

PlayStation®Home – Submission Form Metadata Import Macro Instructions

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1 Importing Information into the CDR or FQA Form via Macro

These steps are with Excel 2007.

- (1) Open Excel
- (2) Click on the MS Office Excel symbol in the upper left-hand corner.
- (3) Choose **Excel Options** at the bottom of the page.
- (4) Select the **Trust Center** tab and click on the **Trust Center Settings...** button.
- (5) Choose the **Macro Settings** tab option.
- (6) Select the **Enable all macros** bullet option and click **OK**.
- (7) The **Custom Toolbars** macro/script feature is now accessible from the **Add-Ins** tab/menu bar.
- (8) You'll still need to manually enter the **Object IDs** into the correct categorical sections (Male clothing should go in the Male Clothing section, etc).
- (9) Once the **Object IDs** have all been entered, select the **Object ID** cell of the first object (the left-most one), and then highlight the rest of the **Object ID** cells.
- (10) Load the **Macro** (click the disk icon with the arrow coming out of it), and then find the folder in which the object/scene files are located.
- (11) Double-click the object file that shares the same **Object ID** as the first object listed in the form.
- (12) The sheet should then auto-populate for each highlighted cell.