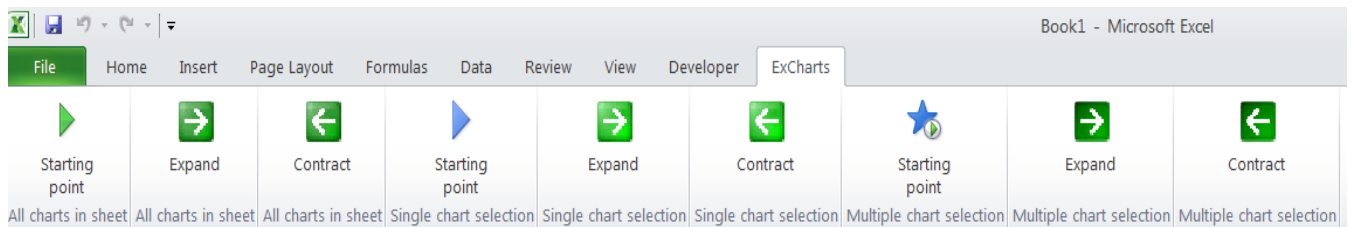


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Figure 1



## 1. Introduction

**With ExCharts you don't have to manually adjust your data range for time series charts anymore. With every arrival of new data you extend the existing chart (or a selection of charts or all the charts in the given sheet) with a single click in the Excel Ribbon tab entitled ExCharts. If you change your mind and would like to make the data range shorter, you can do so in the same manner. Similarly, you can set any desired start date for your charts. Just enter the number of steps (years, quarters, months, etc.), by which you would like the starting point of the data range to shift either backwards or forwards.**

**Your source data can be stored in rows, columns or a combination of the two.** It does not have to be specifically formatted and can lie anywhere in the given workbook. If your data is stored in two separate workbooks however, the add-in will not work. **You should make sure that the add-in is used only for charts containing data from the same workbook (please see Part 6).**

There can be **any number of time series in any of the charts being adjusted and the chart type is very flexible**, from line charts through bar charts, stacked contribution charts or area charts.

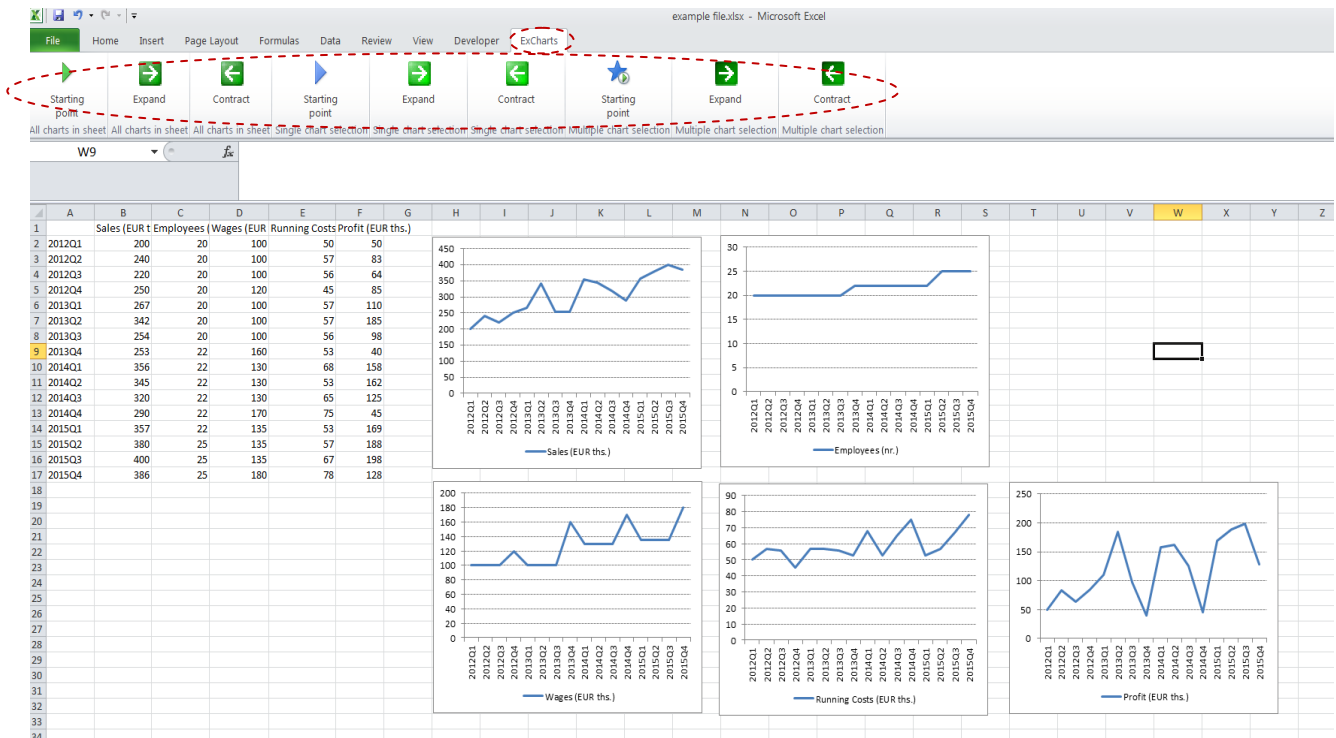
The add-in will work on desktop PCs or laptops with Windows operating system. At present, it will not run on smartphones or tablets. Your add-in will work only on one machine and can not be transferred to another one. If you buy a new PC, you will also need to buy a new ExCharts copy if needed.

