Step-by-Step Installation Instructions for USCB_Tools.exe

International Programs Center for Demographic and Economic Studies (IPCDES)

November 2014

United States™ Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
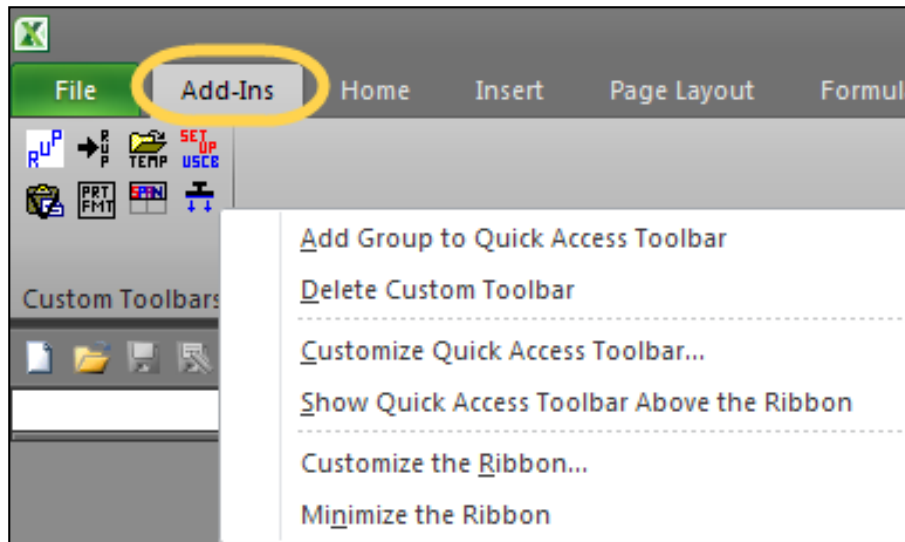U.S. CENSUS BUREAU

Software

- Population Analysis System (PAS)
  - www.census.gov/population/international/software/pas/

- Rural-Urban Projection (RUP) Program
  - www.census.gov/population/international/software/rup/

- Subnational Projections Toolkit (SPToolkit)
  - www.census.gov/population/international/software/SPToolkit/
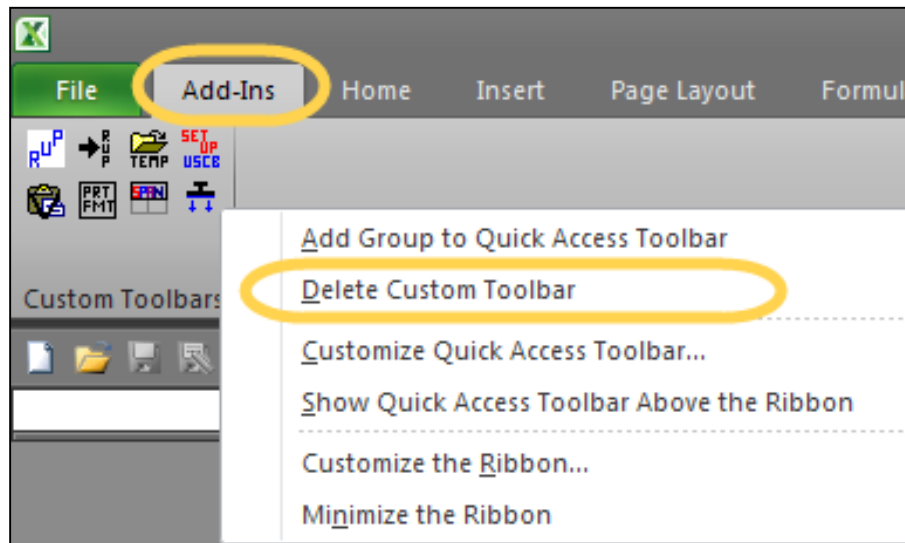
Instructions

