

# **POWERPANE FOR MICROSOFT® EXCEL®**

## **User's Guide**

7.10.2011

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## TABLE OF CONTENTS

<b>1</b>	<b>GETTING STARTED.....</b>	<b>3</b>
1.1	INSTALLING POWERPANE .....	3
1.2	ACTIVATING YOUR LICENSE .....	3
<b>2</b>	<b>USING POWERPANE.....</b>	<b>4</b>
2.1	SEARCHING.....	4
2.2	WATCH CELLS .....	4
2.2.1	<i>Adding/Changing Watch Cells</i> .....	4
2.2.2	<i>Removing a Watch Cell</i> .....	5
2.3	KEY VALUE CELLS .....	5
2.3.1	<i>Adding/Editing Key Value Cells</i> .....	5
2.3.2	<i>Removing a Key Value Cell</i> .....	6
2.4	QUICK LINKS .....	6
2.5	DISCUSSIONS .....	6
2.6	WELCOME SHEET MENU WIZARD .....	7
2.7	NEW SHEET PREFERENCES .....	9
2.8	PREFERENCES .....	10
<b>3</b>	<b>UNINSTALLING POWERPANE.....</b>	<b>11</b>
<b>4</b>	<b>UPDATING POWERPANE .....</b>	<b>11</b>
<b>5</b>	<b>RESOURCES AND SUPPORT.....</b>	<b>11</b>
5.1	OPENGATE SUPPORT .....	11
5.2	GENERAL MICROSOFT EXCEL HELP .....	11



# 1 Getting Started

## 1.1 INSTALLING POWERPANE

To install PowerPane, download the file from the OpenGate website using this link:

<http://www.opengatesw.net/eval/Download-PowerPane.htm>

Save the file "OpenGate-PowerPane-for-Excel.exe" to your PC and double-click to run the file.

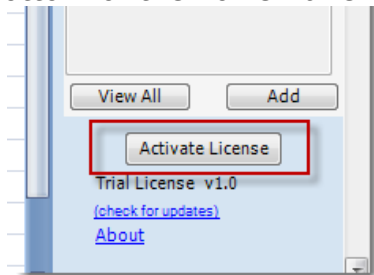
Follow the on-screen steps to complete the installation.

### Note

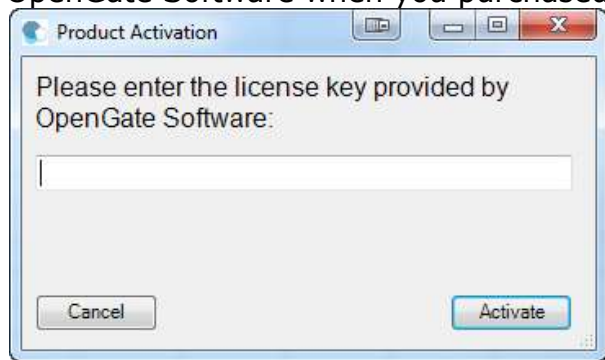
PowerPane will install Microsoft .NET components on your machine if you do not already have them installed. These components are common to many Microsoft-based technologies. Please do not cancel the installation of Microsoft .NET or PowerPane will not function correctly.

## 1.2 ACTIVATING YOUR LICENSE

To activate your license, click the "Activate License" button at the bottom of the PowerPane window.



In the text box as shown below, enter the License Key provided by OpenGate Software when you purchased the product.





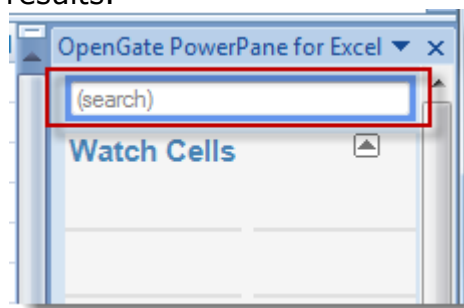
**Note**

Your license key will function for the number of PCs you have licensed. You will not need a separate license key for each PC.