# ExCharts – automatic chart range manipulation for Microsoft Excel

## 2. Appearance

After inserting your add-in to Excel (see Part 3), an additional Ribbon tab called “ExCharts” appears, as shown in Figure 1 and Figure 2. By clicking the tab, you display nine buttons. The first three of these manipulate the range of all charts in the current sheet. The fourth through sixth buttons will work only with the currently active single chart. The last three buttons manipulate the range of a selected group of charts in the given worksheet, which have been selected by holding down the Ctrl key and left-clicking the desired charts.

Figure 2



## 3. How to add your add-in to Excel

After obtaining your copy of ExCharts.xlam, you should paste it into the following folder:

**For Excel 2007 - 2016:** C:\Users\your\_username\AppData\Roaming\Microsoft\Addins

If the AppData folder is hidden, unhide it by going to Control Panel → (for some versions of Windows: Appearance and Personalization) → Folder Options → View tab and click Show hidden files and folders.

Next, open your Excel, go to Excel options, then select Addins, click Go, select your add-in “excharts” and confirm with OK. The ExCharts tab now appears in your Excel Ribbon menu ready for use.

Alternatively, you may save your add-in anywhere on your C drive. Subsequently in Excel, go to Excel options, select Add-ins and Go again, but your ExCharts add-in will not be readily available. You will have

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to browse for it by pressing the Browse button. This alternative approach is less preferred since there is a risk of inadvertently renaming your file's path and subsequently having to locate the file anew.

## 4. The Expand/Contract buttons

By clicking the "Contract" Button, you can shorten the time span shown on the charts of your selection. You can restore the original time span for the charts by clicking "Expand". This button is also useful if you receive new data and wish to update all the charts to reflect it.

## 5. The Starting point button

By clicking this button (for example with the "all charts in sheet" option) a dialog box appears. If you enter a positive number, e.g. 4, the starting point will shift forward by 4 time units. In case of [Figure 2](#), this procedure would take the starting point for all charts in the given sheet to 2013Q1. If you then press the button again, but enter -4, the starting point for all charts will shift back by four units, that is to 2012Q1 again.

## 6. Errors

If you make an error, such as pressing the Expand button for a single chart with no chart selected, an error message will be displayed. In that case press OK and try again. Similarly, you will encounter this problem if you try to set the starting point to a position outside of the worksheet range.

**The add-in should not be used for charts which contain data from 2 or more different excel workbooks. It should only be used, if the data included in the chart lies in the same workbook as the chart itself.**

**An error will also occur, if the data range for the chart contains breaks, such as for example when your chart series contain data for years 2010 through 2012 and continue straight with 2014 through 2015 (i.e. 2013 is not included in the source data). The add-in should not be used for such charts.**

**The add-in will not work, if there is only one data point in the chart (for charts with time axis consisting of a single row or column) or one to two data points (for charts with time axis consisting of two rows or columns).**

We recommend saving your work before the first few clicks with the ExCharts add-in in order to avoid making unintended changes to your charts. The author of ExCharts accepts no responsibility for any changes to charts or files made by the user. The Excel Undo button will not work if you press any of the ExCharts buttons.

For further assistance please contact us: [contact@excharts.com](mailto:contact@excharts.com)