



# Name Manager Manual, version 4.5

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## 2 History

Triggered by a question in The WUGNET Microsoft Office Forum back in 2001, I created my first Name Manager, which enabled one to list and edit defined names in a more flexible way than the standard Excel dialog (Insert, name, define) does.

Soon after the publication of the first version, Charles Williams of [www.decisionmodels.com](http://www.decisionmodels.com) contacted me and we agreed on a collaboration to further expand its possibilities.

Matthew Henson joined in to do the changes needed to make the Name Manager fit for use in a Mac environment.

It is this “collaboration” version that is “in your hands”.

Please take some time reading through this manual, it will enable you to use the power of the Name Manager to its full extent. It will also show you some of the bugs that exist in Excel’s defined name object.

Please check the “Version History” chapter to see what has changed since the version you have been using.

### **3 Downloading Name Manager**

The latest version of Name Manager can be found here:

<https://jkp-ads.com/excel-name-manager.asp>

I advise you to look there on a regular basis. The tool is updated frequently.

## 4 Installing the Name Manager

To ease the process of installation, a setup file is included, called "Setup Name Manager.xls". To use this, you need to do the following

- Open the Zip file
- Unpack **all** files from the Zip file into one directory.
- Close the Zip file
- Go to the directory to which you unzipped the files to
- For each Excel file in that folder (one at the time!), take these steps:
  - o Right-click the file and choose Properties
  - o Check the Unblock checkbox (if it is there)
  - o Click OK
- Open the file called "Setup Name Manager 2007.xls". Make sure you enable Macros.
- Click the setup Button.

You can also manually install the Name Manager

- Extract the file called "Name Manager 2007.xlam" from the Zip file to any convenient directory
- In Windows explorer, right-click the file, choose Properties. Then check the "Unblock" checkbox close to the bottom of the properties window.
- Open Excel, Click the File tab, Click Options, select the Add-Ins tab, select Excel Add-Ins from the dropdown and press Go.
- Click the "Browse" Button and navigate to the file "Name Manager 2007.xlam".
- OK your way out.

## 5 Removing the Name Manager

- Open the file called "Setup Name Manager.xls". Make sure you enable Macros.
- Click the Remove Button and follow the instructions.

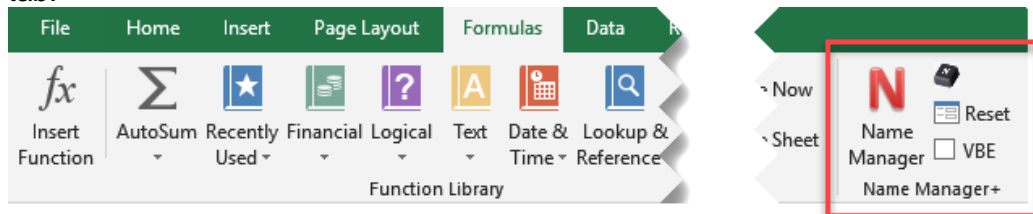
Should this procedure not work, try these steps to manually remove the utility:

- Start Excel
- Click the File tab, choose Excel options, click the Add-Ins tab, select Excel Add-Ins from the dropdown and press Go
- Uncheck the Name Manager
- Close Excel
- Open the windows Find files or folders dialog (press the windows-key in combination with the letter f or click start, find, files or folders)
- Search for "Name Manager 2007.xlam"
- Delete all files with (exactly!) that name
- Start Excel again
- Choose Tools, Add-ins
- Try to check the Name Manager
- Have Excel remove it from the add-in list.

## 6 Working With the Name Manager

### 6.1 Excel Ribbon

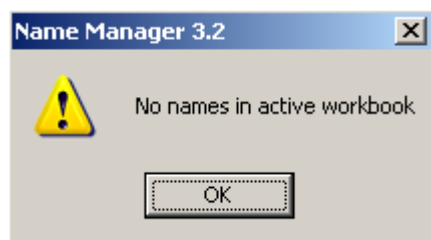
In the Excel ribbon, Name Manager has a group called “Name Manager+” on the Formulas tab:



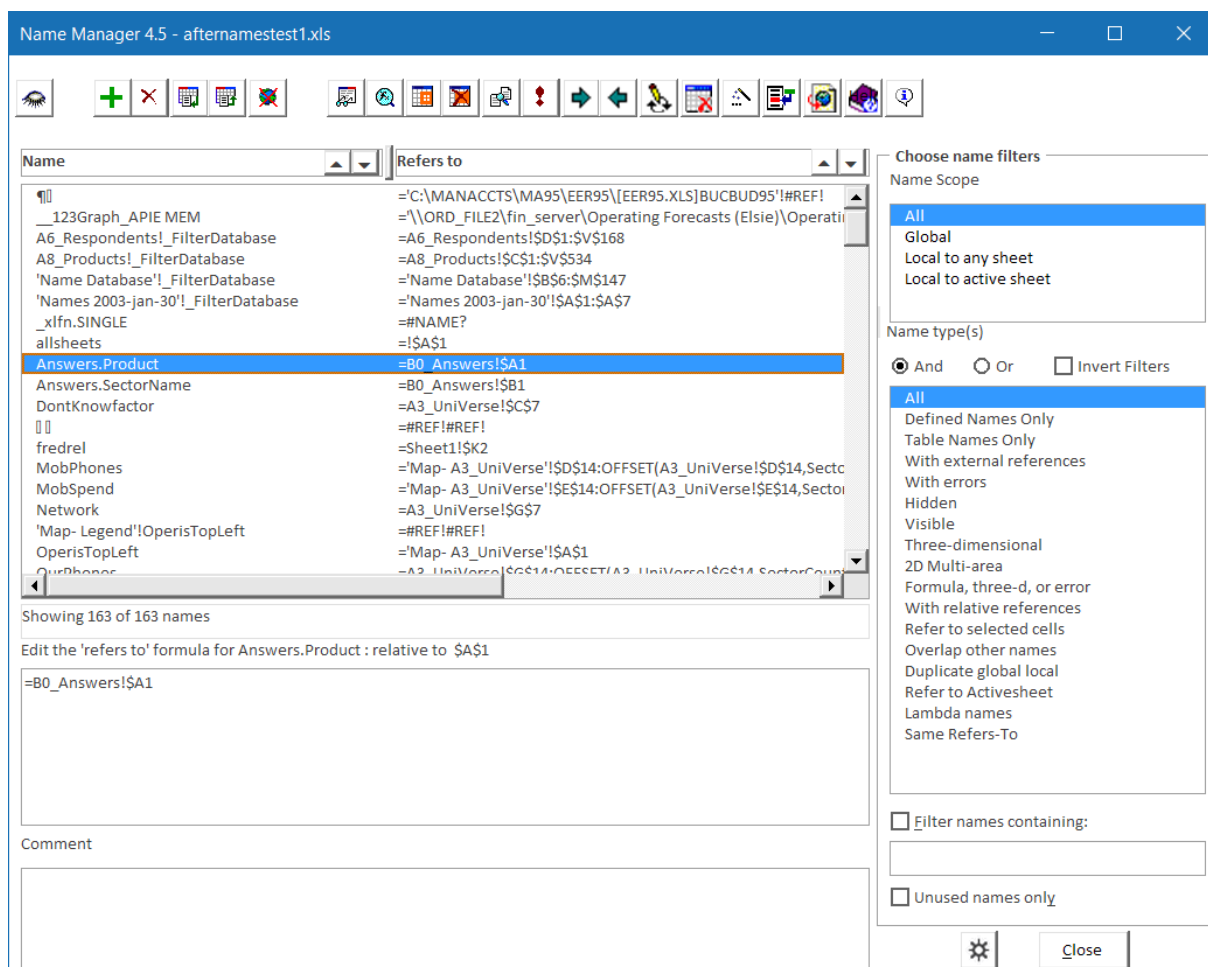
- Click the Name Manager icon to start the Name Manager.
- Click the Short Cut Key button to change the shortcut key with which you can also start Name Manager (default is control+shift+n).
- Click the “Reset” button to reset the position and size of the NM window.
- Click the VBE checkbox to turn the VBE toolbar on or off (in case you experience a compile error it will be turned off automatically)

