the two MegaStat files from the Add-ins folder.

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