## 2 Using PowerPane

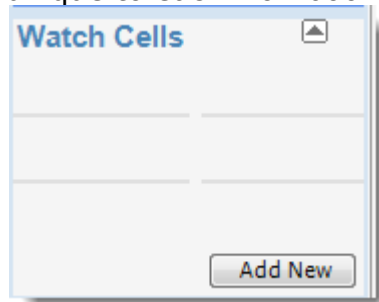
### 2.1 SEARCHING

To search for text in a cell or formula with a sheet, type your keyword(s) into the Search bar as shown below. If more than one result is returned, you may hit the Enter key to move between search results.



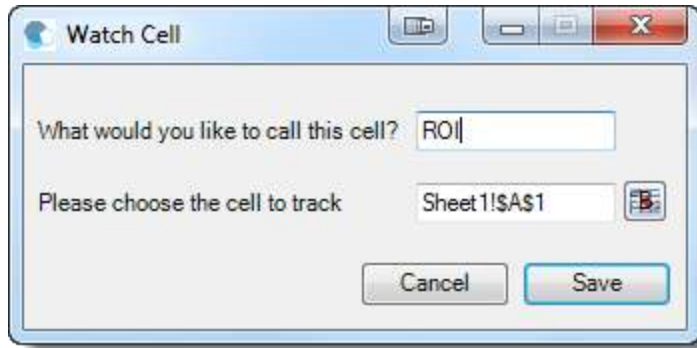
### 2.2 WATCH CELLS

Watch cells allow you to see changes to key cells in your workbook in any sheet. As your workbook recalculates values, these changes are reflected in the Watch Cells area of the PowerPane. Watch Cells are unique to each workbook.



#### 2.2.1 ADDING/CHANGING WATCH CELLS

Select the "Add New" button at the bottom of the Watch Cell panel to display the Watch Cell dialog. Enter the name you would like to see in the PowerPane, and the cell you want to watch.



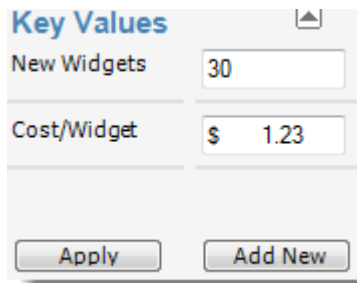
To edit an existing watch cell, simply click on the name in the PowerPane and then change the name or edit the cell reference.

### **2.2.2 REMOVING A WATCH CELL**

If you wish remove a cell from being watched, click on the watch cell name in the PowerPane, and select "Remove Watch." No change will be made to the actual cell.

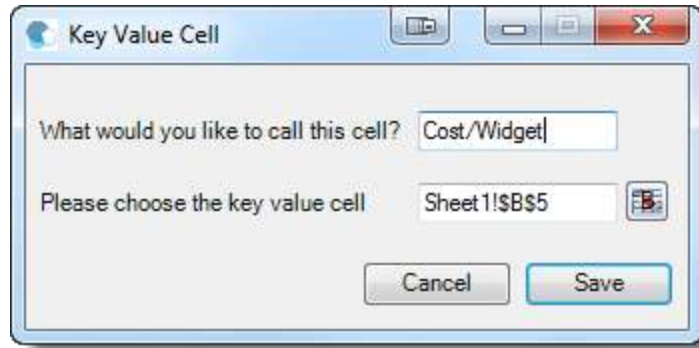
## **2.3 KEY VALUE CELLS**

Key Value Cells allow you to update important cells no matter where you are in your workbook. Changes you make in the PowerPane modify the source cell and automatically recalculate your workbook. Key Value Cells are unique to each workbook.



### **2.3.1 ADDING/EDITING KEY VALUE CELLS**

Select the "Add New" button at the bottom of the Key Value Cell panel to display the Key Value Cell dialog. Enter the name you would like to see in the PowerPane, and the cell you want to use.