### 6.2 The main screen

If your active workbook does not contain any names, you will get a small warning dialog



After this message the Name Manager’s dialog form will open.



Note that you can also have buttons with descriptive text instead of icons for the commands:

Hide	Add	List	Localise	Evaluate	Highligh	Is Used?	GoTo	Rename	Wizard	Map	Help
Unhide	Delete	PickUp	Globalis	Analyse	Clear	Refresh	Go Back	UnName	Replace		About

(The “Icons” option in the settings dialog).

Some Icons and command buttons are only available in the FastExcel version of Name Manager. Using them in Name Manager 4.2 will give you a message saying “This feature is only available in FastExcel”.

### 6.3 Description of the main dialog form’s elements.

The Name Manager’s dialog form is in **Modeless** state for Excel 2000 and up. This means you can have the dialog open and work in Excel at the same time. Not all changes made in excel will be automatically reflected in the names list though. For example: names deleted or added from the normal Excel interface (“Insert”, “Name” menu choices) or from VBA whilst the Name Manager is showing will not be immediately reflected in the dialog. Clicking inside the names list will update the list when Name Manager detects that it has changed. Clicking the Refresh button will rebuild the list.

If you want to change names using Excel’s normal methods or through VBA we recommend:

- Either close the Name Manager before making the changes.
- Or click the Refresh button after making the changes.

The Name Manager form is **resizable**; simply drag the edges in the same way as any other window.

You can also use the minimise, maximise, restore and close buttons at the top right of the form.

When you are working with more than one open workbook Name Manager always shows you the names in the active workbook: when you click in a different workbook the list of names is refreshed for that workbook.

### 6.3.1 The names list box

The main list box which shows all range names responds to a two keys:

Del key: Delete the selected names

F2 key: rename selected names.

Double-click on a name to have NM select the range of that name in your workbook.

### 6.3.2 Sort buttons

These buttons (to be found above the names list) enable you to sort the list of names ascending, descending or unsorted. You can sort either by names or by Refers to.

When you sort by names the names local to a sheet appear together.

When unsorted, a list would be like this:

```
Sheet1!NameA
NameA
Sheet2!NameB
NameB
Sheet3!NameC
NameC
```

When sorted the same list would be like this:

```
NameA
NameB
NameC
Sheet1!NameA
Sheet2!NameB
Sheet3!NameC
```

If no button appears depressed, the standard order of the names is used. Clicking one of the depressed sort buttons will show the standard order.

### 6.3.3 Split mover

Drag the little vertical bar to move the split between the names and their Refers to formula. Double click this bar to auto size the split.

### 6.3.4 Names listing

Top left you will see a list box that shows all names ("Names Listing"). You can click on any name to perform actions on that name. You can select more than one name and perform actions on all selected names in one go.

Note that certain controls will be enabled or disabled, depending on whether or not one name is selected.

You can select specific names by control+click on the name; you can select a sequence of names by clicking the first and shift+click on the last or by dragging the mouse over the names you want to select.

**New in version 4.0:** Rename a name. Select a name in the list and click the Rename Button (or hit F2) and you get an input box with which you can change the name. If you change the name, all occurrences of that name in the workbook will also be changed (including data-validation formulas, conditional formatting formulas, linked cells of controls, .....).

**IMPORTANT:** While NM is doing a rename or a pickup, you must keep Excel as the foremost window. This is because NM has an ugly workaround, it is using sendkeys (yes, really!) to redefine names. This is due to a bug in Excel VBA where the ReferstoLocal property of a name only accepts US syntax formulas, even though it does give you the local language formula when retrieving the property.

### 6.3.5 Split mover



Drag this bar up or down to move the split between names list and Refers to edit box

### 6.3.6 Refers to edit box

Below that there is the Refers to Edit box. Use that to edit a name's refers to property. When more than one name is selected, the Refers To Edit box is not available.

If a name contains a relative reference, the result of changing the Refers to property is influenced by which cell is the active cell during the update.

Therefore, the Name Manager will prompt you for the active cell when you enter the edit box whilst a name with a relative reference is highlighted, and will warn you if you change a name from absolute to relative.

**Important:** Due to an internal limitation of Excel, it is not possible to have a name with a Refers to string longer than approximately 240 characters. When you edit a name's Refers to in this box, it will be truncated at 240 characters automatically.

As from version 3.1 there is an exception: as long as the name refers to areas of cells directly (does not contain a formula), names can be edited up to 224 areas of cells.

### 6.3.7 Scope filter

Select one of the items in this list box to restrict the names shown.

### 6.3.8 And/Or option buttons

If And is selected (default) only names are shown to which all chosen criteria in the "Type filter" apply. With Or selected, names are shown to which any of the selected Type filter criteria apply.



