

FHWA Title VI Census Add-In

I. Introduction

The Federal Highway Administration – Office of Civil Rights offers this Microsoft Excel Add-in file to assist its recipients in their Title VI reviews. When installed, the Add-in will add three “macro” Visual Basic scripts to Excel, which will automatically edit the U.S. Census P009, B03002, and LEP C16001 tables common in Title VI demographic reviews. The macros make these table easier to read by:

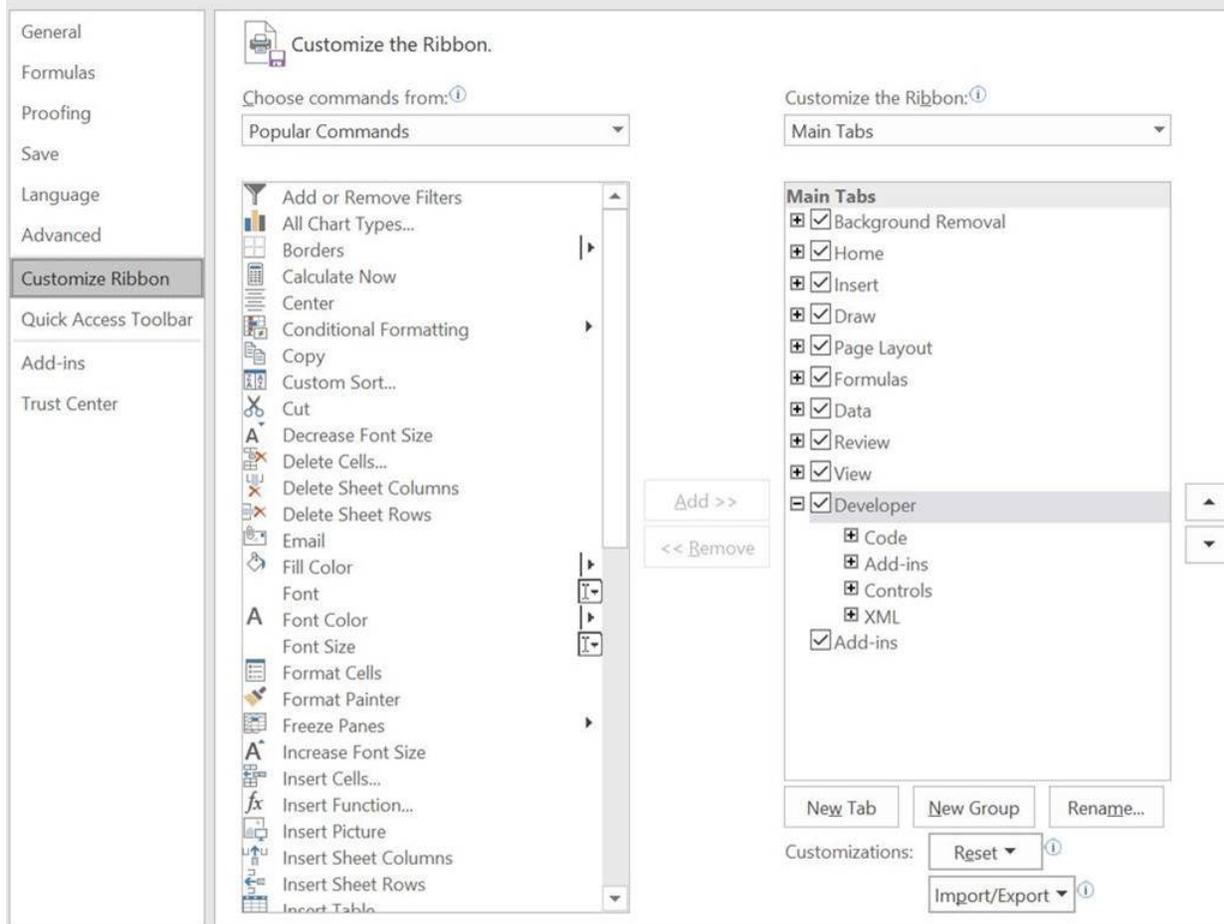
- Trimming typically empty or data-poor columns;
- Adding percentage columns and cell percentage bars;
- Formatting column width and text wrapping;
- Adding column sort buttons; and,
- Creating a new worksheet to summarize the demographic results.

