Step-by-Step Installation Instructions for USCB_Tools.exe

International Programs Center for Demographic and Economic Studies (IPCDES)
November 2014
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.
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.
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: RUPEX ➔ RUP
• The first button, RUPEX, 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.”

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Census Bureau Excel Application Setup</td>
<td></td>
</tr>
<tr>
<td>RUP program location:</td>
<td>C:\Program Files\US Census Bureau\RUP\</td>
</tr>
<tr>
<td>Location of templates:</td>
<td>C:\Program Files\US Census Bureau\Templates\</td>
</tr>
</tbody>
</table>

- 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:
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).

- 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…”
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.
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
Contact U.S. Census Bureau International Programs

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