1. Remove old RUP/PAS buttons from Excel (optional)
2. Install USCB_Tools.exe
3. Adjust Excel settings
4. Software removal (optional)

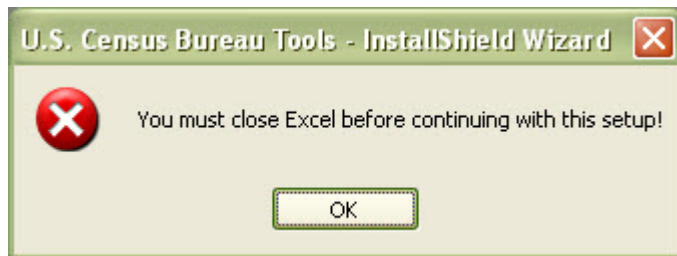# Step 1: Remove Old RUP/PAS Buttons (optional)

- If previous versions of RUP and/or PAS exist on your personal computer (PC), manually delete them (to help avoid any future confusion with new versions of RUP and/or PAS).

- Then, open Excel.

- Click on the Add-Ins tab in the Ribbon.

- Each row of 4 buttons is a "Custom Toolbar."

Step 1: Remove Old RUP/PAS Buttons (optional)

- Right click on or near one of the buttons in the first row.

- Select "Delete Custom Toolbar."

- Repeat for subsequent rows.

- Close Excel before continuing.

United States™ Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Step 2: Install USCB_Tools.exe

- Download USCB_Tools.exe to begin installing the population estimates and projections software (PAS, RUP, and SPToolkit) on your PC.

- Run the program, and follow the installation steps.
  - The default installation location will be a \US Census Bureau Tools\ subdirectory under Documents (or My Documents).

- You may be prompted with "You have old RUP toolbars on your machine? Click OK to remove them."
  - Clicking "OK" (recommended) will complete the removal of remnants of previous installations of RUP and/or PAS in Excel.

United States Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Step 2: Install USCB_Tools.exe

- The installer will create the following subfolders beneath the \US Census Bureau Tools\ folder on your PC:
  - \RUP\, which contains the program files (RUP, RUPAGG, and RUPCOMB) needed to create projections.
  - \Templates\, which contains all of the Microsoft Excel workbooks in subject-divided subfolders.
  - \Documentation\, which contains workbook and program documentation.
    - **PAMvI and PAMvII:** PAS methodology and workbook descriptions
    - **RUPUsersGuide 2013:** RUP user's guide and additional resources
      CTBL32, LTCSRMig, MIGSUB, PROJE032, PROJTFR32, RUPSubAdj, RUPCompare, RUPSTCompare, **SALGST**, and **SPToolkitUsersGuideVer2, method descriptions, and method guides**
    - \Samples\, which contains sample RUP input files.

