

## Installing CAPCA

Installing CAPCA on your computer is simple. The only precondition is that you have Microsoft Excel version 12 (Office 2007) or later. The program is distributed as an Excel add-in program file (.xlam file) that is compatible with Office 2007 or later.

### *CAPCA Version 3.1.xlam*

It is customary to place add-in files in the directory *AppData/(Roaming)/Microsoft/AddIns*. You will find this as a sub-directory to the directory for your personal settings (e.g. *Users/user name*). The directory may be hidden. In that case, you need to change the settings in the file browser allowing you to see hidden directories. It is not compulsory, however, to place the file in this directory. You may in fact place it wherever you want, but Excel will always look first for an add-in file in the above mentioned directory.

The procedure for installing in Office 2010 is the following (it differs slightly from office 2007):

If you already have CAPCA installed you should remove the add-in file (e.g. CAPCAversion3.03.xlam) before you open Excel. When you open Excel, it will inform you that the file is missing. Next, you activate the “Files” page in Excel and select settings. In the menu that appear you select Add-Ins, and in the subsequent Add-Ins dialog box you select “Manage Excel Add-ins” at the bottom of the form and press Go. You will see the name of the removed file checked in the add-in list. You un-check it and let Excel remove the reference. Finally, you press browse to find “CAPCA Version 3.1.xlam” and activate it.

If you do not have a previous version of CAPCA installed, you go directly to the “Files” page in Excel and select settings. In the menu that appear you select Add-Ins, and in the subsequent Add-Ins dialog box you select “Manage Excel Add-ins” at the bottom of the form and press Go. You then press browse to find “CAPCA Version 3.1.xlam” and activate it.

### *Potential problems installing CAPCA.*

Hopefully you will not be met with problems when trying to run CAPCA, but with new versions of Microsoft Windows and Microsoft Office they may appear. If you experience that a newly installed program crash, please report it.

Previously, there were problems with outdated versions of a Microsoft library file named REFEDIT.DLL. If you are using Office 2007 you will find the file in the library C:/Program files (x86)/Microsoft Office/Office12. It should have a date of 26.02.2009. The original version of the file for Office 2007, dated 26.10.2006, resulted in fatal run time errors.

The version of the file used here is dated 13.03.2010. It is placed in C:/Program files (x86)/Microsoft Office/Office14.