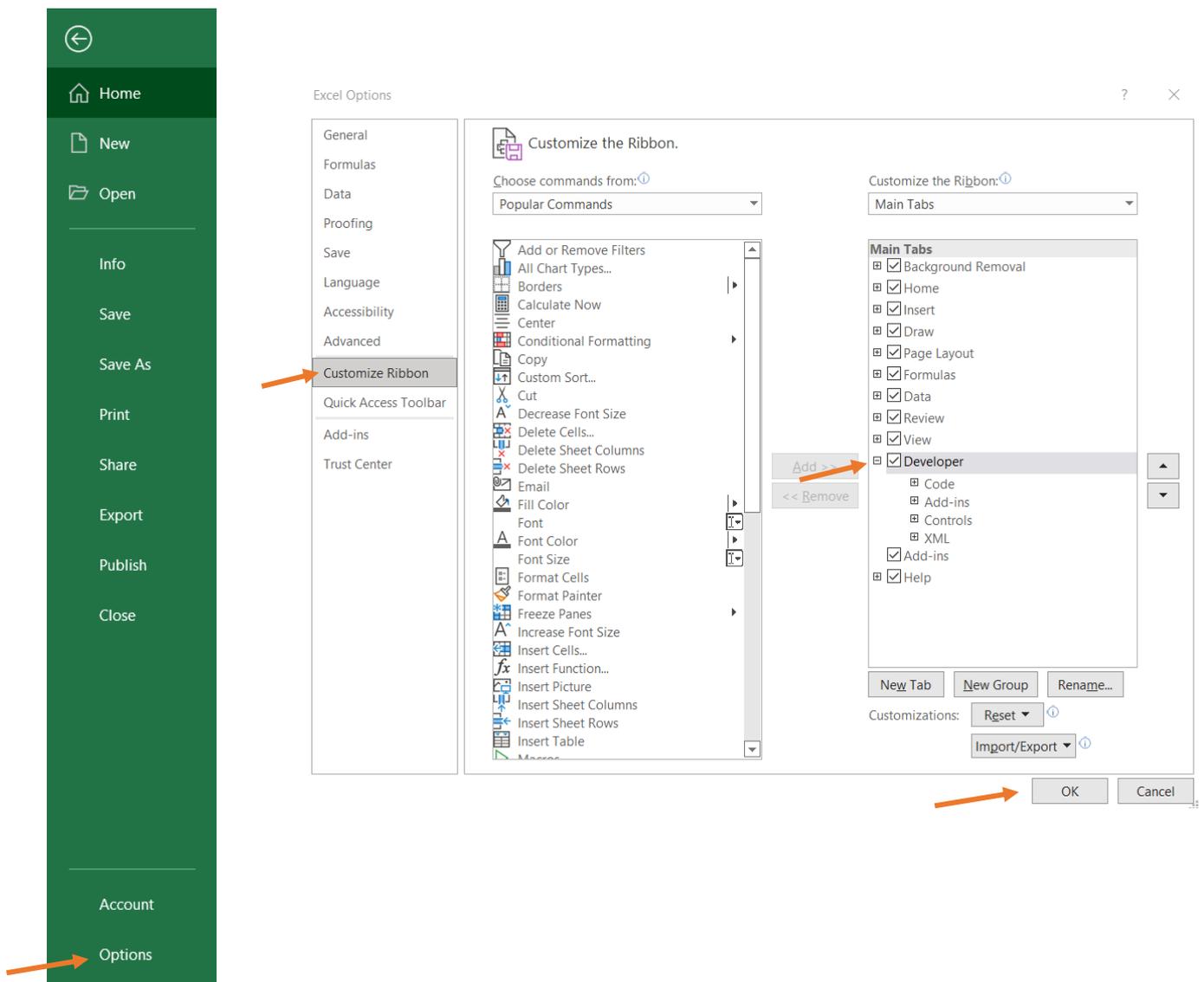


**Creator:** SBS DEFO Strategy & Analytics  
**Date:** January 2022  
**Purpose:** Help users efficiently format downloads from the Online Directory of Certified Firms in Microsoft Excel  
**Time:** 5 minutes  
**Use Note:** Download this PDF to your desktop before using.