II. Disclaimer

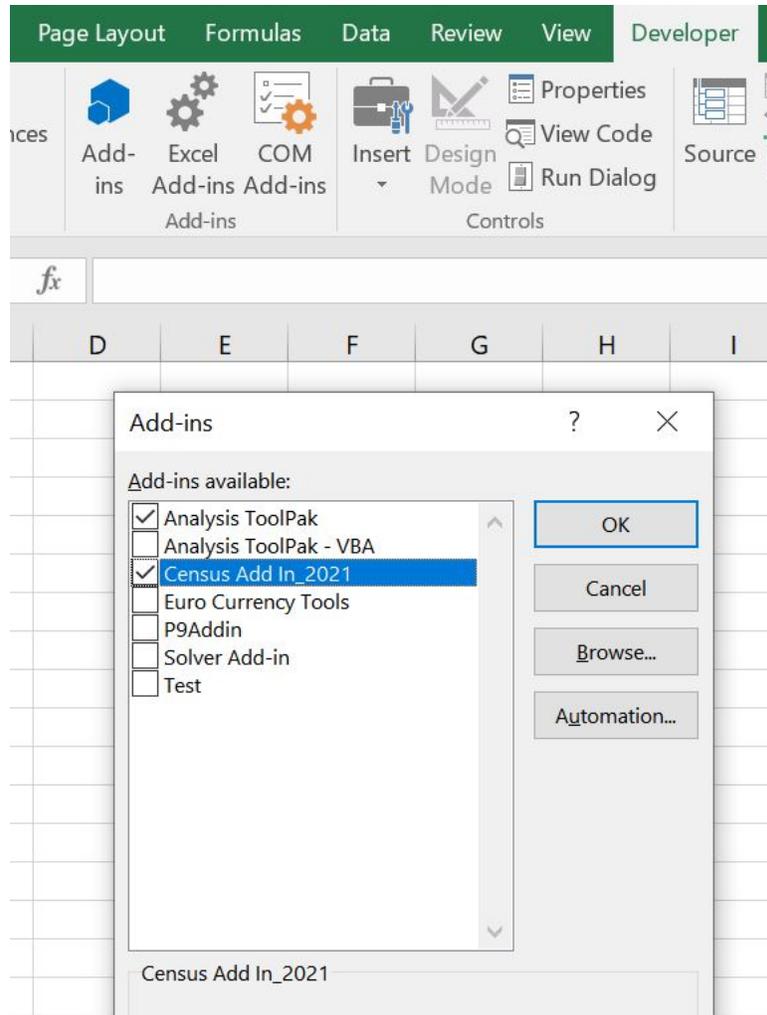
Currently, this Add-in is designed to modify the U.S. Census P009, B03002, and LEP C16001 tables only. Use of this Add-in on other data tables from the U.S. Census or elsewhere is not recommended. FHWA may add additional tables in future updates, which it will post on its public website. Users may change or add to the Add-in to suit their needs, but FHWA does not offer assistance to users who do so or wish to do so. FHWA offers this Add-in free of charge and is not responsible for additional technical support on its use or for any results from its use.

III. Installation Instructions

1. First, enable the Microsoft Excel *Developer* tab on your ribbon bar. Open Excel, click on *File* at the top, then *Options* on the lower-left. Under *Options*, click on *Customize Ribbon* (you can also right-click on your ribbon and select *Customize the Ribbon*). On the right side of the screen, you will see a checkbox for each tab in your ribbon. Check the *Developer* box. We will return here later to add a P009 Table button to our Home tab.

