Linked Office Files

**For the macros to work you will have to first re-establish the links in the Word document and the PowerPoint presentation to the Excel file. Please read this entire document before running the macros.**

**To run the macros:**

1. PowerPoint

Developer tab, Macros, Run…..this should execute RunSave subroutine.

1. Word

Click on Recursive Creativity icon in upper left. You will be prompted to SaveAs “Draft” or “Final” document.

The macros in each of the Office files will save the original document then save a dated file to folder the original file was located in. The dated file will default to last Friday no matter which day of the week the file was saved on. This can obviously be changed as required!

**A few things to remember:**

1. A linked object’s formatting is inherited from source file. Thus, if you use Excel as your source, which is most often the case, you can make a more presentable view by hiding Gridlines (View tab, Gridlines checkbox).
2. Editing links in PowerPoint 2007 and Word 2007 is accomplished by clicking on the Office Start button, clicking on Prepare and then scrolling (mouse wheel) down the window that appears. *This is a bit confusing because the Edit Links option does not appear and there is also no scroll bar in the window that appears.*
   1. You can use edit links to change the source of the files. Source includes Path or File Name changes.

*Unless they are available over a common network or mapped drive, any files you obtain from someone that include links will need to have the source changed.*

* 1. The option to change updating links from Automatic to Manual is my preferred method for treating linked objects.

*If links are manual, users will not be prompted with a message about updating links or skipping any updating. Most often, if a user attempts to update links, the source is not available and the user is left waiting for the update process to finish and then all equations or the content related to link will displays errors.*

*Each link has to be set to manual for the update notification to disappear.*

FYI, in Office 2010 products, the Edit Links option can be found on the File tab (lower right).