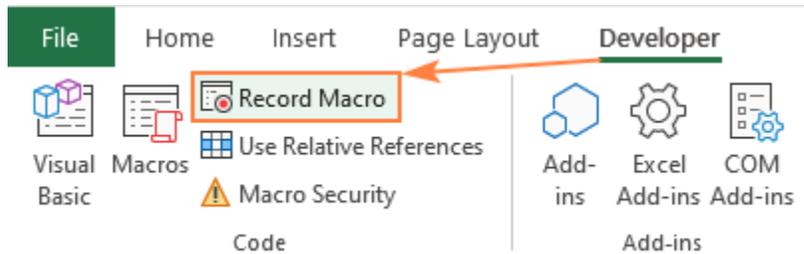
### Step 1: Add the Developer tab to your ribbon in Microsoft Excel.

1. Open any Excel workbook or a blank workbook.
2. Expand the **File** menu, select **Options**, then **Customize Ribbon**.
3. In the **Main Tabs** dialog box, check the box for **Developer**.
4. Select **OK** to close dialog box.

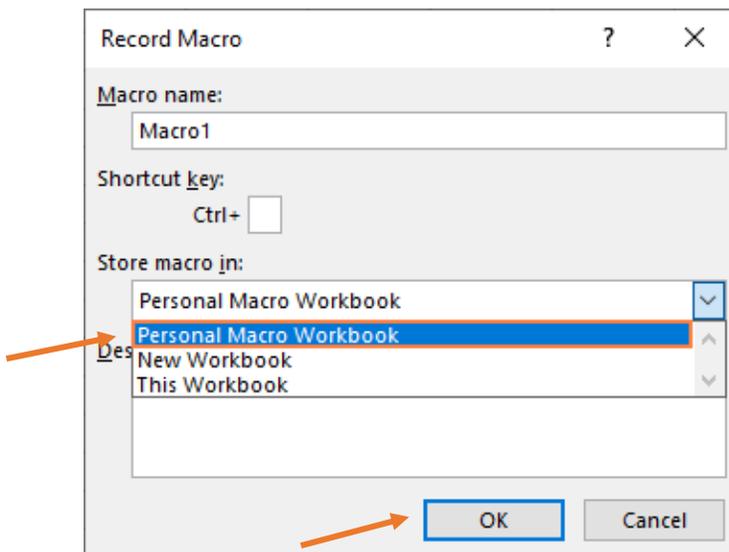


## Step 2: Create a new macro in your Personal Macro Workbook

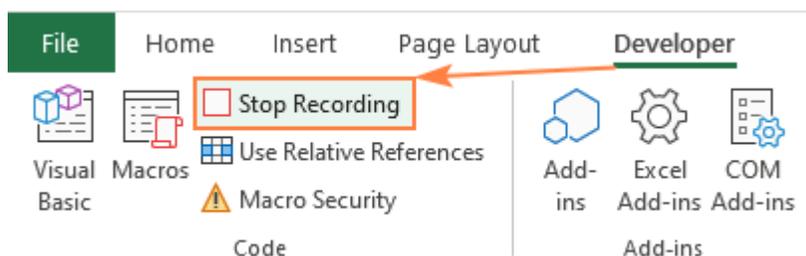
1. Select the **Developer** tab.
2. In the **Code** group of options, select **Record Macro**.



3. A **Record Macro** dialog box will open.
4. In the **Store Macro in** drop-down list, select **Personal Macro Workbook**.
5. *Optional step:* Change the Macro name from *Macro1* to one that is more meaningful to you.
6. Click **OK**.