### 6.3.9 Type filter

Select the type(s) of names you want shown. You can select more than one type filter by holding the control or shift key while clicking in this list box.

### 6.3.10 Filter names containing Checkbox

Check this edit box to only show names that contain the string you entered in the “Match filter” edit box. This box is checked automatically once you enter anything in the “Match filter” edit box. Of course the other filters will also apply.

### 6.3.11 Match filter Edit box

Enter any combination of characters you want the shown names to match to (including the usual wildcards). The search string is matched against both the names and their refers to properties.

When your workbook contains less than 100 names, the listing will be updated as you type. Because filtering the names can take a lot of time, when there are more than 100 names the listing will be updated when you leave the “Match filter” edit box by pressing the Tab key or enter or by clicking on another control, such as the Refresh button.

### 6.3.12 Unused names checkbox

Check this box to have the Name Manager only show names that are not used in any **cell** or any other **name** in the workbook. Other areas are not checked, such as VBA code, names created by INDIRECT, links from other workbooks, conditional formats, validation criteria and others!

Due to the heavy searching needed this option may take quite some time on large workbooks.

The other criteria will also apply!

This checkbox is cleared whenever one changes other filter criteria or when one changes the Refers to property.

### 6.3.13 Hide, Unhide Buttons



Hide or unhide the selected name(s). With one name selected, only the button that applies is enabled, with more than one name selected, both buttons are enabled.

### 6.3.14 Add Button



Opens the Add name from (see chapter 6.5 on page 16).

### 6.3.15 Delete Button



Deletes the selected names. You can also hit the del key when the list of names is active.

### 6.3.16 List Button



Create a new worksheet in the workbook with a listing of names in the workbook with all of their properties. You will be asked whether or not to use the filters set up in the dialog to filter the names to be listed.

### 6.3.17 Pickup Button



This button is only visible when the Name Manager finds a worksheet named according to this scheme: "Names yyyy-mm-dd". A sheet by that name will be created automatically by clicking the "List" button.

The button picks up **the selected names** from the names listing that has been created by the List Button. You can edit the names list (not the names themselves, but their Refers to property and their visible property), you can even add new names to this listing (be sure to include the Refers to and visible property, the other properties can be omitted). All **selected** rows of this listing will be picked up.

Note that the values of the cells will be used to create the names, NOT the formulas in the cells!

Existing names are changed to reflect the listing, new names are added.

**IMPORTANT:** While NM is doing a rename or a pickup, you must keep Excel as the foremost window. This is because NM has an ugly workaround, it is using sendkeys (yes, really!) to redefine names. This is due to a bug in Excel VBA where the ReferstoLocal property of a name only accepts US syntax formulas, even though it does give you the local language formula when retrieving the property.

### 6.3.18 Localise Button



Makes the selected names local to a worksheet.

This Button is enabled when either a global name is selected or when more than one name is selected.

If you have the confirmation checkbox checked, you will be prompted whether or not to delete the local name(s). If confirmation is switched off, the local name(s) will NOT be deleted.

Three cases are possible here

1. A name refers to one sheet

The name is localised to that sheet automatically

2. A name refers to more than just one sheet

You are prompted to choose **one** sheet to localise that name to.

3. A name refers to no sheet

The name will be localised to the active worksheet.

Please note:

- Only the name itself will be changed, not the formulas in your worksheets.
- The Refers to property of any name which has the localised name in its Refers to property will be updated so the localised name is used, **unless** one chooses not to delete the global name.

### 6.3.19 Globalise Button



The Button is enabled when either a local name is selected or more than one name is selected.

Local names will be made global by removing the sheet-name prefix.

If you have the confirmation checkbox checked, you will be prompted whether or not to delete the global name(s). If confirmation is switched off, the global name(s) will NOT be deleted.

Please note:

- Only the name itself will be changed, not the formulas in your worksheets.
- The Refers to property of any name which has the globalised name in its Refers to property will be updated so the globalised name is used, **unless** one chooses not to delete the global name.

### 6.3.20 Evaluate Button



Click this Button to get a message with the value(s) the first selected name evaluates to.

Please note that with names that refer to large areas, the OK button of the message box you get may be out of view. Simply press enter to OK the message.

### 6.3.21 Analyse button



See Chapter 6.4

### 6.3.22 Highlight button



Use this button to highlight the ranges referred to by all names as they are currently shown in the Name Manager's main screen (names not shown due to filtering will not be highlighted). After clicking this button you will first be prompted whether you wish to remove possibly previously made highlights. The Name Manager will show a message stating all names it had

trouble highlighting. Especially names referring to a 3D range and names that have a formula may be impossible to highlight.

### 6.3.23 Clear button

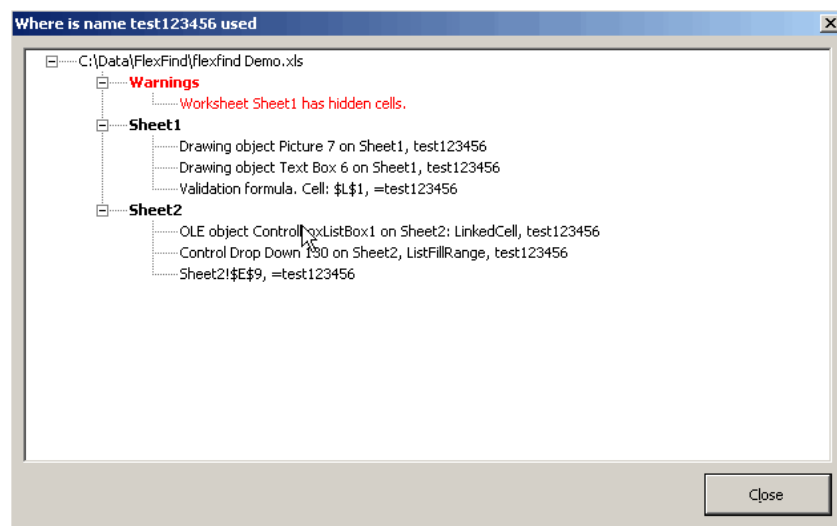


Clears all highlights produced with the Highlight button.

### 6.3.24 Is Used ? button



Pressing this button to let Name Manager search for uses of the first selected name. A screen will be shown indicated all objects and cells where the name is in use. Click on one of the items to have the object selected.



