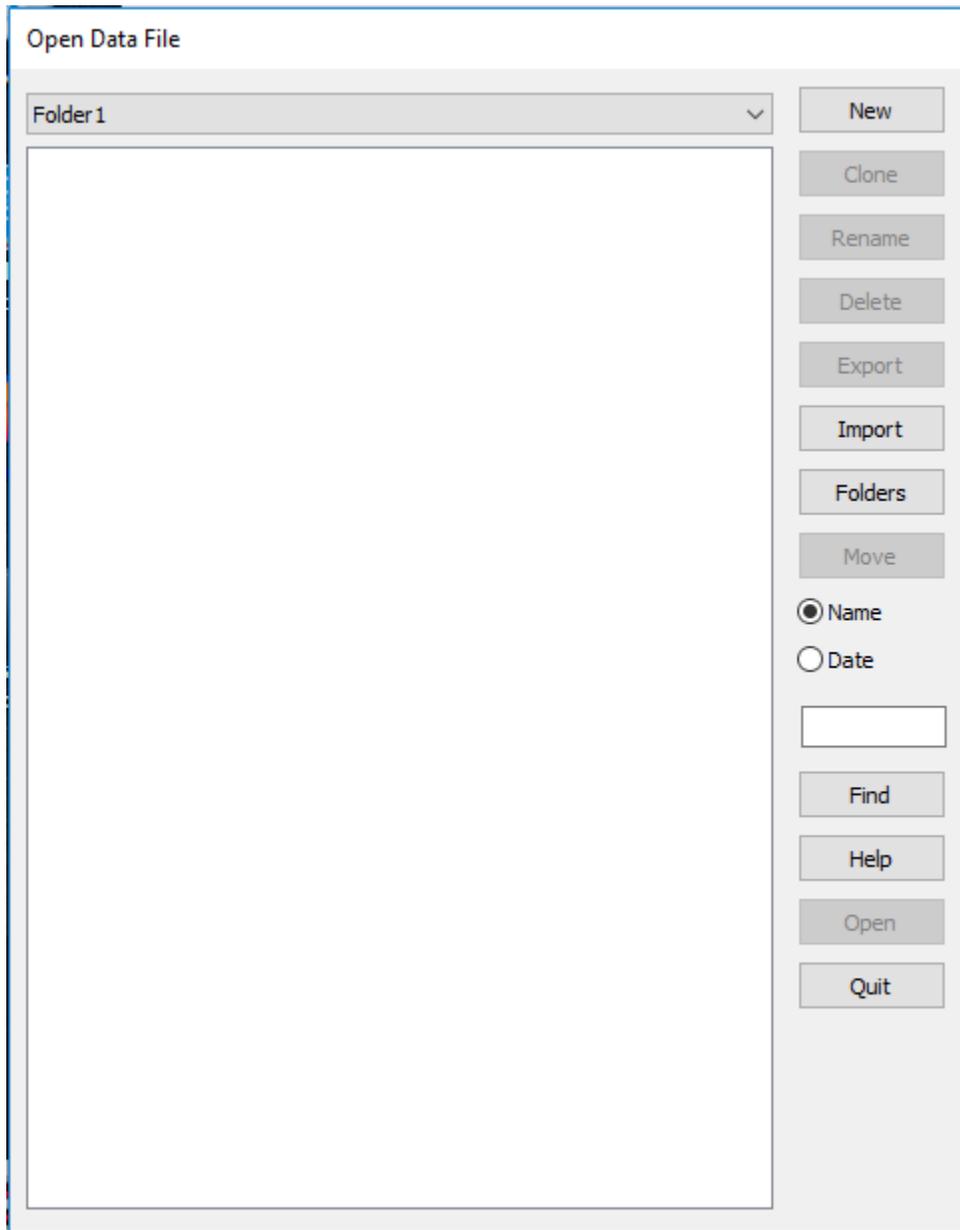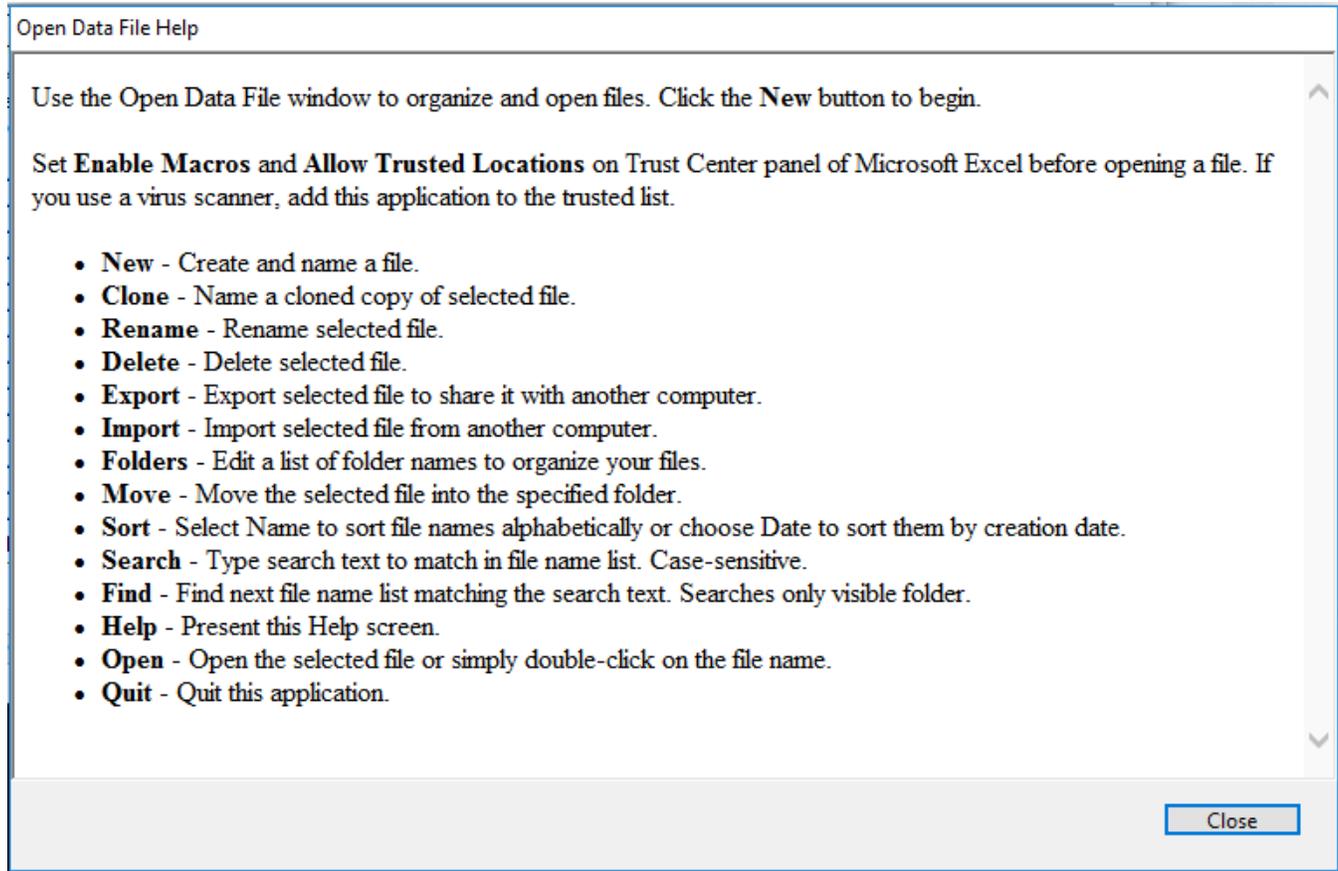# Open Data File dialog

