

Guide: Final Generator via Macro

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Overview

The goal of the Visual Basic Macro is to import multiple selected Excel files (file type: .xlsx) into the current sheet of the template. After this “save as” can be used to create a new xlsx file (format: Final_foldername.xlsx) as its Macro free.

Step 1: Preparation

Open the following file locally in excel “Final Generator via Macro.xlsm”.

Make sure all the multiple source files (file type: .xlsx) are in a local folder/directory, which a distinct identifying folder name.

Step 2: Run the Macro

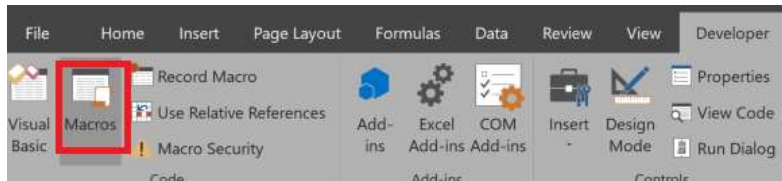
When opening this excel file, a new ribbon option is displayed called “Developer”. Click on it

NOTE: If you do not see this in excel do the following:

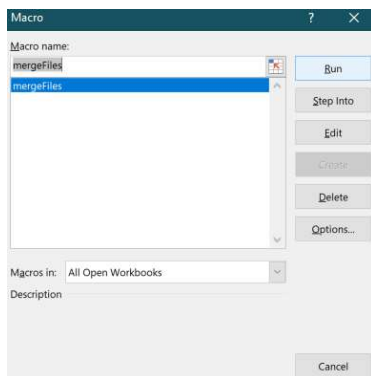
- Go to the Developer ribbon. If you can't see the Developer ribbon, right click on any ribbon and then click on “Customize the Ribbon...”. On the right hand side, set the tick at “Developer”.
- Click on Visual Basic on the left side of the Developer ribbon.



Next, click on Macros

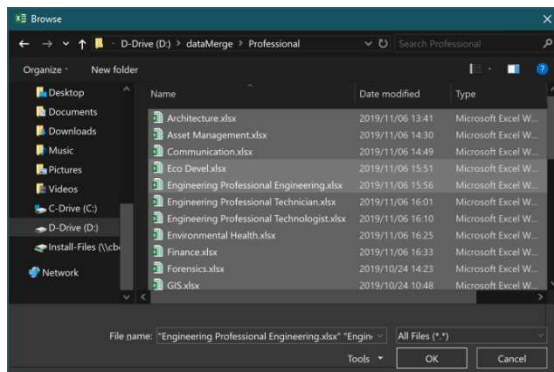


A popup for the Macros in the workbook appears. In this case we only have one called “mergeFiles”



Click the “Run” button

A file explorer modal will appear. This enables you to select all or some of the files in the given folder/directory (as per step 1). Click “Ok”

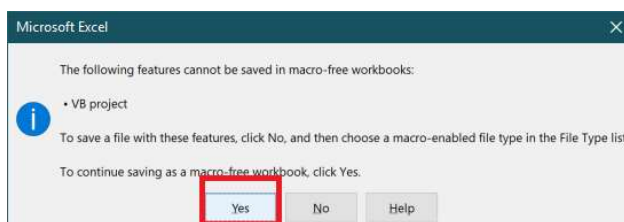
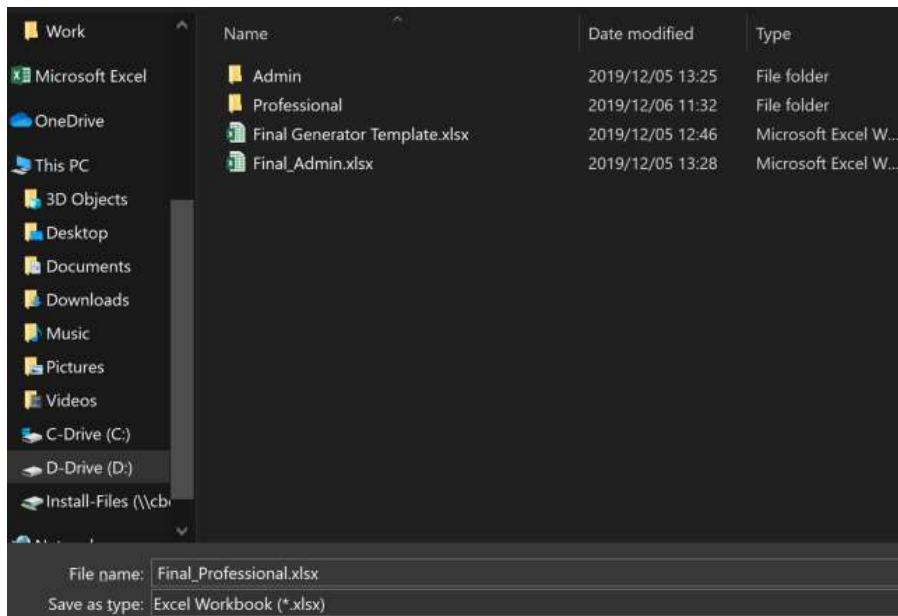


At this point excel will do allot of flashing and refreshing on the screen. This is because its reading each spreadsheet (open and closing them) and appending the results to the bottom of the current document.

- **Note:** When you have an extremely large amount of input files, you might want to split your selection up. Which entails running the macro selecting a portion and then running the macro again with the remaining portion. The data will still be on one sheet and below each other.

Step 3: Saving the output

When the flashing stops the excel import and merge has completed. Now avoid overwriting the solution (“Final Generator Template.xlsx”) by clicking files and then “Save as”. This will create a new file (naming format: Final_foldername.xlsx) which is its Macro free by selecting the “File Type” to be Xlsx.



Export Completed. The excel documents can now be closed.