### 6.3.25 Refresh Button

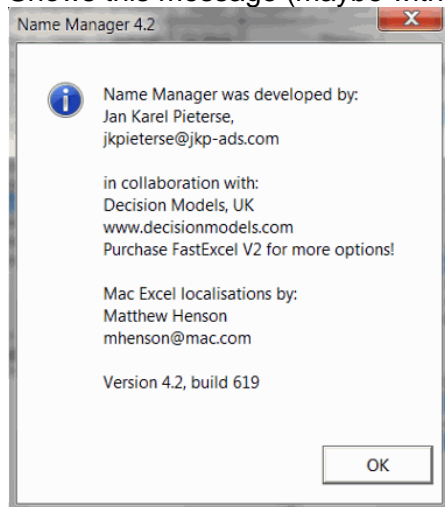


In XL 2000 and up, the Name Manager's form is shown Modeless and you can switch to Excel without closing the Name Manager's window. To make sure the Name Manager is up to date, press this button after doing edits in your workbook while the Name Manager is showing.

### 6.3.26 About Button



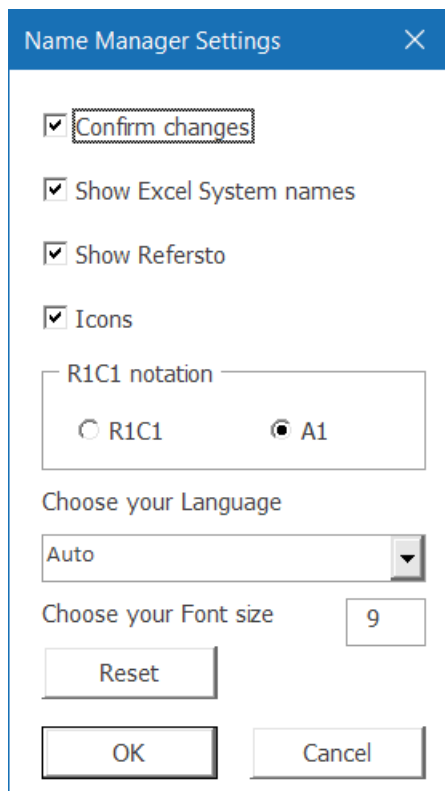
Shows this message (maybe with a different version and build number):



### 6.3.27 Options button



Use this button to access Name Manager's settings dialog:



#### Confirm Changes

Check this box to get prompts to confirm the changes you make.

This button may also be used to repair corrupt names in any workbook. Simply click it and OK the options dialog and you will be prompted to rename any corrupt name! Don't forget to set it back to your preferred setting afterwards.

### Show Excel System names

Check this box to show Excel's system names (like Print\_Area, Print\_Titles, \_FilterDatabase). **In general it is recommended not to modify these names or to delete them.**

*Please note that we use a set of hard-coded string tests to detect system names. If any of the names you created yourself happen to match these patterns, they may be inadvertently hidden!*

### Show Refers to

Check this box to have the Name Manager show the Refers to properties next to the names listing.

### Icons

You can toggle the type of command buttons that are at the top of the Name Manager. By default NM starts up with icons on the buttons. Uncheck this option to get buttons with text on their faces:

Hide	Add	List	Localise	Evaluate	Highlight	Is Used?	Go To	Rename	Wizard	Map	Help
Unhide	Delete	PickUp	Globalise	Analyse	Clear	Refresh	Go Back		Replace		About

### R1C1 notation

Toggles between R1C1 and A1 worksheet reference style (Same as in Tools, Options, General tab). Please note that this is a "permanent" change, it stays in effect after closing the Name Manager. In R1C1 reference mode the Button's caption will read "A1"

### Language

Choose one of the available languages. After pressing OK, this language will be used in all messages and on all user forms.

If your language is not there, please take the time to translate the texts in the accompanying file called NameManager Translations.xls. Send us the file and we'll include your language!

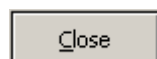
### Font size

Allows you to change the size of the font of Name Manager

### Reset

Reset settings back to their defaults

### 6.3.28 Close Button



Closes the Name Manager.

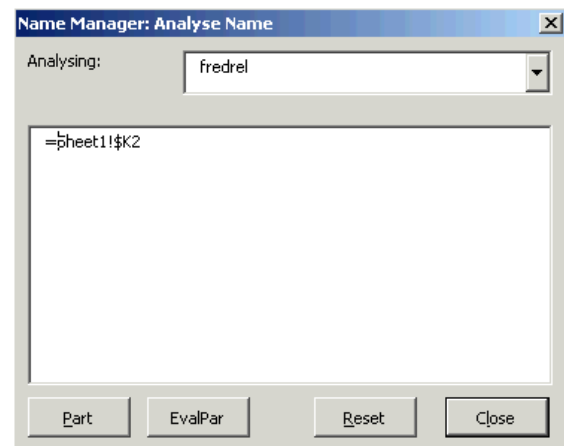
## 6.4 Analyse name



Which dialog opens on click of this button depends on whether or not you have installed the Decision models Lambda explorer installed.

### 6.4.1 Without Decision models Lambda explorer

When one name is highlighted in the main window, one can press the Analyse button. The dialog to the right will appear:  
Note that in this dialog one will only analyse the name. Changes will not be updated to the name.



### 6.4.2 Analysing dropdown

Choose which name to analyse by using this dropdown. By default the first name selected in the Name Manager's main form is selected when the Analyse screen is called up.

### 6.4.3 Part button

The Name Manager will try to evaluate the highlighted part and place the result into the formula.

Highlighting the (3+2) part of this formula:

$$=(5-2*(3+2)/((3-1)*(5+6)))$$

will result in

$$=(5-2*5/((3-1)*(5+6)))$$

### 6.4.4 EvalPar button

By pressing this button, the part between parentheses will be evaluated, starting with the most inner set. In this example, the results would be:

1. 
$$=(5-2*(3+2)/((3-1)*(5+6)))$$
2. 
$$=(5-2*(3+2)/((3-1)*11))$$
3. 
$$=(5-2*(3+2)/(2*11))$$
4. 
$$=(5-2*(3+2)/22)$$
5. 
$$=(5-2*5/22)$$
6. 
$$=4.54545454545455$$

### 6.4.5 Reset button

Restores the Refers to property.

### 6.4.6 Close button

Closes the form.

