Getting Started with SWAP-200 for Excel

Read **BEFORE** opening the SWAP-200 file

System requirements: Windows PC with Microsoft Excel 2003 or later. Please note that SWAP-200 for Excel does not run on Excel for Mac.

Installation

Note: Files downloaded from the internet may open in "protected view." If you see a yellow bar labeled "Protected View" at the top of the Excel Window, click the "Enable Editing" button.

1. Save the SWAP-200 file to your computer's hard drive. The SWAP-200 software will not run properly from a portable drive.

2. Adjust Excel security settings. Your Excel security settings must allow macros to run. Follow the instructions below to enable macros.

> ***Excel 2010:*** Open the SWAP-200 for Excel file. If you see a yellow Security Warning bar at the top of the Excel window with the message, "Macros have been disabled," simply click "enable content."
>
> (If a yellow Security Warning bar does not appear, select Options from the file menu, then select Trust Center from the left-hand menu, then click the Trust Center Settings button. Select Macro Settings from the left-hand menu, then select Enable All Macros. **Exit** Excel to save the new security settings, then re-open the SWAP-200 file.)
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> ***Excel 2007:*** Do NOT open the SWAP-200 for Excel file (if you have already opened it, close it now). Go to the Windows Start Menu and run Excel from the start menu.
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> In Excel, click the Microsoft Office Button then click the Excel Options button, then select Trust Center from the left-hand menu., Click the Trust Center Settings button. Under Macro Settings, select Enable All Macros. **Exit** Excel to save the new security settings, then open the SWAP-200 for Excel file.
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> ***Excel 2003:*** Do NOT open the SWAP-200 for Excel file (if you have already opened it, close it now). Go to the Windows Start Menu and run Excel from the start menu.
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> Select Options from the Tools menu, select the security tab, click the Macro Security button, then select low and click OK. **Exit** Excel to save the new security settings, then open the SWAP-200 file.

3. Verify that macros are enabled. If macros are enabled, you will be prompted to enter your name the first time you open the SWAP-200 file. If you are not prompted to enter your name, macros are *not* enabled. Carefully review the instructions above. You must enable macros to use the software.

If your computer is managed by an IT department or system administrator, you may not have privileges to change your Excel security settings. Contact your system administrator to enable macros for the SWAP-200 for Excel file.

4. Improve performance in Excel 2007 and later. To improve performance in Excel 2007-2013, resave the SWAP-200 file in .xlsm format. Select "Save As" from the File menu and choose "Excel Macro-Enabled Workbook (*.XLSM)" as the file type.

> *The above issues account for nearly all technical problems users have reported. If you have reviewed these issues and are still having technical difficulties, please email* support@SWAPassessment.org.

Activate Your Product License

The software you have downloaded is fully functional for 14 days. To use the SWAP-200 software beyond the initial 14-day period, you must obtain and enter an activation password.

To receive your activation password: 1) Purchase an annual license from our website www.SWAPassessment.org (from the **Start Assessment** menu, **select SWAP-200 for Excel** and then **Purchase License**). 2) Send an email to support@SWAPassessment.org and include the "license #" that displays when you open the SWAP-200 file. The license no. is displayed in the dialog box below the End User License Agreement. This license number is specific to your computer and is required to generate the activation password. You will receive your activation password by return email.

If your organization has purchased a product license on your behalf, you must still obtain an activation password by email. Simply email your license number to support@SWAPassessment.org and include your organizational affiliation.

SWAP-200 for Excel Quick Start

The SWAP-200 for Excel program is organized by sheets or tabs.

1. Click the **Instructions** tab for information about scoring SWAP-200. If you are new to SWAP-200, please read all instructions carefully.

2. Click the **Data Entry** tab to start an assessment. This is where you enter item scores and then adjust the scores to match the required score distribution. When you have finished entering item scores, click **Save to Database**.

3. To view results, click the tabs labeled **DSM-IV Diagnoses**, **SWAP Personality Syndromes**, and **SWAP Trait Dimensions**. Each tab displays a score profile that provides important diagnostic information. Consult the *Guide to SWAP-200* Interpretation for information on interpreting score profiles. To view results for a different patient, click the **Select case** button.

4. Click the tab labeled **Critical Items** to see a list of SWAP items contributing to DSM-IV personality disorder diagnoses. Critical items are displayed when a DSM-IV personality disorder T score is 54 or higher. Critical items are items that are weighted heavily in the diagnostic prototype for a DSM-IV personality disorder and scored high (5 or above) for your patient.

5. The **Database** tab allows you to view and edit saved patient data. Two sample patients are included in the database when you receive your software. You can safely delete them if you wish (select the column to delete, then click the "Manage data" button, then click "remove").

6. When you exit Excel, a dialog box will ask if you want to save the changes you made. **Be sure to click "Save"** to save the patient data you entered. If you click "Don't Save," your data and test results may be lost and you will not be able to access them again.