When RAnGER is activated, the **Open Data File** dialog appears. This dialog is used to manage your workbooks. The buttons on the right side of the screen control the options available to you.

Open Data File

Folder 1 ∨	New
	Clone
	Rename
	Delete
	Export
	Import
	Folders
	Move
	⦿ Name
	○ Date
	[ ]
	Find
	Help
	Open
	Quit

Click on the **Help** button to see a brief explanation of what each button does.

Open Data File Help

Use the Open Data File window to organize and open files. Click the **New** button to begin.

Set **Enable Macros** and **Allow Trusted Locations** on Trust Center panel of Microsoft Excel before opening a file. If you use a virus scanner, add this application to the trusted list.

- **New** - Create and name a file.
- **Clone** - Name a cloned copy of selected file.
- **Rename** - Rename selected file.
- **Delete** - Delete selected file.
- **Export** - Export selected file to share it with another computer.
- **Import** - Import selected file from another computer.
- **Folders** - Edit a list of folder names to organize your files.
- **Move** - Move the selected file into the specified folder.
- **Sort** - Select Name to sort file names alphabetically or choose Date to sort them by creation date.
- **Search** - Type search text to match in file name list. Case-sensitive.
- **Find** - Find next file name list matching the search text. Searches only visible folder.
- **Help** - Present this Help screen.
- **Open** - Open the selected file or simply double-click on the file name.
- **Quit** - Quit this application.