Step 2: Install USCB_Tools.exe

- Open Excel.
- On the Add-Ins tab, you should see a new Custom Toolbar that looks like this:
- The first button, , opens RUPEX.
- The second button, , converts Excel data into RUP formatted data in a new text file.
- The third button, , opens the PAS and SPToolkit templates on your PC.
- The fourth button, , unhides the USCBtoolStart.xls workbook.
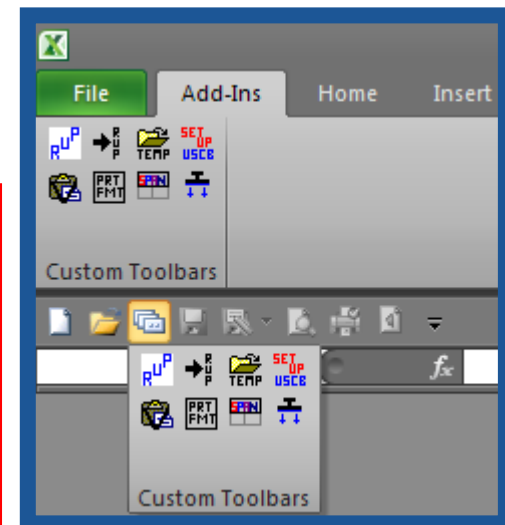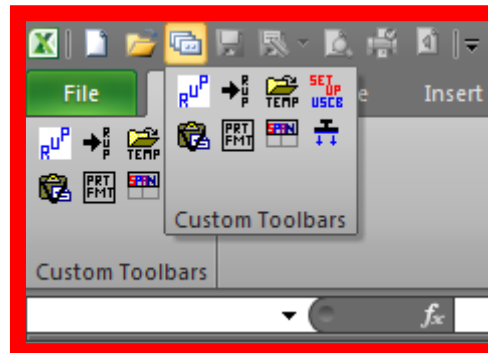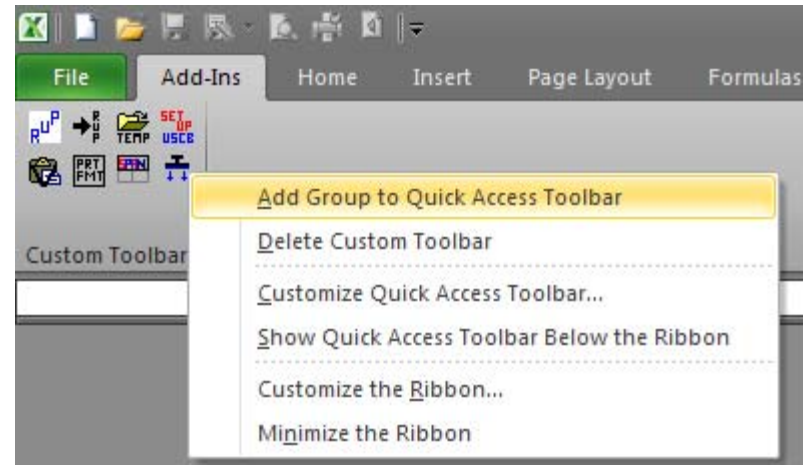
Step 2: Install USCB_Tools.exe

- The first time you open Excel, you will see this workbook: "USCBtoolStart.xls."

	A	B
1	U.S. Census Bureau Excel Application Setup	
2		
3	RUP program location:	C:\Program Files\US Census Bureau\RUP\
4	Location of templates:	C:\Program Files\US Census Bureau\Templates\
5		
6		
7		
8		
9		Save settings and hide workbook
10		
11		
12		

- Click on the button, "Save settings and hide workbook."

- You can unhide this workbook and change the RUP program and/or template location settings by either:

  - Selecting the View Tab → Unhide, then "USCBtoolStart.xls" and clicking "OK,"

  - Or, by clicking on the Custom Toolbar button: SET UP USCB

United States™
Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
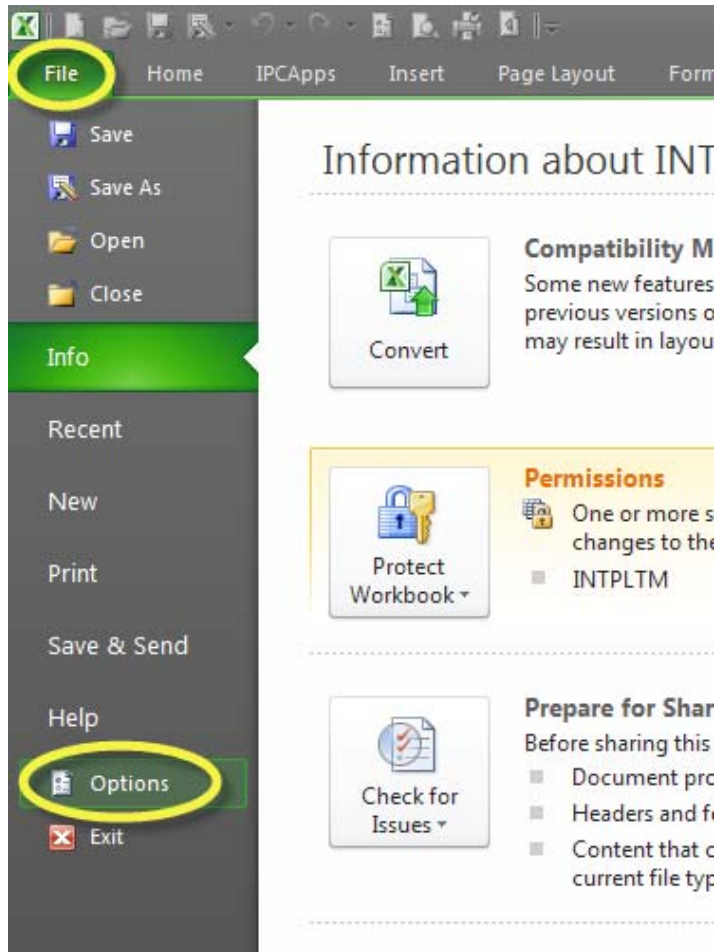
Step 3: Adjust Excel Settings (optional)