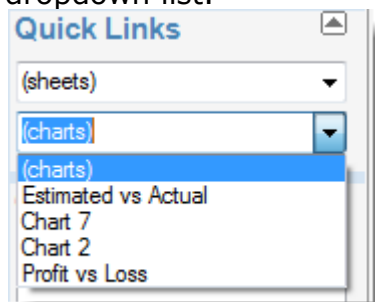
To edit an existing watch cell, simply click on the name in the PowerPane and then change the name or edit the cell reference.

### 2.3.2 REMOVING A KEY VALUE CELL

If you wish remove a cell from the Key Value cell list, click on the cell name in the PowerPane, and select "Remove." No change will be made to the actual cell.

## 2.4 QUICK LINKS

The Quick Links panel allows you to quickly navigate between charts and worksheets in your workbook. Simply select the name from the dropdown list.



#### **Note**

PowerPane will use the Chart Title, if the chart has any. Otherwise it will display the Chart Name, which can be changed in the upper left-hand portion of the Ribbon.

## 2.5 DISCUSSIONS

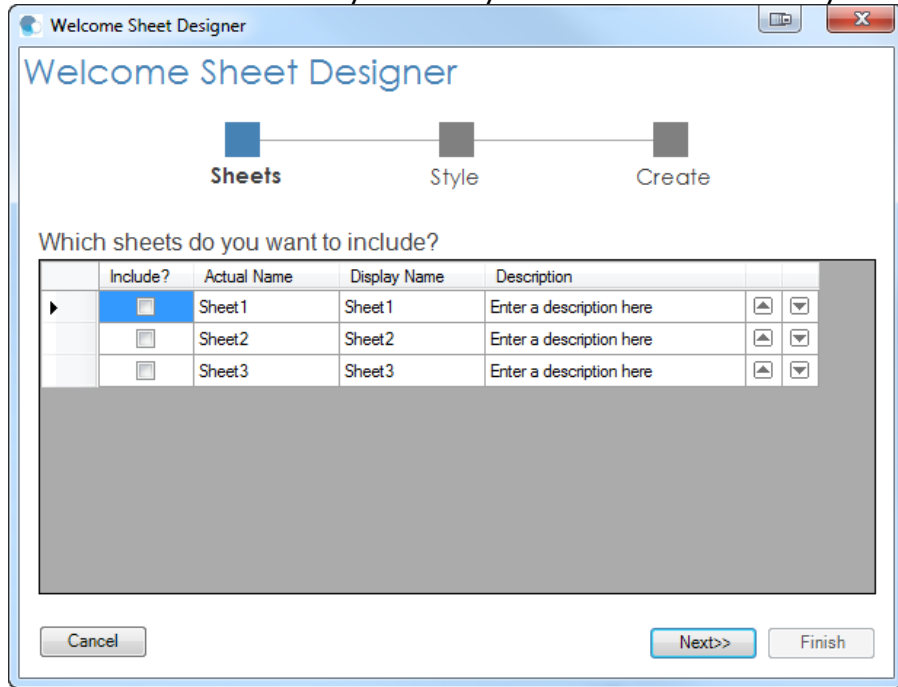
Discussions allow you to exchange notes that are related to the workbook as a whole. Click "Add New" to add a new discussion note. Others that have PowerPane and access to the workbook will be able to view and add their own discussion notes related to the workbook.