### 6.4.7 With Decision models Lambda explorer

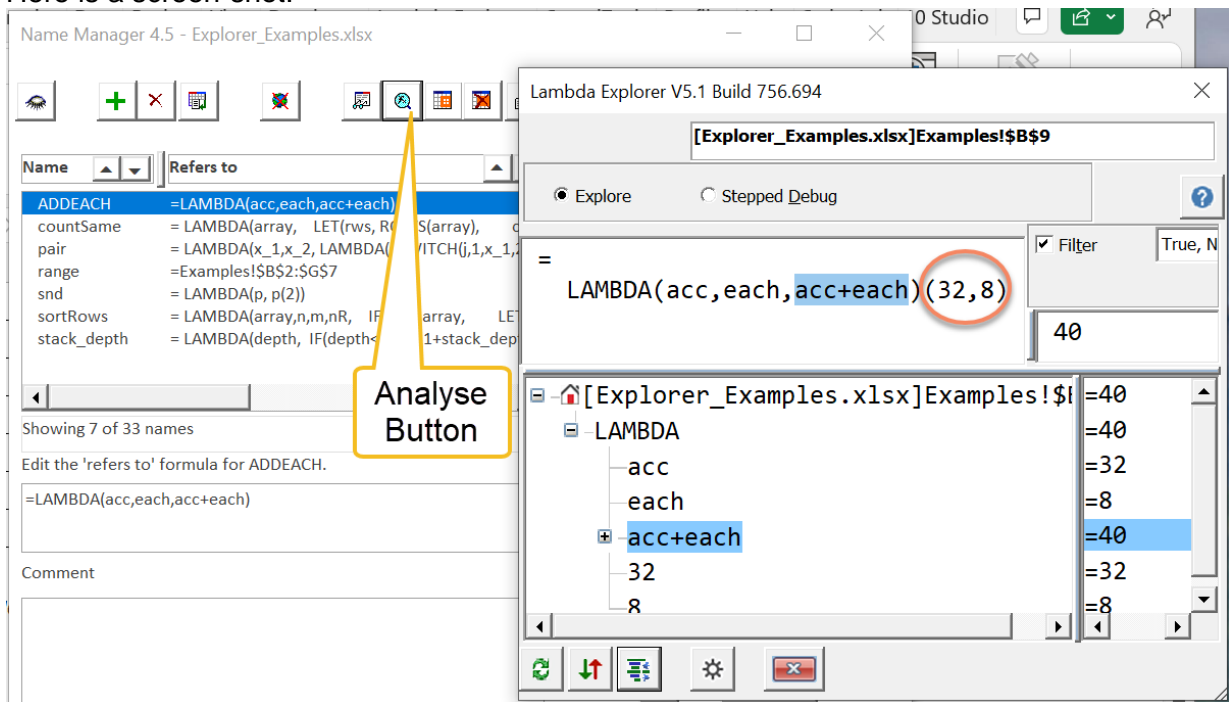
Excel Lambda Explorer for Windows and Mac can be downloaded from here:

<https://www.decisionmodels.com/FastExcelLambdaExplorer.htm>

Excel Lambda Explorer is a FREE Excel Addin tool designed to make it easy to explore, understand and debug Excel Lambda Functions.

Lambda Explorer and Name Manager work together: clicking Name Manager Analyse button will prompt for parameter values for the selected Lambda and then launch Lambda Explorer using these values.

Here is a screen-shot:



### 6.5 Add Name form



Clicking the Add name button opens this form:



The 'Add Names' dialog box is shown with the following fields and controls:

- New name:** A text input field for the new name.
- Refers To:** A large text area containing an equals sign (=) for the formula.
- Scope:** A dropdown menu currently set to 'Global'.
- Hidden:** A checkbox that is currently unchecked.
- Name to copy:** A dropdown menu.
- Refersto formula from:** A dropdown menu.
- Copy:** A button to copy the formula from the 'Refersto formula from' dropdown.
- Formula of selected name.:** A text area for the formula of the selected name.
- Buttons:** 'Add' and 'Close' buttons at the bottom right, along with a maximize button.

use this form to add new names or edit existing names.

This form can be resized by dragging its border.

The Controls on this form:

### 6.5.1 Edit box: New Name

The new (or existing) name is to be entered in this textbox.

### 6.5.2 Edit box: Refers to

This box is used to enter the new formula.

Excel 2000 and up: One can navigate through the workbook in order to add cell addresses to the formula by simply pointing and selecting ranges. The currently selected text in the edit box will be replaced with the address of the selection.

Hold down the control key to select multiple areas. If one needs to select a 3D reference, hit the list separator key (mostly the comma, for European users often the semicolon “;”) after finishing selecting on the first sheet and continue selecting cells on the other sheet(s). When

done selecting ranges, one can hit enter to return to the form or click in the form using the mouse.

### 6.5.3 Dropdown: Scope

This dropdown offers three options.

1. Create a global name (default)
2. Choose "Each Sheet" to have NM create a local name for each visible sheet using the same cells. If you use this option, please do not select non-contiguous ranges.
3. Select a worksheet to which the new name will become local to.

### 6.5.4 Checkbox: Hidden

Select this checkbox to create a hidden name

### 6.5.5 Dropdown: Name to copy Refers to formula from

Select a name from this dropdown list so its Refers to formula may be copied to the new name

### 6.5.6 Button: Copy

Use this button to copy the selected Refers to formula to the new name. The current entry will be overwritten!

### 6.5.7 Button: Add

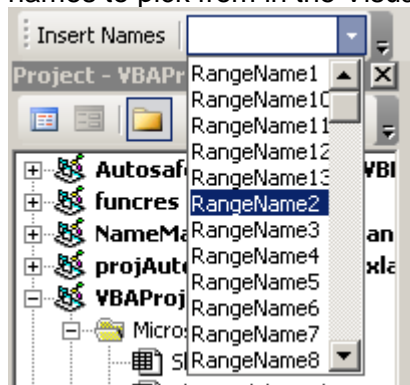
Click this button to accept the new name.

### 6.5.8 Button: Close

Closes the form and returns to the Name Manager's main dialog.

## 6.6 Name Manager and the VBE

With version 4.1 we've introduced a new nifty tool: a toolbar with a dropdown with range names to pick from in the Visual Basic Editor:

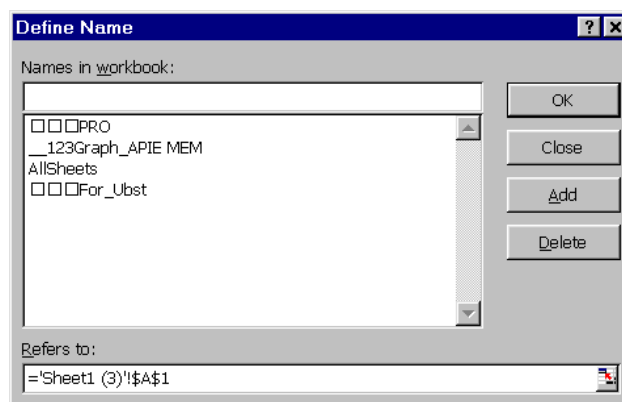


Selecting a name inserts that name at the current insertion point in your code.

