

# Instructions for Converting UTC Times to Local Time in Excel

These instructions will help you view your environmental readings with timestamps in your local time zone instead of UTC.

## Using the Excel Macro

### First-Time Setup:

1. Open your environmental readings file in Excel
2. Enable the Developer tab (if not already enabled):
  - Click on File > Options
  - Select Customize Ribbon
  - Check the box next to Developer on the right side
  - Click OK
3. Open the Visual Basic Editor:
  - Click on the Developer tab
  - Click on Visual Basic (or press Alt+F11)
4. Add a new module:
  - Right-click on "VBAProject" in the left panel
  - Select Insert > Module
5. Copy and paste the macro code:
  - Copy all the code from the "UTC to Local Time Excel Macro" file we provided
  - Paste it into the new module window
  - Close the Visual Basic Editor (you can click the X in the corner)

### Using the Macro with Any File:

1. Open your environmental readings file in Excel
2. Run the macro:
  - Click on the Developer tab
  - Click on Macros
  - Select "ConvertUTCtoLocalTime" from the list
  - Click Run
3. Select your timestamp column:
  - When prompted, click on the column header that contains your UTC timestamps
  - Click OK
4. View your local time data:
  - A new column will be added to your spreadsheet with all timestamps converted to your local time zone