Close

- Set **Enable Macros** and **Allow Trusted Locations** on Trust Center panel of Microsoft Excel before opening a file. If you use a virus scanner, add this application to the trusted list.

  Open Excel. At the top left of the screen, left-click on **File**. Select **Options**. Select **Trust Center**. Click **Trust Center Settings**. Select **Macro Settings.** Click on these settings and click **OK**..

Macro Settings

- ○ Disable all macros without notification
- ○ Disable all macros with notification
- ○ Disable all macros except digitally signed macros
- ● Enable all macros (not recommended; potentially dangerous code can run)

Developer Macro Settings

- ☑ Trust access to the VBA project object model

- **New. Create and name a file.**

  The original RAnGER workbook is hidden and unavailable. A user will always be working with a copy of the original workbook. Clicking on the **New** button will cause a dialog box to appear. Enter in this box the preferred name for the new workbook and left-click **OK**. Note: A workbook name must be at least three characters long. For purposes of naming a workbook, upper and lower case letters are considered the same, e.g. "aaa" = "AAA".

  Name Data File

  MyWorkbook #1

  OK   Cancel
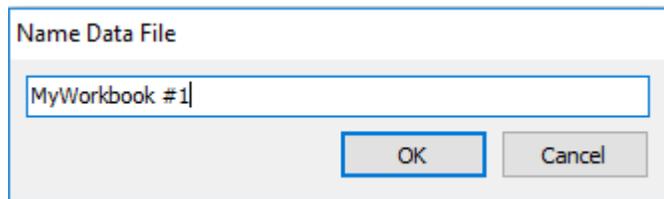
- **Clone** - Name a cloned copy of selected file.

  Use the **Clone** option if you want to use an existing workbook as your starting point. Clicking on the **Clone** button will cause a dialog box to appear. Enter in this box the preferred name for the copy of the original workbook and left-click **OK.** Note: A workbook name must be at least three characters long. For purposes of naming a workbook, upper and lower case letters are considered the same, e.g. "aaa" = "AAA".
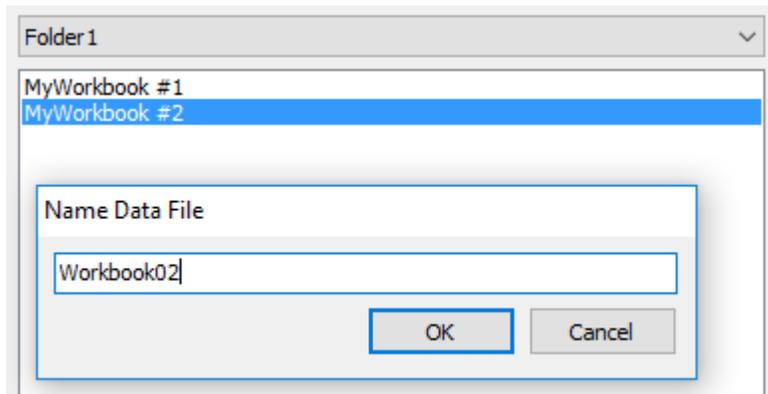
  Name Data File

  MyWorkbook #2

  OK   Cancel
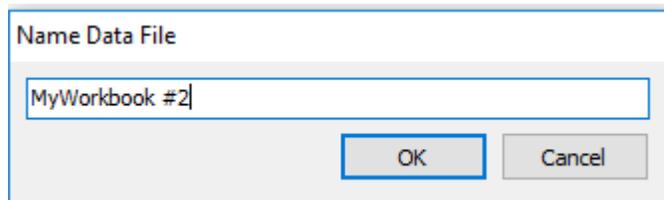
  After creation of the **New** workbook and creation of the **Clone**, the top of the Open Data File screen should look like this. RAnGER provides a Folders feature that allows to organize your workbooks. Note that the **New** workbook and its **Clone** were stored in **Folder1** by default. Folders will explained further.

  Folder1   ⌄

  MyWorkbook #1
  MyWorkbook #2

- **Rename** - Rename selected file.