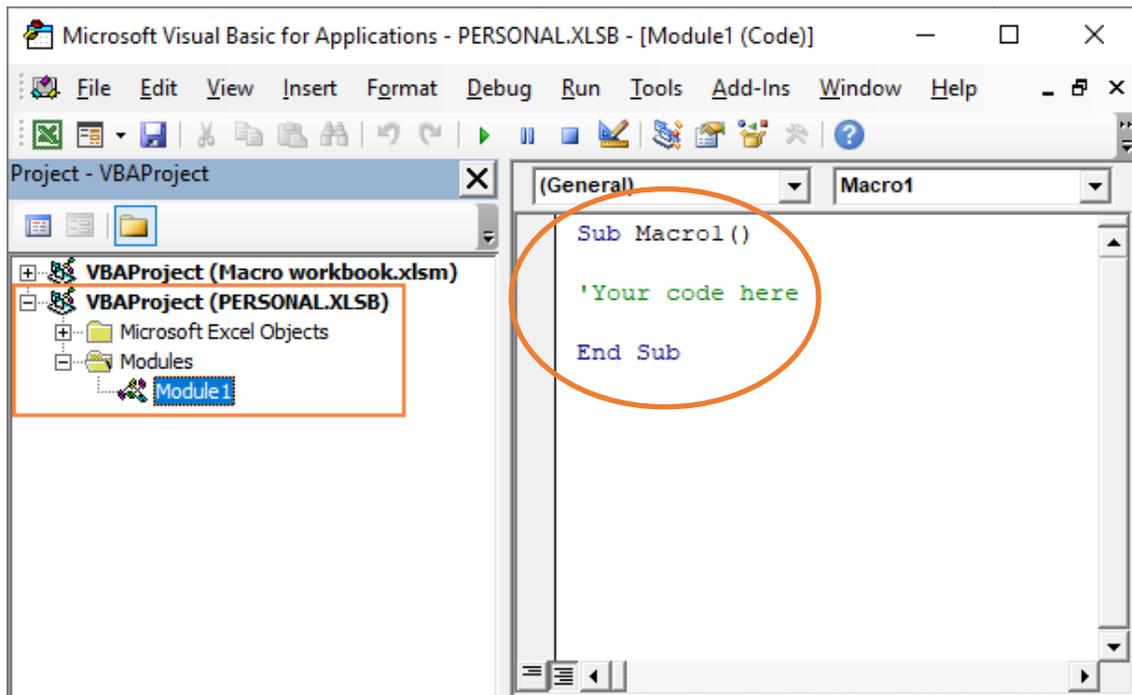
7. On the **Developer** tab or the **Status** bar, select **Stop Recording**.



### Step 3: Add code to the new macro.

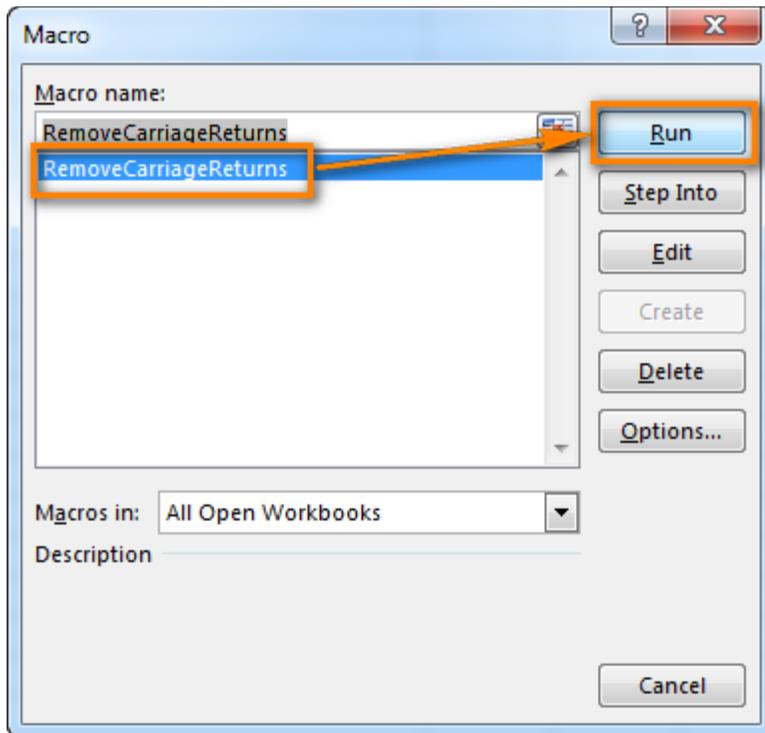
1. From your main workbook, open the Visual Basics editor by entering **ALT + F11** on the keyboard or selecting the **Visual Basic** button on the **Developer** tab, in the **Code** group.
2. In the Project Explorer window, find the **PERSONAL.XLSB** object, expand it, and double-click on **Module1** to open its **Code** window.
3. Delete all existing code from the code window.
4. Copy the VBA code at the end of this guide and paste it into the code window. Close the Visual Basics dialog box.
5. Close the workbook, and follow prompts to save both the workbook, and the Personal Macro workbook.