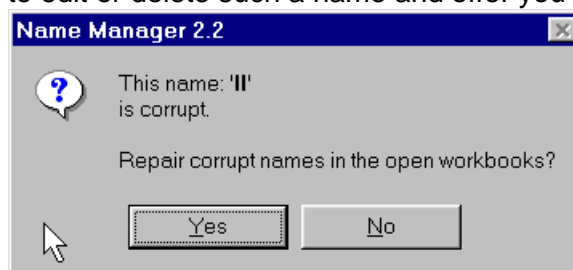
## 7 Corrupt names

Sometimes a workbook may contain corrupted names, like these:

Names like these cannot be deleted or edited at all using the normal methods.



The Name Manager will detect this when you try to edit or delete such a name and offer you the opportunity to rename them to a valid name. After changing the invalid names they can be edited and/or deleted.



## 8 Problems discovered during the development of this utility

There are some bugs in Excel's Names collection and Name Object:

6.1 The Refers to Local property of a name will not accept formula strings in Excel's UI language.

For instance, in a Dutch Excel this code line:

```
Names("Test").Refers to Local="=SOM($A$1;$B$1)"
```

Gives a runtime error, even if the formula is completely correct and identical to a worksheet formula. In the Name Manager a workaround has been used to overcome this problem. The Refers to Local property ONLY accepts US syntax for formulas and separators.

6.2 When one has an Excel version that is NOT English and one shows the Insert Name dialog from Code, using either:

```
Application.Dialogs(xlDialogDefineName).Show
```

or

```
Application.CommandBars(1).FindControl(ID:=878, recursive:=True).Execute
```

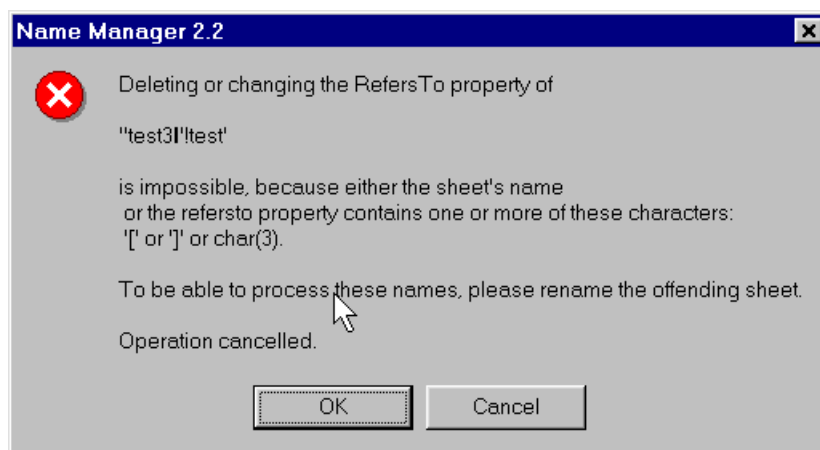
It always seems to show the dialog with the cell reference in R1C1 (of course Excel is set to A1)!

6.3 When one defines a local name on a Sheet named "Test":

Name: Test!test

Refers to "1"

and renames this sheet to e.g. "Hi! There!" (without the quotes), this name becomes inaccessible for editing and deleting, yielding an invalid name error message. Other strange characters in sheet names (especially "[", "]" and char(3) ) may even cause a crash of Excel when trying to access these local sheet names. A check has been included in the Name Manager to overcome this problem, yielding this message:



Press cancel if you have multiple names selected and wish to abort the process you have chosen.

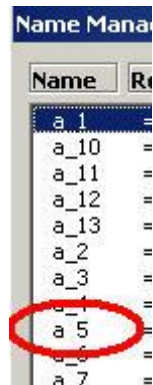
6.4 Accessing a global name whilst the active sheet has an identically named name local to that sheet, will change the properties of the local name and NOT the global name, even if the name is fully qualified with the workbook name. Name Manager bypasses this problem.

6.5 Names with Refers to starting with =! (for example =!\$A\$1) may give incorrect results when calculation is called from VBA. Such names should (with this example) give you the result of the cell A1 on the sheet the name is used in, but when a recalc is forced through a macro, the name will get the result from the cell on the **active** sheet!

Name Manager will show a warning message whenever it finds a name of this type. If you want to have a name that will refer to a fixed cell on whatever sheet the name is used on, use =INDIRECT("A1") in stead of =!\$A\$1 to avoid this Excel bug.

6.6 This version does NOT work with Mac Excel.

6.7 Missing underscores. Sometimes names which contain underscores are shown without them. This is most likely caused by a combination between the dimensions of the Name Manager's dialog, the font and the screen resolution. Also, this problem seems only to occur from Excel 2000 and up. Changing filter settings (which causes more or less names to be shown in the list) may change what name is shown without its underscores.



6.8 Length of a name's refers to formula. Strange things may happen when one renames the sheet to which a name refers (this example is only visible in the Edit, Name, Define box of Excel). Consider this name:

Test

Refers to:

```
=Sheet1!$A$1:$A$2;Sheet1!$A$4;Sheet1!$A$6;Sheet1!$A$8;Sheet1!$A$10;Sheet1!$A$12;Sheet1!$A$14;Sheet1!$A$16;Sheet1!$A$18;Sheet1!$A$20;Sheet1!$A$22;Sheet1!$A$24;Sheet1!$A$26;Sheet1!$A$28;Sheet1!$A$30;Sheet1!$A$32;Sheet1!$A$34;Sheet1!$A$36
```

Now rename Sheet1 to Shet1. The name will refer to:

```
=Shet1!$A$1:$A$2;Shet1!$A$4;Shet1!$A$6;Shet1!$A$8;Shet1!$A$10;Shet1!$A$12;Shet1!$A$14;Shet1!$A$16;Shet1!$A$18;Shet1!$A$20;Shet1!$A$22;Shet1!$A$24;Shet1!$A$26;Shet1!$A$28;Shet1!$A$30;Shet1!$A$32;Shet1!$A$34;Shet1!$A$36
```