  After a workbook has been established, you may wish to change its name. Left-click the workbook that is to be renamed. A dialog box will appear. Enter the new workbook name and click **OK**. Note: A workbook name must be at least three characters long. For purposes of naming a workbook, upper and lower case letters are considered the same, e.g. "aaa" = "AAA".
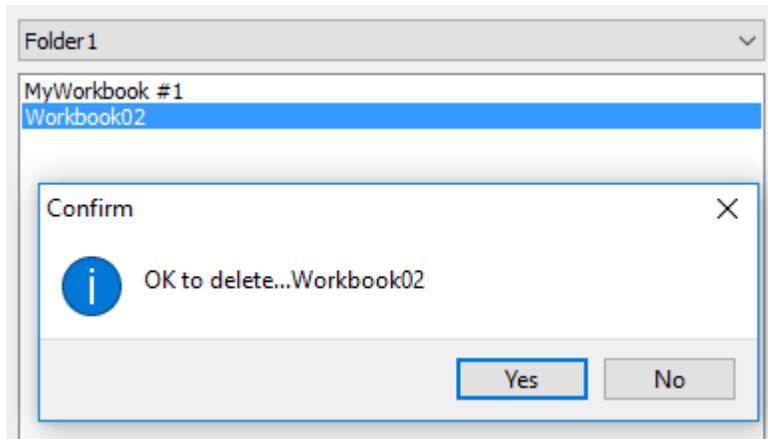
After **Rename** of the workbook, the Open Data File screen should look like this.

- **Delete** - Delete selected file.

  To **Delete** a workbook, select it from the list using left-click. A confirmation dialog will appear. To confirm the deletion, click **Yes.** To cancel the deletion, click **No.**

After the **Delete,** the Open Data File screen should look like this. Note: Once the workbook has been deleted, it cannot be recovered.
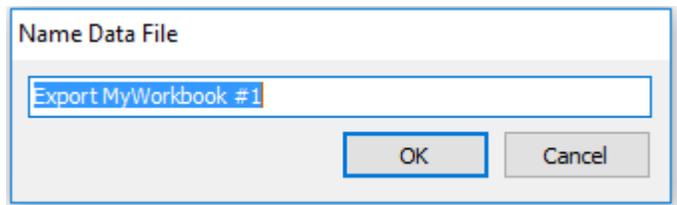
- **Export** - Export selected file to share it with another computer.

  Export is used to store a selected file in a location other than your standard location. Use left-click to select the workbook to be exported. That will activate the **Export** button. Left-click the **Export** button. You will be presented with the usual dialog that allows you to choose the location to which the file is to be exported. In this example, the workbook was exported with a name of "Export MyWorkbook #1". Note: An exported workbook is stored in encrypted format, with an extension of .xlse. This exported workbook can be used only within the RAnGER environment. It cannot be read directly by Excel.

- **Import** - Import selected file from another computer.

  Import is used to retrieve a selected file from a location other than your standard location. Left-click the **Import** button. You will be presented with the usual dialog that allows you to choose the location of the file to be imported. Double-click on the file name to import it. You will be presented with a dialog box where the name of the imported workbook can be entered. The name entered in the dialog box may not exist in your standard location already. Note: Import works only with workbooks encrypted by RAnGER and exported. They must have an extension of .xlse.

  Note: When you import a workbook, a copy is saved in your standard location. You will then work with that copy, leaving the original workbook untouched.

- **Folders** - Edit a list of folder names to organize your files. Folder names must be at least three characters.

  When RAnGER is first activated, three **Folders** are automatically established. Each workbook subsequently created is stored in a folder. Left-click on the **Folders** button to display the list of available folders. When the **Folders** dialog is active, you have the following options