- In the Add-Ins tab, **right click** on the label "Custom Toolbars."

- Select "Add Group to Quick Access Toolbar."

- You can access the toolbars by clicking the "Custom Toolbars" icon (**above** or **below** the ribbon).
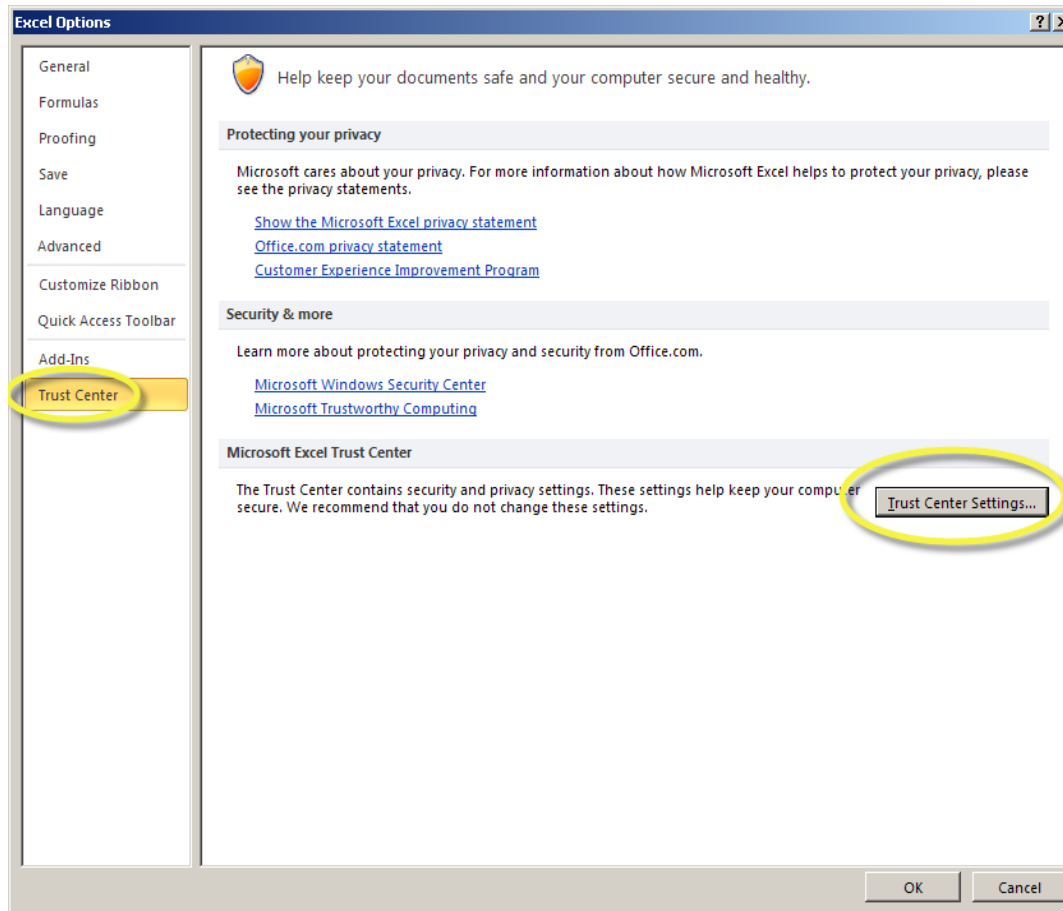
Step 3: Adjust Excel Settings (1997-2003)

