Notes on Excel and Add-ins:

1. An Excel add-in (such as Crystal Ball) is a file with an .xla extension. (The .xla file may call upon other supporting files.)

2. Excel needs to know where to look for add-ins. Excel usually looks in a default location, and displays the add-ins listed in the Tools → Add-ins menu.

3. If an add-in is installed but does not appear in the add-ins list, then the user will have to manually find the .xla file. The following instructions show how to do this for Crystal Ball using Excel 2003.

Adding the CrystalBall add-in:

1. Open Excel, go to Tools → Add-ins

2. Notice in the list of available add-ins that Crystal Ball is not listed. Click “browse”

3. The default add-ins folder will open (C:\Documents and Settings\user\Application Data\Microsoft\Add Ins)

4. Navigate to the folder where Crystal Ball was installed: C:\Program Files\Crystal Ball

5. Select “CB.xla”
6. Click OK, then Accept the license agreement, and it installs the Crystal Ball Add-in.

7. The following warning appears:

8. Click OK, and the Crystal Ball toolbar and add-in will now be installed.