  - **New.** Establish a new folder.
  - **Rename.** Change the name of an existing folder.
  - **Delete.** Delete an existing folder.
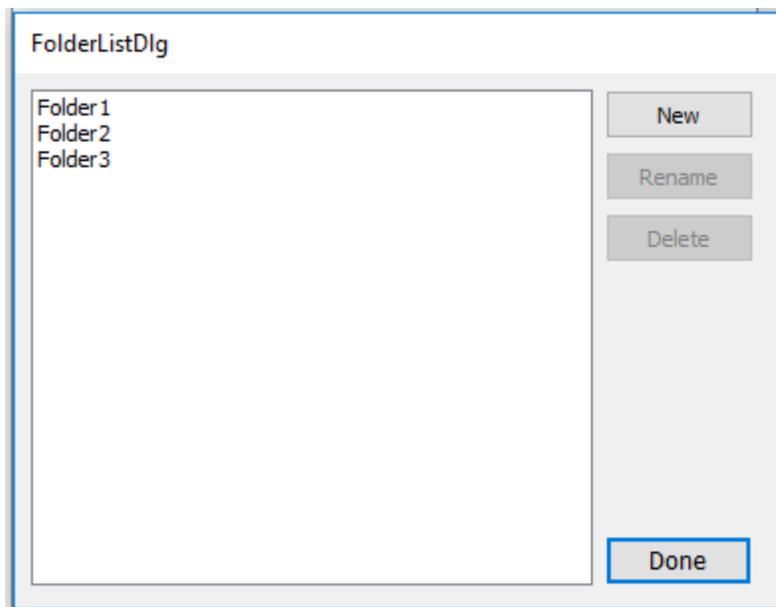
If you select for deletion a folder that contains workbooks, you will see a confirmation dialog. Click **Yes** to confirm the deletion of the folder and its contents. Click **No** to cancel the deletion.
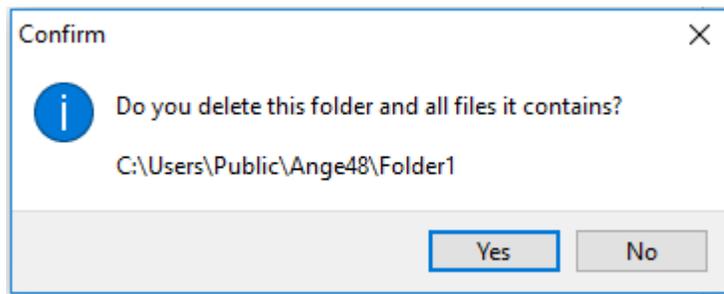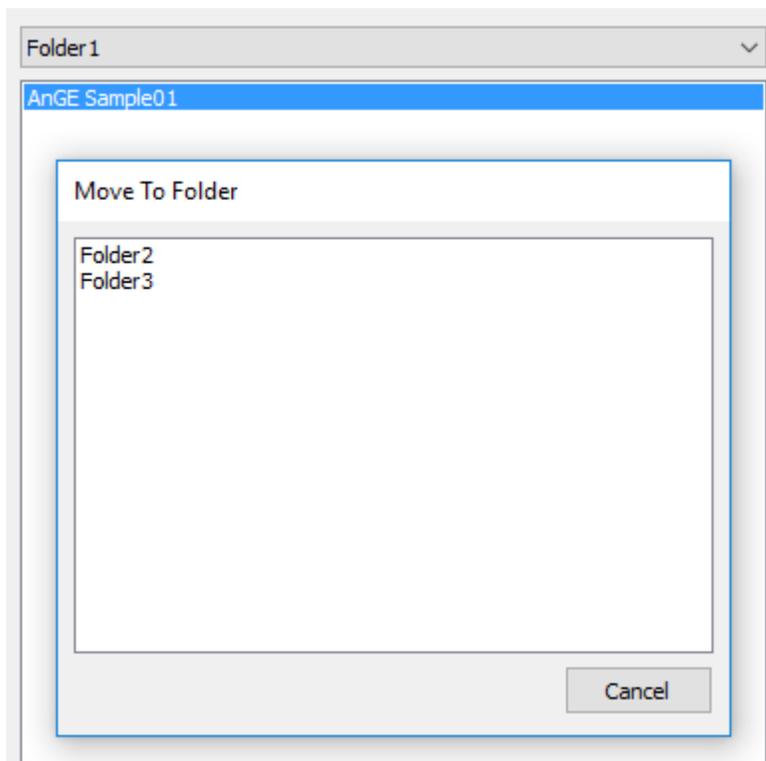

To shift the display of workbooks from one folder to another, left-click on the dropdown box at the top of the Open Data File window.
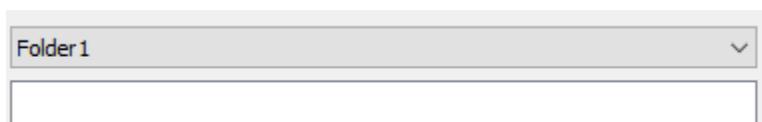
- **Move** - Move the selected file into the specified folder.

  To move a workbook from one folder to another, click the **Move** button. A dialog will appear, on which you select the target location.

- **Sort** - Select Name to sort file names alphabetically or choose Date to sort them by creation date.

  If you have a large number of workbooks in a single folder, you can use the **Sort** option to sort them. Click on

- o **Name** to sort alphabetically. Note: For purposes of sorting, upper-case and lower-case letters are <u>not</u> considered the same, e.g. "aaa" is <u>not</u> the same as "AAA".
  - o **Date** to sort by date of workbook creation.

- **Search** - Type search text to match in file name list.

  The contents of the **Search** box are used by the **Find** button.

- **Find** - Find next file name in list matching the search text. Searches only visible folder. Case-sensitive.

  Click the **Find** button to search the list of workbooks in the folder that is currently visible. The search is case-sensitive.

- **Help** - Present this Help screen.

  Click the **Help** to view useful documentation.

- **Open** - Open the selected file or simply double-click on the file name.

  Click the **Open** button to open the selected file. Alternatively, double-click on the file name.

- **Quit** - Quit this application.