

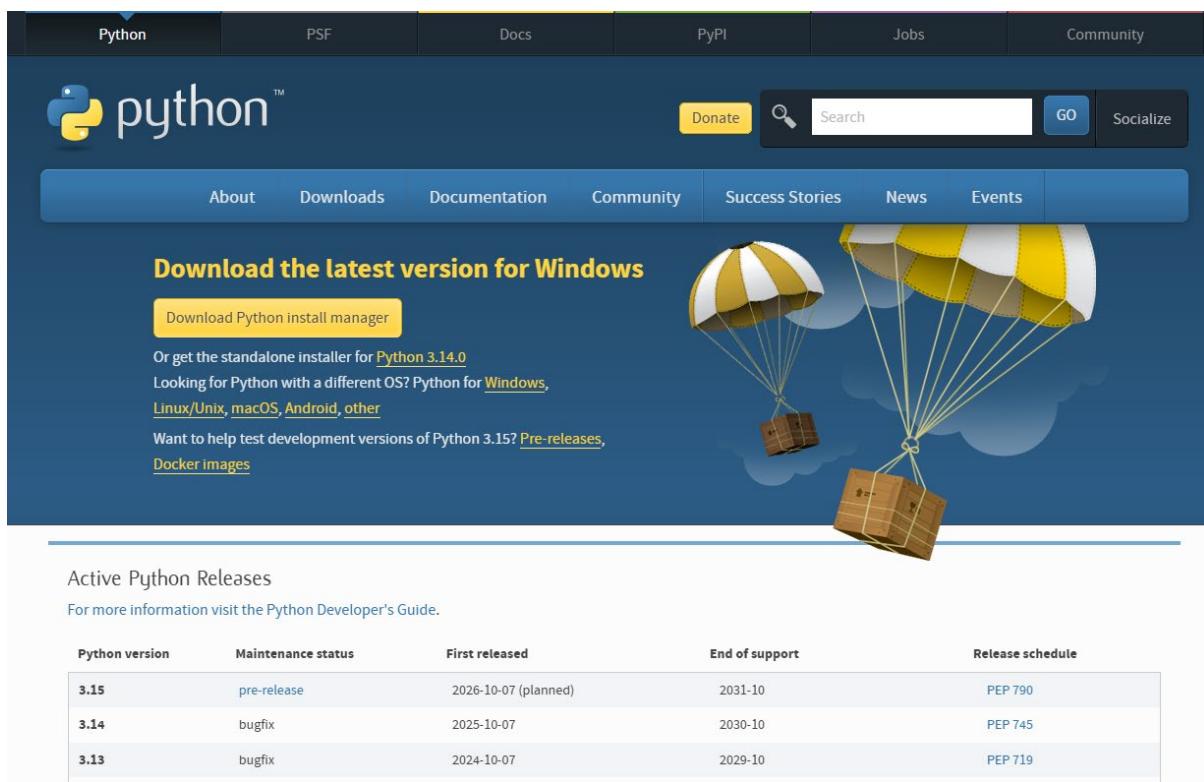
Excel to EAD converter

Part 1

1. Install Python and IDLE

IDLE (Integrated Development and Learning Environment) is the default Python editor that comes with the standard Python installation. Python can be downloaded via the official Python website:

<https://www.python.org/downloads/>



The screenshot shows the Python.org homepage with a dark blue header. The main navigation bar includes links for Python, PSF, Docs, PyPI, Jobs, and Community. Below the header is a search bar with a magnifying glass icon and a 'GO' button. A large yellow banner in the center says 'Download the latest version for Windows'. It features a cartoon illustration of two boxes with yellow and white striped parachutes falling from the sky. Below the banner, there's a link to 'Download Python install manager' and text about getting the standalone installer for Python 3.14.0. It also mentions 'Python for Windows, Linux/Unix, macOS, Android, other' and links for 'Pre-releases' and 'Docker images'. The page then transitions to a section titled 'Active Python Releases' with a table showing the following data:

Python version	Maintenance status	First released	End of support	Release schedule
3.15	pre-release	2026-10-07 (planned)	2031-10	PEP 790
3.14	bugfix	2025-10-07	2030-10	PEP 745
3.13	bugfix	2024-10-07	2029-10	PEP 719

The scripts were created and run using Python 3.13.5, which was released in June 2025. The latest major release – Python 3.14 – should also be capable of running the script, but the earlier version is still available on the same webpage:

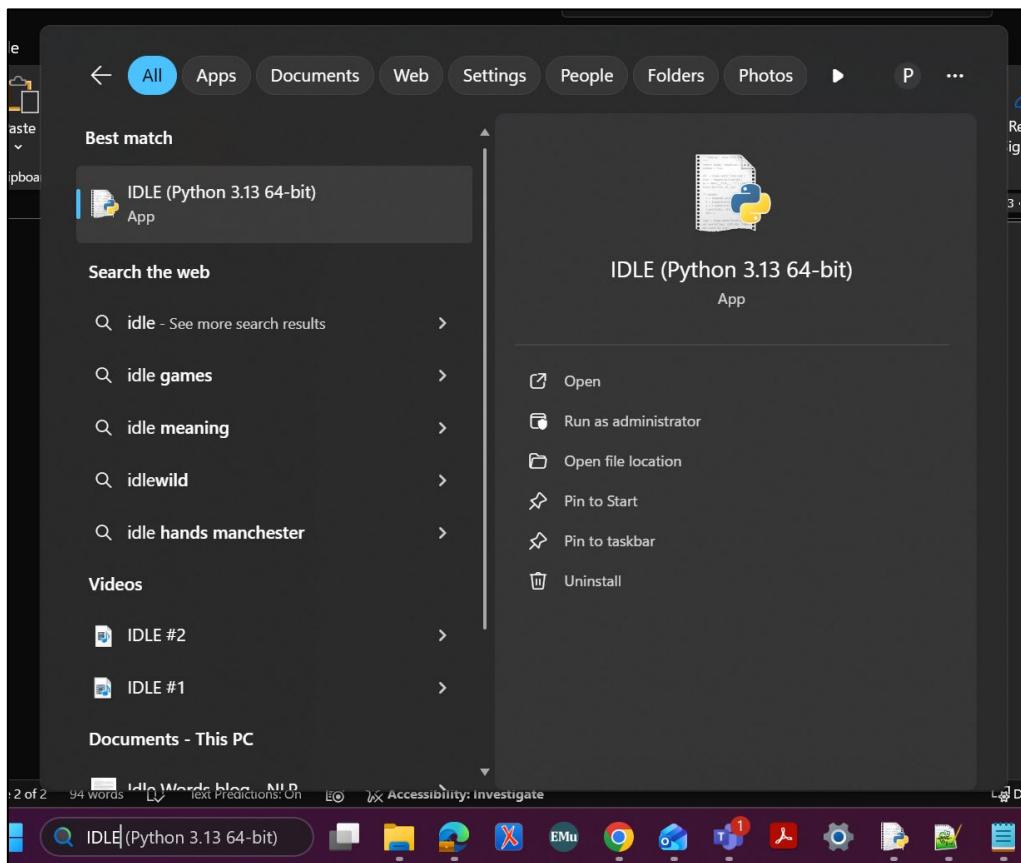
Release version	Release date	Click for more
Python 3.9.24	Oct. 9, 2025	Download Release Notes
Python 3.12.12	Oct. 9, 2025	Download Release Notes
Python 3.14.0	Oct. 7, 2025	Download Release Notes
Python 3.13.8	Oct. 7, 2025	Download Release Notes
Python 3.13.7	Aug. 14, 2025	Download Release Notes
Python 3.13.6	Aug. 6, 2025	Download Release Notes
Python 3.13.5	June 11, 2025	Download Release Notes

The download includes:

- Python
- IDLE (Python's built-in editor)
- pip (Python's package manager)

2. Open IDLE

Once installed, click on Start, type IDLE in the search box, and open 'IDLE (Python 3.x. 64-bit)':

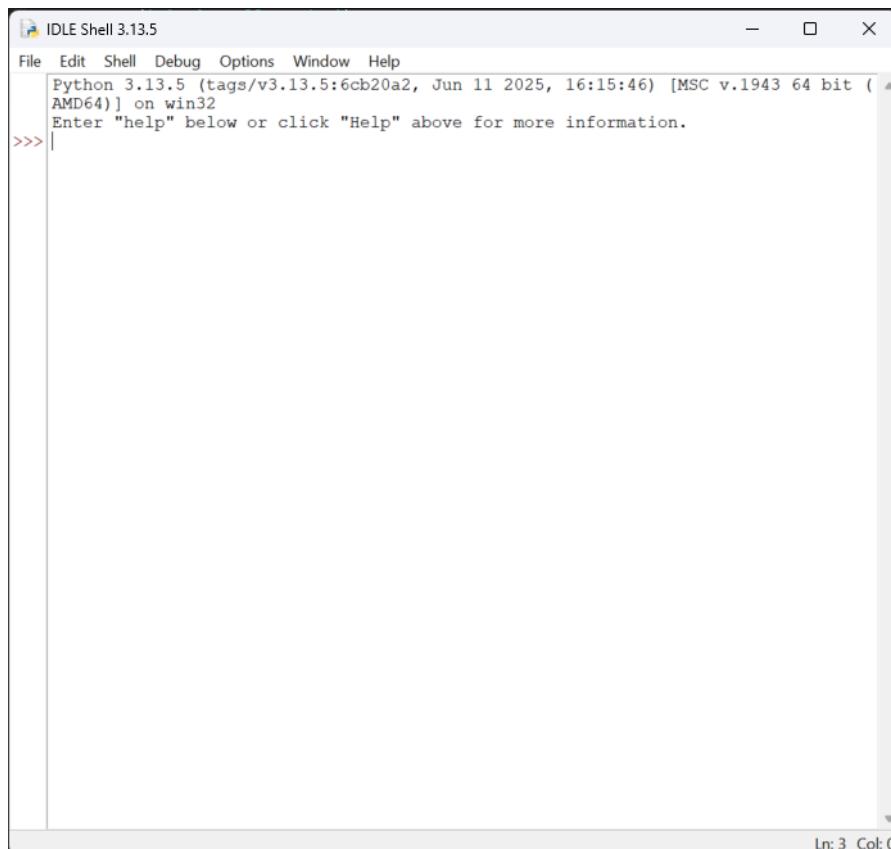


3. Install packages

The Excel to EAD converter scripts require extra libraries to function properly:

- pandas
- lxml
- openpyxl
- natsort

These can be imported via the IDLE shell: this is the interactive environment where you can type Python commands and run scripts. The shell is what you see when IDLE is opened:



Copy and paste the following lines one-by-one into the IDLE shell and press ‘Return’ after entering each one:

```
import os
os.system('pip install pandas')
os.system('pip install lxml')
os.system('pip install openpyxl')
os.system('pip install natsort')
```

It should look something like this, with each line preceded by three chevrons (these are automatically added):

