**Before running macros: add a tab called ‘Separate’. In the first column, copy ‘bn’ from merge.csv. In the second column, copy ‘chnm’ from merge.csv.**

**Macro 1 (SetUp)**

* Deletes unnecessary columns
* Rearranges middle\_name and initial so they’re to the right of lastname
* Deletes all punctuation or spaces
* Adds ‘notes’ column

**Macro 2 (fullname)**

* Makes column ‘fullname’ and combines ‘firstname’ and ‘lastname’ within it – up to 10,000 rows
* Highights any duplicate cells in ‘fullname’
* Creates tabs ‘Duplicates’ and ‘Isolates’ and copies in the corresponding rows from ‘together’ tab
* [ Causing problems – we’ll have to find a different way to do this ]

To be done manually:

* Check middle\_name and initial of duplicate cells, make sure there are no erroneous duplicates
  + So miniscule that if this doesn’t happen it’s probably not a problem

**Macro 3 (AfterFN)**

* In ‘Separate’, creates a third column called ‘t/f’ that compares the tab with bn in ‘Duplicate’
  + =IF(COUNTIF(Duplicates!A:A,A2),"True","False")
* Creates tab called ‘True’
* Sorts ‘Separate by t/f, copies all t into new tab

**Macro 4 (EdgeList)**

* Creates a tab called ‘Edge List’, copies in the first two columns of ‘Duplicates’, creates a third column called ‘chnm’
* Should delete isolates – this will be discarded after Macro 2 is fixed
* Uses vlookup to merge ‘True’ and ‘Edge List’ on bn
  + =VLOOKUP($A2,’TRUE’!$A$2:$B$37,2,FALSE)
* Sorts A-Z on fullname

**Macro 5 (transposeunique)**

* Run in ‘Edge List’, when the first pop-up occurs highlight contents of columns B and C
* When second pop-up run select a blank cell to the right of the lists (or create a new tab before running macro)
* Will output a nearly complete edge list – just needs to rearrange to prevent more than three rows and add permutations