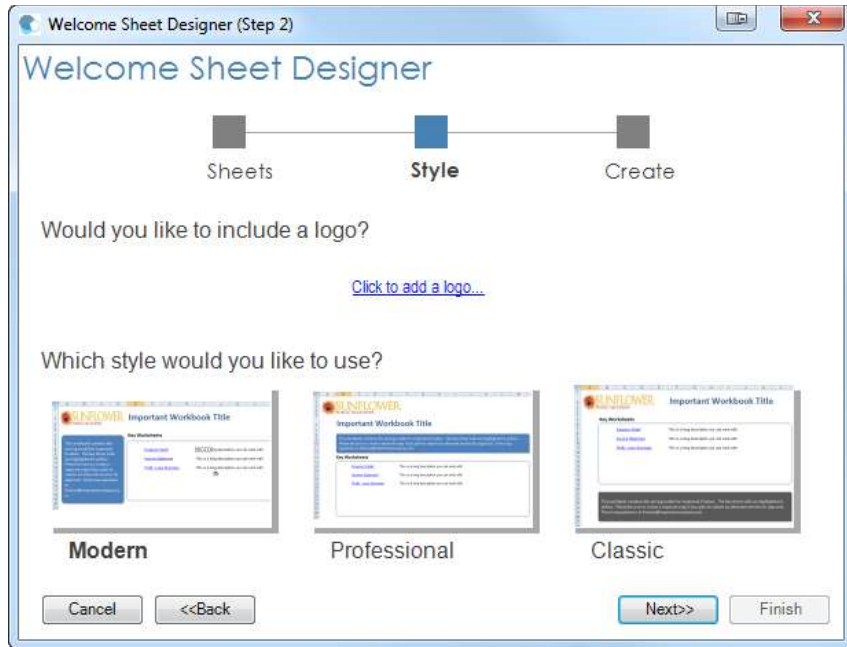
## 2.6 WELCOME SHEET MENU WIZARD

The Welcome Sheet Menu can help you create a user-friendly Welcome sheet that others can use to navigate between key worksheets in your workbook.

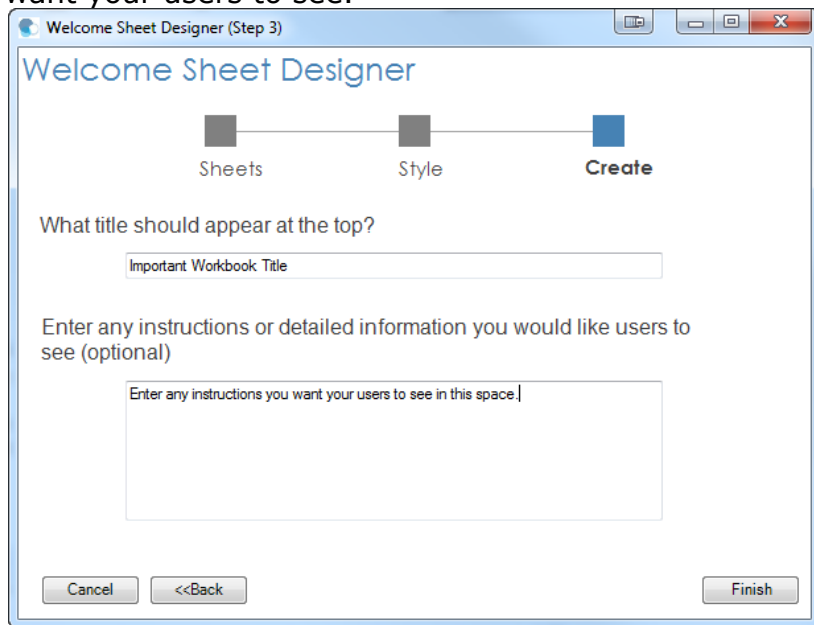
1. Click the "Sheet Menu" link in PowerPane to begin.
2. Check the names of any sheets you want to include in your menu.



3. Change the Display Name of any sheet if desired. The Display Name is how the name of the sheet will appear in the Welcome sheet.
4. Add any descriptive text to the Description field, if desired. The description will appear next to the link to each sheet, and will help the user understand what the sheet contains.
5. Click "Next"
6. You can optionally select a logo image file to display at the head of the Welcome sheet.



7. Select a style you want the Welcome sheet to use.
8. Click "Next"
9. Finally, you can enter the title you want to display in the Welcome sheet, as well as any instructions/introductory text you want your users to see.



