

Instructions for adding the Custom Citation Macro to a spreadsheet:

** Add "Developer" tab to Excel if it doesn't currently show up: **

1. File > Options > Customize Ribbon > in right-hand panel, check "Developer" and click "OK".

** Add Macro to Spreadsheet: **

1. Open spreadsheet and click on "Developer" tab.
2. Click "Visual Basic" button.
3. In Visual Basic for Applications (VBA) window, go to File > Import File, and select Macro to be imported (CustomCitationMacroV2).
4. In the VBAProject window in the upper left below the menu, expand "Modules" and double-click on "Module 1" to see the "CustomCitationMacro" macro and make sure it was imported correctly.
5. Close the VBA window.
6. To run the Macro, click the "Developer" tab and click on "Macros".
7. Select "CustomCitationMacro" and click "Run".

If you get any pop-up messages or message bars asking if you want to allow the document to run macros, be sure to enable them.