Add a cell to this range so it reads:

```
=Shet1!$A$1:$A$2;Shet1!$A$4;Shet1!$A$6;Shet1!$A$8;Shet1!$A$10;Shet1!$A$12;Shet1!$A$14;Shet1!$A$16;Shet1!$A$18;Shet1!$A$20;Shet1!$A$22;Shet1!$A$24;Shet1!$A$26;Shet1!$A$28;Shet1!$A$30;Shet1!$A$32;Shet1!$A$34;Shet1!$A$36;Shet1!$A$38
```

(At this length of 229 it becomes impossible to add another cell e.g. Shet1!\$A\$40, so apparently the length limit would be 240 or less)

Now change the sheet name back to Sheet1 and note the new refers to formula:

```
"=Sheet1!$A$1:$A$2;Sheet1!$A$4;Sheet1!$A$6;Sheet1!$A$8;Sheet1!$A$10;Sheet1!$A
```

\$12;Sheet1!\$A\$14;Sheet1!\$A\$16;Sheet1!\$A\$18;Sheet1!\$A\$20;Sheet1!\$A\$22;Sheet1!\$A\$24;Sheet1!\$A\$26;Sheet1!\$A\$28;Sheet1!\$A\$30;Sheet1!\$A\$32;Sheet1!\$A\$34;Sheet1!\$A\$36 "

Note the space at the end!

Strange enough, the name still refers to the whole range, including cell A38!

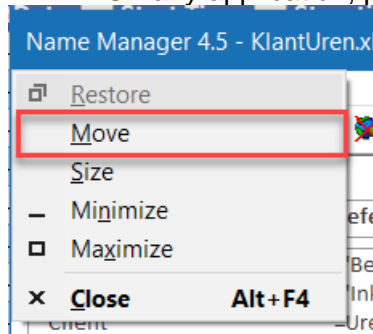
Since version 3.1, these problems with multiple area names have been dealt with and they can be edited without trouble.

## 9 Name Manager window does not appear

Sometimes the Name Manager window may be shown off-screen when your monitor setup has changed. To reset the screen position of the NM window, Click the Reset screen position button on the formulas tab in the Name Manager+ group.

In case this does not work, try this:

1. On any application, press alt+Spacebar. The system menu should open:



2. Note the text of the second entry (Move) and especially, which letter is underlined (M).
3. Now open Excel and open the NM window. Without touching anything else, press Alt+spacebar, followed by the character underlined in step 2.
4. Press any of the arrow keys on your keyboard (up, down, left, or right) ONCE
5. Move your mouse

## 10 Renaming many range names

Renaming a range name is possible with Name Manager, but if you have a lot of names to change, perhaps this method is simpler:

- Create a two-column list, old names in first column, and new names in second.
- Select the cells in the first column and run this routine (assuming you have Name Manager installed!):

```
Sub BatchRename()  
'Uses functions from JKP's Name Manager add in:  
'www.jkp-ads.com/officemarketplacenm-en.asp  
  
'Takes a list of names (selected cells on worksheet in the file).
```

```
'Renames those names with the name which is in a column to the immediate right
'of the selected range

Dim sOldname As String
Dim sNewName As String
Dim oCell As Range
Dim lRowCount As Long
lRowCount = Selection.Rows.Count
Application.Run "" & Workbooks("Name Manager 2007.xlam").FullName &
""!InitNameManager"
For Each oCell In Selection.Cells
'ActiveSheet.UsedRange.Columns(1).SpecialCells(xlCellTypeVisible)
If oCell.Row > 1 Then
sOldname = oCell.Value
sNewName = oCell.Offset(, 1).Value
Application.StatusBar = sOldname & ", " & sNewName & ", " &
Format(oCell.Row / lRowCount, "0%")
If sOldname <> sNewName And sOldname <> "" And sNewName <> "" Then
Application.Run "" & Workbooks("Name Manager 2007.xlam").FullName &
""!replacename", sOldname, sNewName, True
End If
End If
Next
Application.StatusBar = False
Application.Visible = True
End Sub
```

## 11 Credits

The idea to create this utility came from a post in this forum:

<http://forums.prospero.com/n/pfx/forum.aspx?webtag=ws-msoffice&nav=start>

Thanks to:

Kevin Stycek	(who posted the question and did a lot of beta testing)
Hans Vogelaar	(for doing beta testing and providing ideas for functionality)
Bill Manville	(for beta testing and optimising the Unused code)
Stephen Bullen	(for adding the 3.2 version's form resize and splitting code and for beta testing and hosting the utility on his website <a href="http://www.oaltd.co.uk">www.oaltd.co.uk</a> )
Fred Burg	(For doing beta testing on version 3.0)
Frank Kabel	For extensive beta testing on version 3.2.
Colin Delane	For troubleshooting an odd "Invalid Picture" Error.

Matthew Henson

Charles Williams

For excellent collaboration in this great learning experience.

And a very special thanks to our translators:

Harald Staff	(Norwegian)
Ture Magnusson	(Swedish)
Thomas Ramel	(German)
Frank Kabel	(German)
Leo Heuser	(Danish)
Orlando Magalhães Filho	(Portuguese)
Herve Thiriez	(French)
Dallman Ross	(Tips on language in manual)
Erich Schifferl	(German)

La lettre d'Excel: [www.editions-mev.fr](http://www.editions-mev.fr).