10. Click "Finish" to create your Welcome sheet.

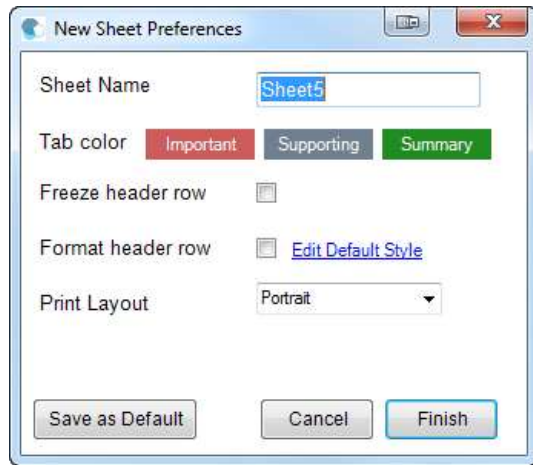
At any time you can return to the Welcome Sheet Menu Wizard to edit your Welcome sheet by adding new sheets, renaming them, or changing the logo or style.





### 2.7 NEW SHEET PREFERENCES

When you create a new worksheet, PowerPane can prompt you to choose common options for how the sheet should appear. The dialog is optional, clicking cancel will create your new worksheet without making any changes to the default setup.



**Sheet name** The name of the sheet as it will appear in the tab.

**Tab color** The color of the tab. If no option is selected, the default tab color is used.

**Freeze header row** If checked, the top row of your sheet will be frozen so that it appears at all times when you scroll through your worksheet.

**Format header row** If checked, the top row of your sheet will be formatted with a background color, font color, and font size defined by the default style. By default, the background color is dark blue, with a white font. You can edit the default style at any time.

**Print Layout** Excel creates worksheets in Portrait layout by default. Use this option to change to Landscape print layout if desired.

Click the "Save as Default" to have your selections saved as the default for the next time you create a worksheet. The name and color are not saved as defaults as they may change with each sheet.

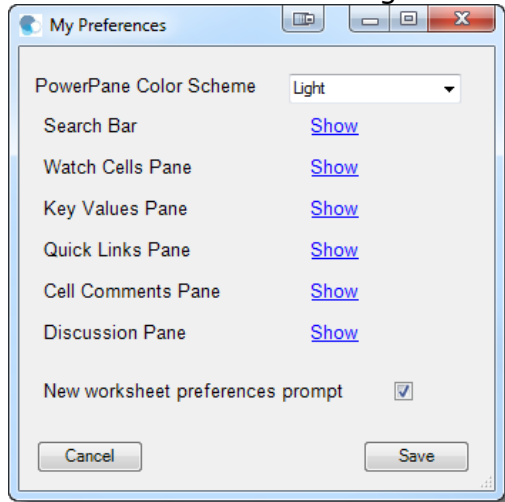
**Note**

You can turn off the New Sheet Preferences prompt in the Preferences dialog.



## 2.8 PREFERENCES

Use the Preferences dialog to customize PowerPane to your needs.



The Preferences dialog will allow you to hide any panels within PowerPane, change the color scheme, and suppress the New Sheet Preferences prompt.



### **3 Uninstalling PowerPane**

To uninstall PowerPane, navigate to the Windows Control Panel, select Add/Remove Programs, and remove PowerPane.

You can also temporarily deactivate PowerPane from within Excel by following these steps:

1. Select the Office Icon or File menu option.
2. Select "Excel Options."
3. Select "Addins."
4. Select "COM Addins" from the dropdown at the bottom of the Addins screen.
5. Select "Go."
6. Uncheck the "OpenGate PowerPane" item.

Follow the same steps to restore PowerPane.

### **4 Updating PowerPane**

To update PowerPane to the newest version, simply download the new version from the OpenGate website and run the installation file. When the installation is complete, you will be running the most recent version of PowerPane.

## **5 Resources and Support**

### **5.1 OPENGATE SUPPORT**

Should you need assistance with Designer or other OpenGate products, please visit our [support site](#), send an email to [support@opengatesw.net](mailto:support@opengatesw.net), or visit our [support forums](#) online.

### **5.2 GENERAL MICROSOFT EXCEL HELP**

[UtterAccess.com](http://UtterAccess.com) - Dedicated MS Access community