**The Personal.xlsb file has been created. It will automatically open in the background every time you start Excel, to be used as needed.**



#### Step 4: Run the new macro

1. Open a downloaded list of firms from the updated Online Directory
2. Select **Alt+F8** to open the **Macro** dialog.
3. Highlight the wanted macro in the **Macro Name** list and select **Run**.



**Copy & paste all VBA code below this line. (Begins with “Sub” & ends with “Sub.”)**

```
Sub NYOnlineDirectorFormatting()  
Range("A1").Select  
Range(ActiveCell, Cells(ActiveCell.End(xlDown).Row, ActiveCell.End(xlToRight).Column)).Select  
Selection.EntireRow.Cut  
Sheets.Add After:=ActiveSheet  
ActiveSheet.Paste  
Columns("A:A").EntireColumn.AutoFit  
Columns("B:B").ColumnWidth = 8.5  
Columns("B:B").EntireColumn.AutoFit  
Range("A1").Select  
Sheets("Sheet1").Name = "Summary-Parameters"  
Sheets("Online Directory Businesses").Select  
On Error Resume Next  
Range("E1:E257").Select  
Selection.SpecialCells(xlCellTypeBlanks).EntireRow.Delete  
ActiveWindow.Zoom = 85  
Range("A1").Select  
Range(Selection, Selection.End(xlToRight)).Select  
With Selection.Font  
    .Name = "Calibri"  
    .Strikethrough = False  
    .Superscript = False  
    .Subscript = False  
    .OutlineFont = False  
    .Shadow = False  
    .Underline = xlUnderlineStyleNone  
    .ThemeColor = xlThemeColorLight1  
    .TintAndShade = 0  
    .ThemeFont = xlThemeFontMinor  
End With  
Selection.Font.Bold = True  
With Selection  
    .HorizontalAlignment = xlGeneral  
    .VerticalAlignment = xlTop  
    .WrapText = False  
    .Orientation = 0  
    .AddIndent = False  
    .IndentLevel = 0  
    .ShrinkToFit = False  
    .ReadingOrder = xlContext  
    .MergeCells = False  
End With  
With Selection.Interior  
    .Pattern = xlSolid  
    .PatternColorIndex = xlAutomatic  
    .Color = 6299648  
    .TintAndShade = 0  
    .PatternTintAndShade = 0  
End With  
With Selection.Font  
    .ThemeColor = xlThemeColorDark1  
    .TintAndShade = 0
```

```

End With
Columns("A:A").Select
Range(Selection, Selection.End(xlToRight)).Select
Selection.ColumnWidth = 28
Range(Selection, Selection.End(xlToRight)).Select
Selection.AutoFilter
ActiveWindow.ScrollColumn = 1
Range(Selection, Selection.End(xlDown)).Select
With Selection
    .HorizontalAlignment = xlGeneral
    .VerticalAlignment = xlCenter
    .WrapText = False
    .Orientation = 0
    .AddIndent = False
    .IndentLevel = 0
    .ShrinkToFit = False
    .ReadingOrder = xlContext
    .MergeCells = False
End With
Range("A:A,B:B,C:C,D:D,F:F,I:I").Select
Range("I1").Activate
ActiveWindow.SmallScroll ToRight:=6
Range("A:A,B:B,C:C,D:D,F:F,I:I,J:J,K:K,L:L,M:M").Select
Range("M1").Activate
ActiveWindow.SmallScroll ToRight:=4
Range("A:A,B:B,C:C,D:D,F:F,I:I,J:J,K:K,L:L,M:M,Q:Q,R:R").Select
Range("R1").Activate
ActiveWindow.SmallScroll ToRight:=4
Range("A:A,B:B,C:C,D:D,F:F,I:I,J:J,K:K,L:L,M:M,Q:Q,R:R,U:U,X:X").Select
Range("X1").Activate
Range("A:A,B:B,C:C,D:D,F:F,I:I,J:J,K:K,L:L,M:M,Q:Q,R:R,U:U,X:X").EntireColumn. _
AutoFit
ActiveWindow.ScrollColumn = 1
Columns("E:E").Select
ActiveWindow.SmallScroll ToRight:=4
Selection.ColumnWidth = 17.25
Columns("N:N").Select
ActiveWindow.SmallScroll ToRight:=5
Range("N:N,S:S").Select
Range("S1").Activate
Selection.ColumnWidth = 16.13
ActiveWindow.ScrollColumn = 26
Columns("AE:AE").Select
Selection.ColumnWidth = 21.38
Columns("AF:AF").Select
Selection.ColumnWidth = 21.13
Selection.ColumnWidth = 23.38
Columns("AG:AG").Select
Selection.ColumnWidth = 17.38
ActiveWindow.ScrollColumn = 1
Columns("G:G").Select
With Selection
    .HorizontalAlignment = xlGeneral
    .WrapText = True
    .Orientation = 0
    .AddIndent = False