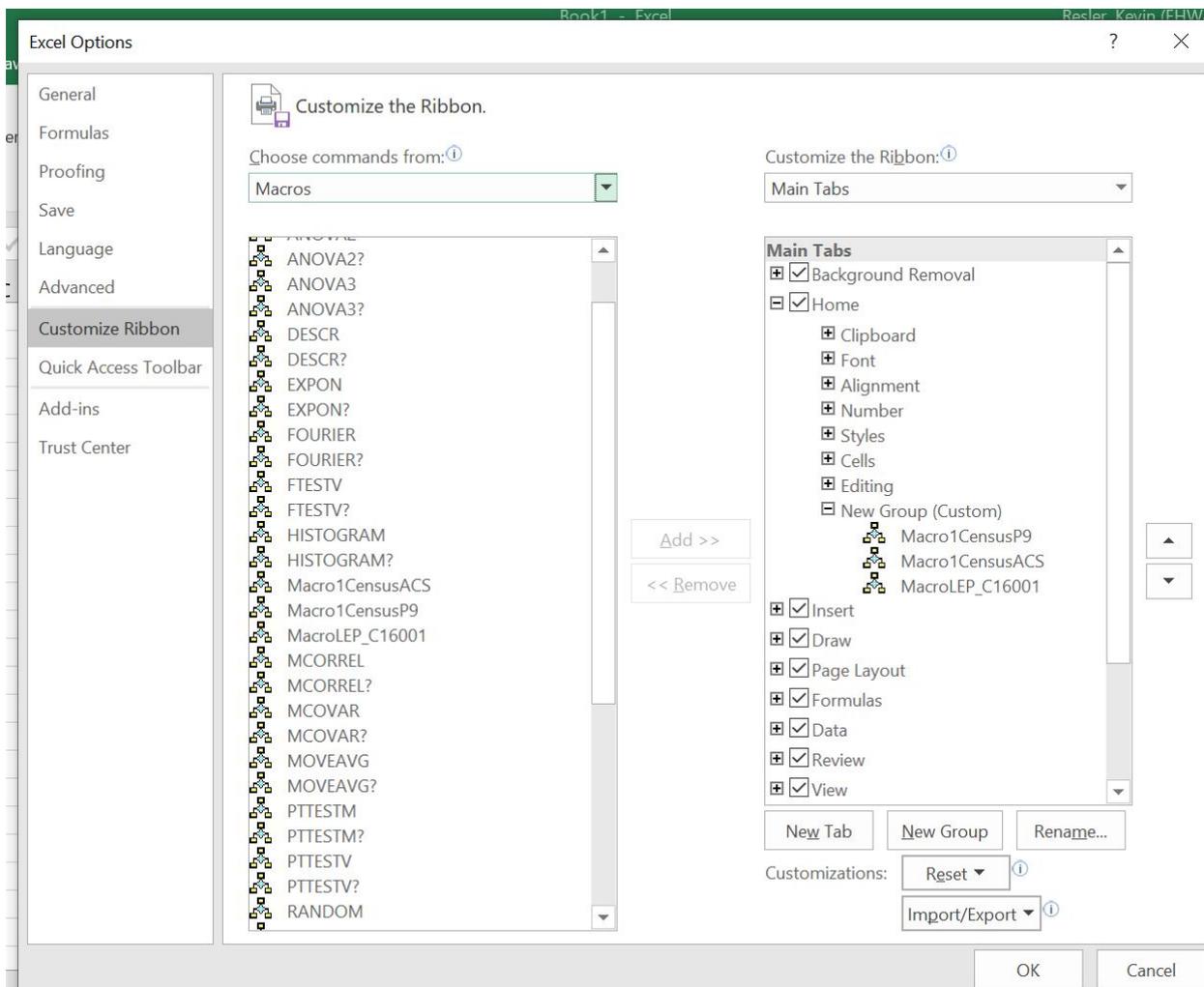


2. Click OK. Click on the new *Developer* tab. Then click the button in the ribbon called *Excel Add-ins*. From here, you will click on *Browse* and find the file on your computer called: *Census Add In_2021_v2.xlam*. Once you select the XLAM file, you may be prompted to copy it to your Excel Add-ins folder—say yes. You may also be prompted to *Enable Macros*—say yes. Now, in the Add-ins list you should see *Census Add In_2021_v2*. Make sure that box is checked and click *OK*.



3. The Add-in is installed and should open with Excel unless you uncheck it from your list of Add-ins. It can be run from the *Visual Basic* menu in the *Developer* tab on an open P009, B03002, or C16001 table.

Go back to your *Customize Ribbon* menu by clicking again on *File*, then *Options*, then *Customize Ribbon* (or right-click on the ribbon and selecting *Customize Ribbon Menu*). In the *Customize Ribbon* menu, you will first expand the Home tab in the right panel by clicking the + next to it. Then, click on *Editing* below and then click the *New Group* button. You can rename it if you like, but after it's created, you will add the macro to this group. With the new group still highlighted, click on the *Choose Commands From* drop-down menu in the top-left and select *Macros*. You should see a list of macros on the left panel—highlight the one called *Macro1CensusP9* for the P009 table macro. Finally, click on the *Add* button in the middle of the page to add it to your new group as a button. You can also add a button for the *Macro1CensusACS* (B03002 table) and *MacroLEP_C16001* macros if you wish the same way. You can rename the button or buttons if you like below on the right side, but when you are done, click OK.



4. You will now see your new group and button on your Home tab. If you click the button while in an open—**unedited**—P009, B03002, or C16001 table, it will clean up the columns, add percentages, and add a summary page.
5. Save your modified table as an Excel file so the macro saves your work.