## 12 Version history

Version	Date released	Remarks
1.0	October 2002	First release
2.0	December 2002	Features added: <ul style="list-style-type: none"> <li>- More type filters: Global, Visible, 3D, 2d MultiArea, formula, relative, selected cells, overlap, duplicate global/local</li> <li>- Many UI changes</li> <li>- Various bug fixes</li> <li>- Enabled for Mac users</li> <li>- Localise, globalise, evaluate, goto buttons</li> <li>- filter on both names and Refers to in contains</li> <li>- A1 and R1C1 mode operation</li> </ul>
2.1	January 2003	<ul style="list-style-type: none"> <li>- Various changes to the User interface to accommodate for different screen resolutions.</li> <li>- wildcard in contains</li> <li>- multi-select name types</li> <li>- unused filter</li> <li>- Goto toggle</li> <li>- allows non-modal use with multiple workbooks, Excel name dialog etc</li> <li>- Refresh button</li> <li>- Various bug fixes</li> </ul>
2.2	February 2003	<ul style="list-style-type: none"> <li>- Added method to fix corrupt names</li> <li>- Added Option to just list the filtered names to a list sheet</li> <li>- Added button to check the use of the first selected name</li> <li>- Improved performance (speed is up by a factor of ~ 3 !)</li> <li>- Fixed a bug regarding switching R1C1/A1 referencing</li> <li>- Fixed bugs regarding local names on sheets with names with strange characters ("[" , "]" , char(3), "I")</li> <li>- Fixed bug when selecting names in multi mode</li> <li>- (as from build 396) Fixed a bug regarding localising names so the localised names are updated when used in other names.</li> <li>- Build 398: fixed problem reg. US intr'n'l keyboard.</li> </ul>
2.3	July 2003	<ul style="list-style-type: none"> <li>- Build 409: added editing of relative names</li> <li>- Warning message for names with Refers to starting with =!</li> </ul>
3.0	March 2004	<ul style="list-style-type: none"> <li>- International version!</li> <li>- Always in Multi mode</li> <li>- And/Or choice for type filter</li> <li>- Options on the main screen</li> <li>- Choose whether or not to show Excel's system names</li> <li>- Analyse a name's Refers to</li> <li>- Improved editing relative names.</li> <li>- Show system names in the local language</li> </ul>
3.1	May 2004	<ul style="list-style-type: none"> <li>- Added functionality to edit names that refer to large multiple area ranges.</li> <li>- Fixed a few bugs in the pickup function.</li> </ul> Build 483: fixed two bugs: <ul style="list-style-type: none"> <li>- Ability to edit localised names restored</li> <li>- Editing relative names improved</li> </ul>
3.2	November 2004	<ul style="list-style-type: none"> <li>- Enabled form resizing (including minimise/maximise buttons) and moving of splits</li> </ul>

		<ul style="list-style-type: none"> <li>- Sorting of names and Refers to formulas</li> <li>- New add name dialog</li> <li>- New filter: active sheet</li> <li>- When more than one name is selected, offer to just highlight those names</li> <li>- Shortcut key (default control-shift-n) to start Name Manager</li> <li>- Buttons with text or icons selectable by user (build 535)</li> </ul>
4.0	11 April 2006	<ul style="list-style-type: none"> <li>- Rename a name. Double click on any name in the list and you get an input box with which you can change the name. If you change the name, all occurrences of that name in the workbook will also be changed (including data-validation formulas, conditional formatting formulas, and linked cells of controls, .....). Build 536.</li> </ul>
4.0	21 Sept 2006	<ul style="list-style-type: none"> <li>- Build 570: enabled Renaming in Array formulas. Lots of other small enhancements.</li> </ul>
4.1	6 Dec 2007	<ul style="list-style-type: none"> <li>- Build 590: Added VBE insert name menu</li> <li>- Build 598: Fixed small bug with Where used dialog, added Greek character support.</li> </ul>
4.1	13 May 2008	<ul style="list-style-type: none"> <li>- Build 602: various bug fixes.</li> <li>- If filtered on hidden names, new names are hidden too</li> <li>- Hidden names now stay hidden after editing</li> <li>- Build 610: Added creating local names for all sheets.</li> <li>- Build 611: Fixed bug editing Refers to.</li> <li>- 613: Fixed some bugs to enable Name Manager to run in Excel 2010.</li> <li>- Build 614: Bug fix in activesheet filter.</li> <li>- Build 615: Bug fix in adding local name to active sheet</li> </ul>
4.2	1 April 2010	<ul style="list-style-type: none"> <li>- Build 619 – version 4.2</li> <li>- Supports 64-bit Excel 2010</li> <li>- Icon &amp; button for Rename</li> <li>- Icon and Button for GoTo</li> <li>- Revised Icons</li> <li>- FastExcel Icons and buttons give message " This feature is only available in FastExcel"</li> <li>- Double-click a name invokes GoTo rather than Rename</li> <li>- GoTo has been removed from Options</li> <li>- Active Workbook Name shows in NM caption, dynamically refreshes when a different workbook is activated</li> <li>- Add Name allows you to add a name that refers to a different (open) workbook</li> <li>- scroll bar in options removed</li> <li>- bug fixed for Highlight a single Name</li> <li>- GoTo now works for 3D names, Relative Names, Names referring to open external workbooks</li> <li>- Evaluate works for names referring to open external workbooks</li> <li>- Minor EUI changes</li> <li>- Fixed issue with larger grid in 2007 and 2010</li> <li>- Fixed issue with replacing names in VBA</li> <li>- Fixed issue with renaming names in chart series formula</li> <li>- Enabled renaming of range names in VBA using [TheName] syntax</li> <li>- Fixed bug regarding updating LinkedCell property when renaming</li> </ul>

4.2	644	- Fixes issue with sheet names containing {} characters
4.2	645	- Updated German UI translations
4.3	646	- Another update to German translation, updated version number to match FastExcel Name Manager
4.3	647	- Update to fix out of memory error with a lot of range names
4.3	648	- Updated replacing names in VBA to handle all syntaxes
4.3	649, 650	<ul style="list-style-type: none"> <li>- When listing names onto a sheet prefix the refersto with ' to make it easier to copy and change names then do Pickup.</li> <li>- Added an extra DoEvents to Pickup to try to improve the sendkeys stuff</li> </ul>
4.3	651	- Re-enabled the Analyse button.

## 13 About the Authors.

### Jan Karel Pieterse

First author of this project.

Bio:

Jan Karel Pieterse, born 1961. Studied Chemical Engineering and did a post graduate on polymer technology. He has experience regarding "Experimental design", or DOE (Design Of Experiments) and therefore has some feeling for statistics. Jan Karel has been a CompuServe TA for a number of years and has been granted the Microsoft MVP award every year starting in 2002.

Jan Karel is the owner of JKP Application Development Services ([www.jkp-ads.com](http://www.jkp-ads.com)).  
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### Charles Williams

Added many of the features in version 2.0 - 2.3 and 4.2

Bio:

Worked for IBM in Europe and the USA in software development, business and product management, opportunity analysis and forecasting.

Founded [Decision Models](http://www.DecisionModels.com) in 1996 to offer specialised Excel and Access consultancy, modelling services and development of customised decision support and productivity tools based on Microsoft Office.

Developer of the FastExcel product, the perfect tool for optimising complex Excel calculations.

The Decision Models website [www.DecisionModels.com](http://www.DecisionModels.com) contains extensive information on Excel calculation methods, memory limits, User Defined Functions, together with advice on how to optimise your workbook's calculation speed.

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### Matthew Henson

Did all changes, additions and testing needed to get the utility to work on the Mac version of Excel.

Bio:

Bought his first copy of Excel for Mac in 1991 and began programming VBA in 2001

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## 14 Copyright and Disclaimer

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