

# How to use the macros to edit files from Tick@lab or PyRat with Microsoft Office

**Operating System: Windows** (see below for Mac OS)

**Hint: Tested with Microsoft Office 2007**

Please contact Fabian Monheim ([fabian.monheim@leibniz-flf.de](mailto:fabian.monheim@leibniz-flf.de) , 03641-65-6872) if you have a question or the macro is not working properly.

1. Download macro and unzip it

2. Save the PERSONAL.XLSB. Please rename the PERSONAL.XLSB file, if a file with the same name already exist.

2.1. Windows: save PERSONAL.XLSB to the folder

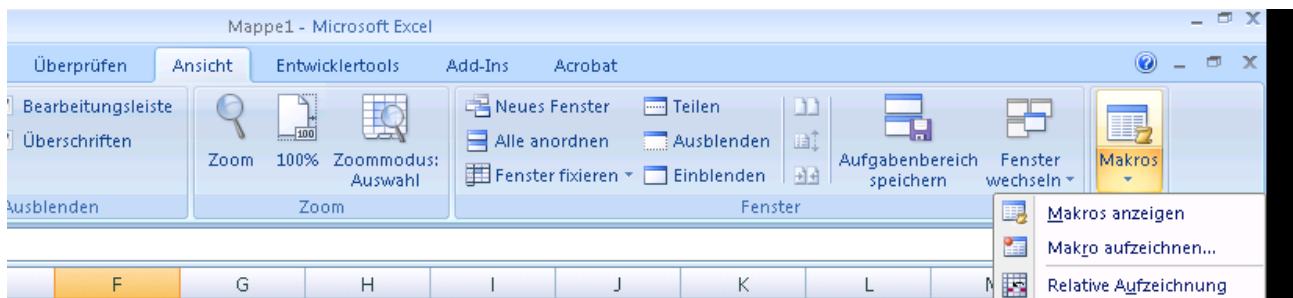
`C:\Users\[Username]\AppData\Roaming\Microsoft\Excel\XLSTART\`

2.2. MAC OS: save PERSONAL.XLSB to the folder

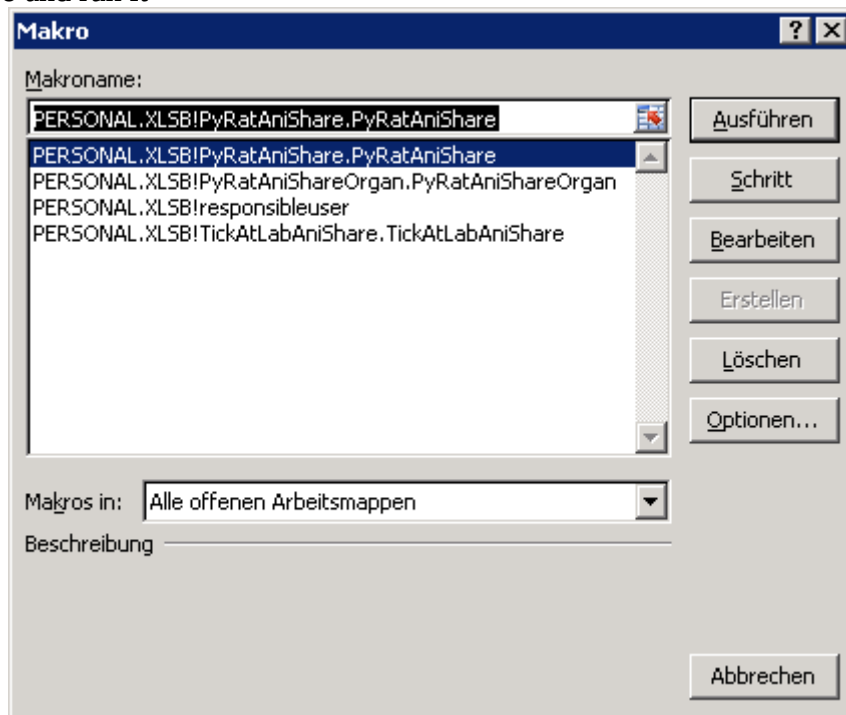
`~/Library/Containers/com.microsoft.Excel/Data/Library/Application Support/User/Personal Macro Workbook`

3. Run the macro (see also <https://support.office.com/en-us/article/create-run-edit-or-delete-a-macro-fc5fb55d-124d-4cc7-bae0-111c9c26e234>):

3.1. Go to *View* → *Macros* → *View Macros* (*Ansicht* → *Makros* → *Makros anzeigen*)



### 3.2. Select Macro and run it



Source System	Animal or Organ	Function
PyRat	Animal	PERSONAL.XLSB!PyRatAniShare.PyRatAniShare
PyRat	Organ	PERSONAL.XLSB!PyRatAniShareOrgan.PyRatAniShareOrgan
Tick@Lab	Animal	PERSONAL.XLSB!TickAtLabAniShare.TickAtLabAniShare

4. It's possible to add a keyboard shortcut to run the macro (see

<https://support.office.com/en-us/article/create-run-edit-or-delete-a-macro-fc5fb55d-124d-4cc7-bae0-111c9c26e234>):

## Operating System: Mac OS

1. Download zip file from <https://anishare.leibniz-fli.de/macros/> and unzip it
2. Create an arbitrary folder and save the file from the zip file at the folder.
3. Open Excel and go to **Excel> Preferences> General** (Excel > Einstellungen > Allgemein oder auch Dokumenterstellung → Allgemeine).
4. Select the created folder at **At startup, open all files in** (beim Start alle Dateien öffnen in)
5. Open a downloaded file from tick@lab or PyRat
6. Run Macro
- 6.1. Go to Tools > Macro > Macros ... (Extra > Makro > Makros ...) and select the right macro function

Source System	Animal or Organ	Function
PyRat	Animal	PERSONAL.XLSB!PyRatAniShare.PyRatAniShare
PyRat	Organ	PERSONAL.XLSB!PyRatAniShareOrgan.PyRatAniShareOrgan
Tick@Lab	Animal	PERSONAL.XLSB!TickAtLabAniShare.TickAtLabAniShare

**Hint:** Link to the official instructions from microsoft and how to run a macro with keyboard shortcut:

<https://support.office.com/en-us/article/create-run-edit-or-delete-a-macro-fc5fb55d-124d-4cc7-bae0-111c9c26e234>