

# **Cygnus 3 Data Logger**

## **Microsoft Excel Import Tool Update Guide**

**Doc No. Cygnus 3 Excel Import Tool Update Guide.doc**  
26 March 2014  
(Mk4 Cygnus 3 Gauges)

## Overview

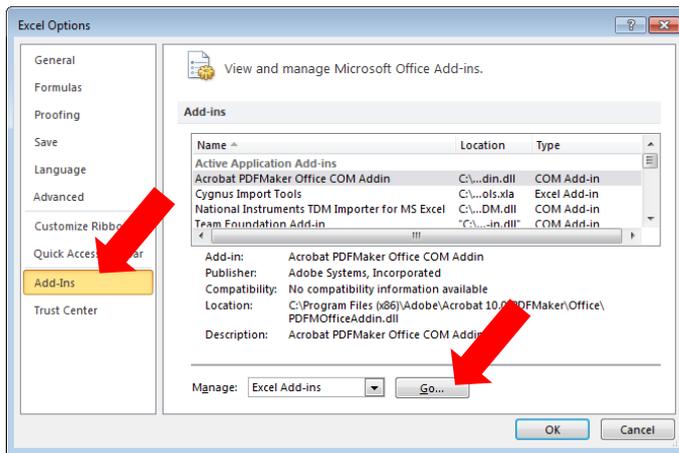
This document describes how to update the Microsoft Excel Add-in used to import Cygnus 3 Data Logger files into Excel.

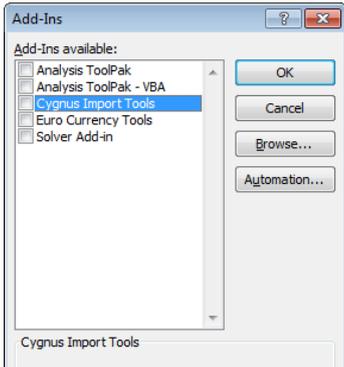
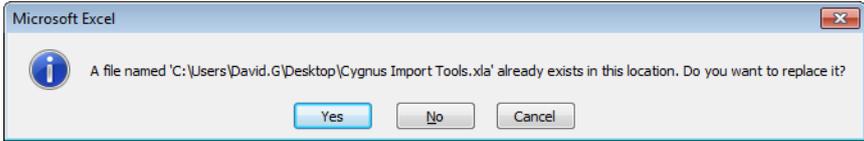
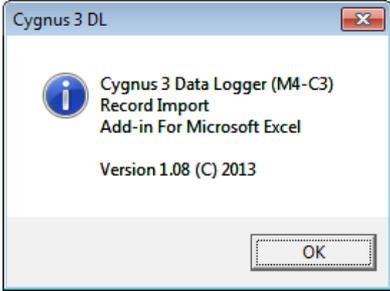
You may need to update the Add-in to fix a bug or add an additional feature.

The Cygnus Add-in is contained in a single file (.xla), the latest version can be downloaded from the Cygnus website or requested from Cygnus sales or support.

This document describes the procedure using Microsoft Excel 2010, the process is similar in other versions of Excel.

## Procedure

Step	Instructions
1	Get the new Add-in file and save it on the Desktop.  If downloading from the website you will need to extract the Add-in file from the ZIP archive, you should end up with a file called; " <i>Cygnus Import Tools.xla</i> " – this is the Add-in file.
2	Open Excel, Click the <b>File</b> tab on the ribbon Click <b>Options</b> just above Exit You should see the <i>Excel Options</i> dialog screen
3	Click <b>Add-Ins</b> Click the [ <b>Go...</b> ] button at the bottom next to <i>Manage</i> .
	
4	Click to un-tick the box next to <i>Cygnus Import Tools</i> Click <b>OK</b>

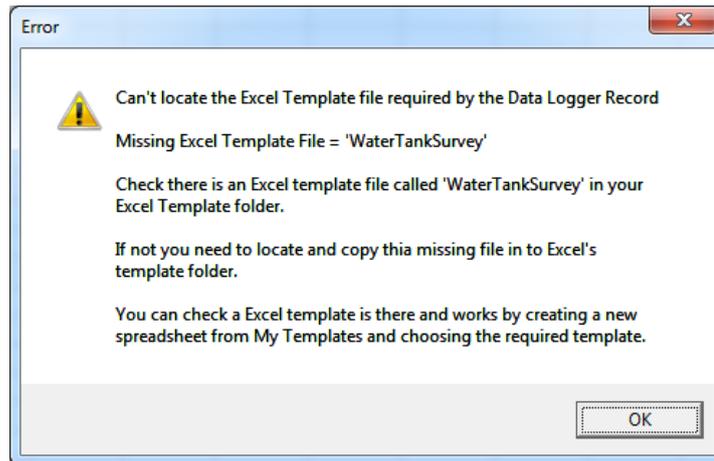
	
<p><b>5</b></p>	<p><b>Exit</b> Excel. The Cygnus Add-In won't be loaded when we re-start Excel, so we can replace it.</p>
<p><b>6</b></p>	<p>Open Excel again, Click the <b>File</b> tab on the ribbon Click <b>Options</b> just above Exit Click <b>Add-Ins</b> Click the [ <b>Go...</b> ] button at the bottom next to <i>Manage</i>.</p>
<p><b>7</b></p>	<p>(Cygnus Import Tools should be un-checked) Click <b>Browse</b> Locate the new Add-In file (on the Desktop) and click <b>OK</b></p>  <p>If asked to Replace the file click <b>Yes</b></p> <p>Cygnus Import Tools should now be checked. Click <b>OK</b></p>
<p><b>8</b></p>	<p>Click <b>Add-In</b> on the Ribbon Click the small triangle on the Cygnus menu command Click <b>About Cygnus Add-In</b> Check the version is as expected</p>  <p>Click <b>OK</b> to close</p>
<p><b>9</b></p>	<p>The Cygnus Add-In has been updated and is ready to use.</p>

## Using with Office Excel 2013

The Cygnus Add-In looks for your Excel Personal Template files in this location;

`C:\Users\(username)\AppData\Roaming\Microsoft\Templates`

If your templates are stored somewhere else then the Add-In will fail and report an error message;



Some Excel 2013 installations are known to store your templates in this folder;

`C:\Users\(username)\Documents\Custom Office Templates`

This causes the Cygnus Add-In to fail as it can't locate the templates. To fix this you can change to location of your personal templates in the Excel Options dialog, under the Save section, shown below.

Set the new location to;

`C:\Users\(username)\AppData\Roaming\Microsoft\Templates`

Then make sure your Excel templates have been copied into this folder too.