```

```

.IndentLevel = 0
.ShrinkToFit = False
.ReadingOrder = xlContext
.MergeCells = False
End With
ActiveWindow.SmallScroll ToRight:=19
Columns("AC:AC").Select
With Selection
.HorizontalAlignment = xlGeneral
.WrapText = True
.Orientation = 0
.AddIndent = False
.IndentLevel = 0
.ShrinkToFit = False
.ReadingOrder = xlContext
.MergeCells = False
End With
ActiveWindow.SmallScroll ToRight:=5
Columns("AH:AH").Select
With Selection
.HorizontalAlignment = xlGeneral
.WrapText = True
.Orientation = 0
.AddIndent = False
.IndentLevel = 0
.ShrinkToFit = False
.ReadingOrder = xlContext
.MergeCells = False
End With
Range("AH1").Select
Range(Selection, Selection.End(xlDown)).Select
Range(Selection, Selection.End(xlToLeft)).Select
ActiveWindow.ScrollRow = 2780
ActiveWindow.ScrollRow = 2776
ActiveWindow.ScrollRow = 2764
ActiveWindow.ScrollRow = 2727
ActiveWindow.ScrollRow = 2659
ActiveWindow.ScrollRow = 2579
ActiveWindow.ScrollRow = 1433
ActiveWindow.ScrollRow = 1297
ActiveWindow.ScrollRow = 1033
ActiveWindow.ScrollRow = 938
ActiveWindow.ScrollRow = 178
ActiveWindow.ScrollRow = 121
ActiveWindow.ScrollRow = 50
ActiveWindow.ScrollRow = 1
Selection.Borders(xlDiagonalDown).LineStyle = xlNone
Selection.Borders(xlDiagonalUp).LineStyle = xlNone
With Selection.Borders(xlEdgeLeft)
.LineStyle = xlContinuous
.ColorIndex = 0
.TintAndShade = 0
.Weight = xlThin
End With
With Selection.Borders(xlEdgeTop)
.LineStyle = xlContinuous

```

```

        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlThin
    End With
    With Selection.Borders(xlEdgeBottom)
        .LineStyle = xlContinuous
        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlThin
    End With
    With Selection.Borders(xlEdgeRight)
        .LineStyle = xlContinuous
        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlThin
    End With
    With Selection.Borders(xlInsideVertical)
        .LineStyle = xlContinuous
        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlThin
    End With
    With Selection.Borders(xlInsideHorizontal)
        .LineStyle = xlContinuous
        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlThin
    End With
    ActiveWindow.ScrollColumn = 1
    Range("B:B,C:C,F:F").Select
    Range("F1").Activate
    ActiveWindow.SmallScroll ToRight:=2
    Range("B:B,C:C,F:F,J:J").Select
    Range("J1").Activate
    Selection.ColumnWidth = 33.5
    ActiveWindow.SmallScroll ToRight:=17
    Range("Y2:AB2").Select
    Range(Selection, Selection.End(xlDown)).Select
    With Selection
        .HorizontalAlignment = xlGeneral
        .VerticalAlignment = xlCenter
        .WrapText = True
        .Orientation = 0
        .AddIndent = False
        .IndentLevel = 0
        .ShrinkToFit = False
        .ReadingOrder = xlContext
        .MergeCells = False
    End With
    ActiveWindow.ScrollColumn = 13
    Columns("W:W").ColumnWidth = 31
    ActiveWindow.ScrollColumn = 19
    Columns("AB:AB").EntireColumn.AutoFit
    Range("A2").Select
End Sub

```