

Instructions for copying an Excel Macro from a text file to your embedded (Personal.XLS) file

Requirements:

- Microsoft Excel (this procedure does not work with Open Office)
- Text file containing the macro you want added

Why use the following technique?

- All "embedded" macros are stored in a file called "Personal.xls" or "Personal.xlsb". This file is typically located in: "C:\Users\yourusername\AppData\Roaming\Microsoft\Excel\XLstart". Note: If this folder is hidden, you can view it by clicking: Start / Computer / Tools / Folder Options / View / Show Hidden Files.
- If you want the macros from another computer, you can simply copy the file called "Personal.xls" or "Personal.xlsb" to your computer. This works well if you do not have any "embedded" macros. Unfortunately, this approach will delete all of your existing "embedded" macros.
- The safest way to add a complex macro is to Copy and Paste the code using the following steps.

Check to see if you already have "embedded" Excel macros:

- Open Excel to a blank workbook (do not open any existing Excel file).
- Excel 2010 and 2007: Click VIEW, then MACROS.
- Excel 2003 and 2000: Click TOOLS, then MACRO, then MACROS.
- If you see a blank popup window, then you do NOT have any "embedded" macros.

If you DO NOT have "embedded" Excel macros, then you must create a holding area for the macros, as follows:

- Open Excel to a blank workbook (do not open any existing Excel file).
- Excel 2010 and 2007: Click VIEW, then MACROS, then RECORD NEW MACRO.
- Excel 2003 and 2000: Click TOOLS, then MACRO, then MACROS, then RECORD NEW MACRO.
- Click the pulldown showing "This Workbook" and choose "Personal". It will probably want to save the macro name as "Macro1". Click OK.
- A little icon with a blue square will appear. Click the blue square to stop recording.
- You have just built the holding area for the macros.
- Completely close Excel. Click YES to save the "Personal Macro Workbook".

If you already have "embedded" Excel macros, and want to add a macro from a text file:

- Do the steps in the above section to create a holding file (called "Macro1" for example).
- Unhide the "Personal Macro Workbook" by doing the following:
 - Excel 2010 and 2007: click VIEW, then UNHIDE, then OK at "Personal".
 - Excel 2003 and 2000: click WINDOW, then UNHIDE, then OK at "Personal".
- Open the macro holding file:
 - Excel 2010 and 2007: Click VIEW, then MACROS. Highlight "Macro1" then click EDIT.
 - Excel 2003 and 2000: Click TOOLS, then MACRO. Highlight "Macro1" then click EDIT.
- Visual Basic should now be opened, and you will see "Sub Macro1()" on the first line of code.
- Minimize, but do NOT close Excel or Visual Basic.
- Open the TEXT file containing the Excel macro code (the filename will end in ".TXT"). It should automatically open up into Microsoft Notepad.
- Copy the code in the text file by doing the following:
 - Click anywhere within the code
 - Either click EDIT then SELECT ALL, or use the "Control+A" keyboard shortcut to highlight everything.
 - Either click EDIT then COPY, or use the "Control+C" keyboard shortcut to copy everything highlighted.
- Maximize Visual Basic again.
- Paste the code into the Visual Basic holding file by doing the following:
 - Make sure you are seeing the correct file (you should see "Sub Macro1()" on the first line of code).
 - Click anywhere within the code labeled "Sub Macro1()"
 - Either click EDIT then SELECT ALL, or use the "Control+A" keyboard shortcut to highlight everything.
 - Either click EDIT then PASTE, or use the "Control+V" keyboard shortcut to paste the code from the text file into the Visual Basic code.
 - You should notice that the old "Sub Macro1()" is gone, and the new code is in its place.
- Save the file by clicking on the little diskette icon at the top-left corner of Visual Basic (3rd icon from the left)
- Close Visual Basic by clicking on the top-right most "X"
- A blank Excel worksheet labeled "Personal" should now appear.
- Hide the "Personal Macro Workbook" by clicking VIEW, then UNHIDE, then OK at "Personal".
- A blank Excel worksheet labeled "Book1" should now appear.
- Close Excel entirely. Click "Yes" to save changes to the "Personal Macro Workbook"

Your Excel macros are now embedded and ready to use.