- Office 2000 or earlier:
  - Set security for Excel to medium (assuming choices are "High," "Medium," and "Low").
  - From within Excel, choose Tools → Macro → Security → Security Level = Medium.

- Office 2003:
  - If four levels of Security are offered as choices, choose "Low." Experience has demonstrated that Medium Security is still excessive in this case.

- All files should be saved as ".xls" by default.

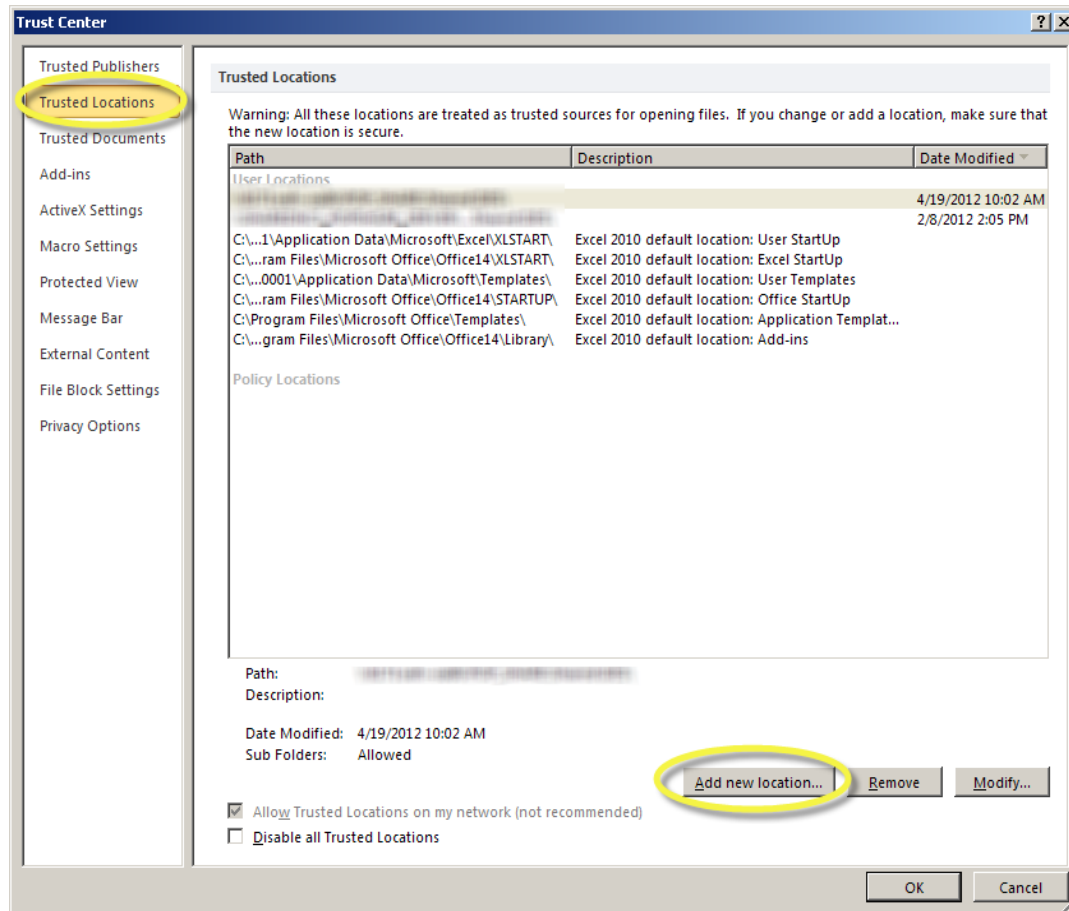# Step 3: Adjust Excel Settings (2007 or Later)

- Many USCB_Tools workbooks contain macros. By default, Excel disables macros. To enable USCB_Tools macros, one must add "Trusted Locations."

