
ECAM VERSION 6 INSTALLATION

1. INTRODUCTION

This tool was developed using Microsoft Excel™ 2007 and later. Some features may work with earlier versions. ECAM information, resources, and downloads are available at www.sbwconsulting.com/ecam/.

2. REGULAR INSTALLATION (EXCEL 2013 AND LATER)

2.1. Preparation

Carefully follow *every* step of these instructions, or ECAM likely will not work after installation. Recommendation: Read through the full instructions before attempting the installation.

ECAM is an Excel add-in (.xlam file), which Excel will load each time you open Excel. While Excel can reference an add-in file saved in any accessible location, it is usually best to save add-ins to Excel's default AddIns folder (a hidden system folder on the computer's hard drive). Find and open this folder as follows: Open Excel and go to **File > Options > Add-ins**. At the bottom, next to **Manage: Excel Add-Ins**, click **Go**, then **Browse**, and copy the file path from the address bar at the top of the current window. Then open a new Windows Explorer window, paste the copied file path into the address bar of the new Windows Explorer window, and hit **Enter**. Leave this window open until the end, as you will need it in several subsequent steps. Tip: Create a shortcut to this AddIns folder for easier access in the future.

If you have a version of ECAM already installed, *uninstall it* as follows: Open Excel and go to **File > Options > Add-ins**. Note the listed **Location** (file path) of the **ECAM** add-in (widen the window if necessary). At the bottom, next to **Manage: Excel Add-Ins**, click **Go**, uncheck the box next to **ECAM** and click **OK**. Close Excel and then delete the ECAM add-in (.xlam or .xla) file from the previously noted folder location. Open Excel again and go to **File > Options > Add-ins > Manage: Excel Add-Ins - Go**. If **ECAM** is no longer listed, skip to the next paragraph. If **ECAM** is still listed (though it should be unchecked), try checking it. When you get an alert saying the add-in cannot be found and asking if you want to remove it from the list, click **Yes**.

If either **Analysis ToolPak** or **Analysis ToolPak - VBA** is currently checked (active), *uncheck both* and click **OK** before proceeding—*otherwise, ECAM may not work*, as the **ECAM** tab may remain hidden after installation. (You can reactivate these add-ins later, after *fully* installing ECAM.)

Close Excel before proceeding.

2.2. Installation

If you don't already have a copy of the ECAM add-in, download the latest version now from www.sbwconsulting.com/ecam/. Save the new ECAM add-in (.xlam) file to Excel's default AddIns folder (described above).

Right-click this ECAM add-in (.xlam) file and select **Properties**. On the **General** tab, at the bottom, if there is a **Security** warning with an **Unblock** button, **click Unblock and click OK**.

Open Excel and go to **File > Options > Add-ins**. At the bottom, next to **Manage: Excel Add-Ins**, click **Go**. If **ECAM** is listed, check the box next to **ECAM**, click **OK**, and skip to the next paragraph. If **ECAM** is not listed, click **Browse** to find and select the ECAM add-in (.xlam) file, and click **OK**. (If the file is not in the default AddIns folder, you will get an alert asking if you want the file copied to the default add-ins folder. **Yes** is recommended; *however*, you may need to *repeat* the steps in the previous paragraph, to **Unblock** the **Security** property of the subsequent *new copy* of the ECAM add-in file that gets placed in Excel's default AddIns folder.)

The **ECAM** tab should now appear at the top of the window, above the ribbon. If not, close and then re-open Excel to load and activate the ECAM add-in. If the **ECAM** tab is still missing, see Section 2.3. Otherwise, skip to Section 2.4. **Do not stop until you have completed Section 2.4.**

2.3. If the ECAM Tab/Ribbon Does Not Show

If the **ECAM** tab does not show above the ribbon, in Excel, go to **File > Options > Customize Ribbon**. In the right pane, confirm that the box next to **ECAM** is checked. If not, check it and click **OK**. If the **ECAM** tab still does not show, in Excel, go to **File > Options > Add-ins**, and note the listed **Location** (file path) of the **ECAM** add-in (widen the window if necessary). Then in Windows Explorer, navigate to *that* specific add-in (.xlam) file, right-click it and select **Properties**. On the **General** tab, at the bottom, if there is a **Security** warning with an **Unblock** button, click **Unblock** and click **OK**.

Close and re-open Excel. If the **ECAM** tab still does not show, perhaps the Analysis ToolPak was somehow still active during the ECAM installation or some other *obscure* glitch occurred. Return to Section 2.1 and follow every instruction as described, *except*: **where it says, "Close Excel before proceeding," also restart your computer**.

2.4. Activate Solver (and perhaps Analysis ToolPak)

Solver and Analysis ToolPak are add-ins that come standard with Excel. **Solver must be active to conduct certain analyses within ECAM**. Analysis ToolPak, on the other hand, is not needed for ECAM, but may be required for other analytical tools or ad hoc regression analysis. If you use Analysis ToolPak, now is the time to reactivate it.

After installing the new version of ECAM and after confirming the **ECAM** tab/ribbon appears, in Excel, go to **File > Options > Add-ins > Manage: Excel Add-Ins - Go**, check the box next to **Solver** (and, if appropriate, next to **Analysis ToolPak** and/or **Analysis ToolPak - VBA**), and click **OK**.

Close and re-open Excel to load and activate all specified add-ins. Again, confirm the **ECAM** tab appears above the ribbon. If so, ECAM is now ready to use. If not, see Section 2.3.

3. TEMPORARY INSTALLATION

In some cases, you can open and activate ECAM by opening it like a regular Excel file—e.g., double-clicking the add-in (.xlam) file or using the menu File/Open. However, this may not work with all Excel versions.