Download the EZAnalyze Add-In file:

<http://teaching.up.edu/edresearch/library/EZAnalyze3-2Beta2.xlam>

Put the file in some location on your computer where it will not be moved and will be out of the way. Mine is in my Applications folder. Do not try to open this file.

Open Excel with no files open

PC Instructions

1. Go to the File Dropdown menu
2. Click on Options
3. Click on Add-Ins
4. At the Bottom, you’ll see Manage Excel Add-ins. Choose Go.
5. Choose Browse and then go to the folder where you put EZAnalyze3-2Beta2.xlam when you saved it after downloading it. Double click on it to open it (and click OK). Now you see EZAnalyze Version 3.1 in the Add-ins window. Choose it, too, if it is not already chosen.
6. Choose OK

Mac Instructions (Excel 2016)

1. Go to Tools/Excel Add-Ins
2. Choose Browse and then go to the folder where you put EZAnalyze3-2Beta2.xlam when you saved it after downloading it. Double click on it to open it. Now you see EZAnalyze Version 3.1 in the Add-ins window. Choose it, too, if it is not already chosen.
3. Choose OK

You should be done! Congratulations

To check that it was successful, select the Data tab (ribbon) at the top of the window. On the far right should be a dropdown menu for EZAnalyze

*Note:* If when opening Excel you get a message that asks if you want to disable macros, answer no. EZAnalyze is a set of Excel macros and will not function if macros are turned off.