- To add Trusted Locations:
  - Office/File Menu Button
  - Excel Options

Step 3: Adjust Excel Settings (2007 or Later)
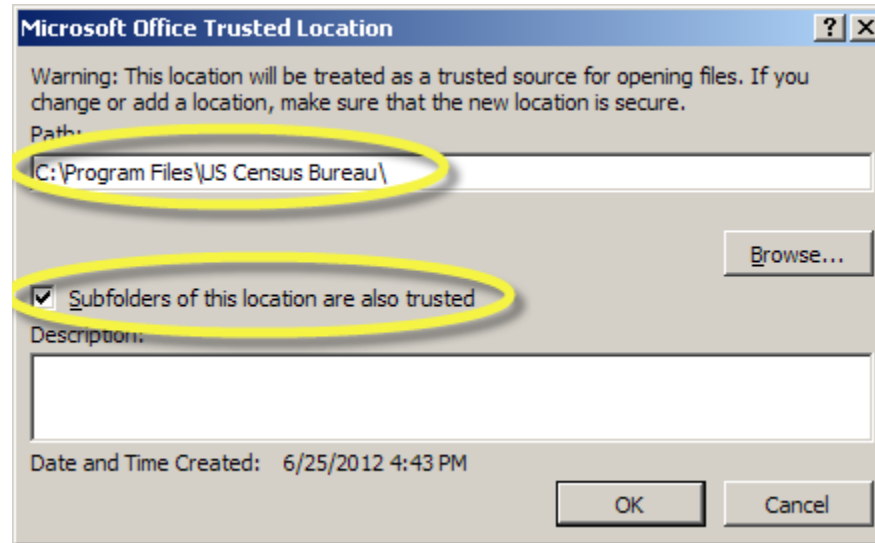

- Trust Center

- Click "Trust Center Settings."
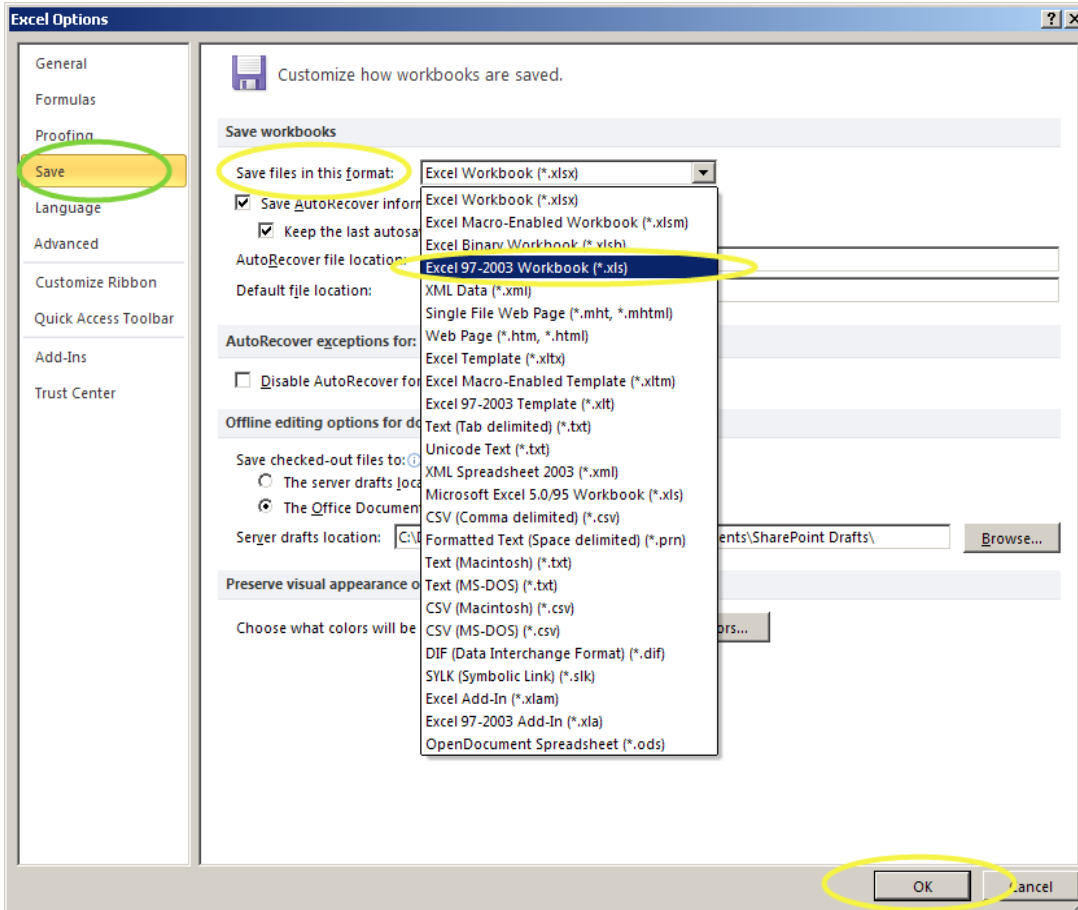
Step 3: Adjust Excel Settings (2007 or Later)

- Trusted Locations
- Click "Add New Location…"

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Step 3: Adjust Excel Settings (2007 or Later)

- Enter or browse for the program location:
  - Example: C:\Program Files\US Census Bureau\
  - Be sure to select "Subfolders of this location are also trusted."
  - Click "OK" to make this a Trusted Location.

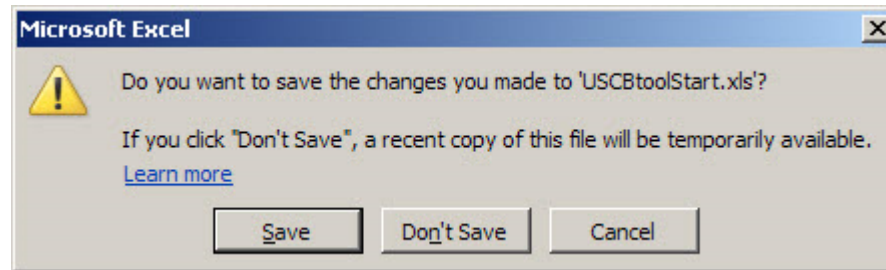- Repeat the previous step for the \US Census Bureau\ folder in your Documents or My Documents folder.

United States Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Step 3: Adjust Excel Settings (2007 or Later)

- Excel's default setting for saving workbooks is "Excel Workbook (*.xlsx)." This setting disables all macros.

- To enable macros:
  - Options → Save → "Save files in this format:"
  - Change to "Excel 97-2003 Workbook (*.xls)"
  - Click "OK."

Step 3: Adjust Excel Settings (All Versions)

- The "Save settings and hide workbook" button (Slide 9) should have already saved the necessary settings and hidden the workbook.

- Close Excel. If you get the warning shown below, click "Save."

Step 4: Software Removal (optional)

To remove all of these programs from your PC:

- Start → Settings → Control Panel → Add/Remove Programs (or Program Manager)
  - Uninstall USCB_Tools.exe

United States™
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Contact U.S. Census Bureau International Programs

- For more information on USCB Tools, contact the IPCDES staff
  - pop.ipc.des.web@census.gov