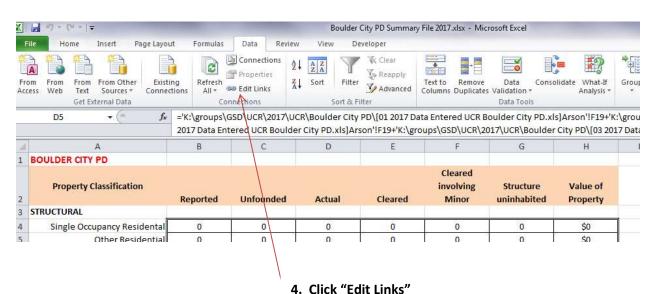
How to Edit and Update Links in a Summary File

- 1. Open File
- 2. Save Backup File





Close

2 X **Edit Links** Statu: ^ Update Values Source Update Change Source... 01 2017 Data Entered Elderly Boulder City PD.xls Worksheet Diskno 01 2017 Data Entered UCR Boulder City PD.xls Unkno Worksheet Open Source 02 2017 Data Entered DV Boulder City PD.xls Worksheet Unkno Break Link 02 2017 Data Entered Elderly Boulder City PD.xls Worksheet Unkno 02 2017 Data Entered UCR Boulder City PD.xls Worksheet Unkno Check Status 03 2017 Data Entered DV Boulder City PD.xls Worksheet Unkno 03 2017 Data Entered Elderly Boulder City PD.xls Worksheet Unkno 03 2017 Data Entered UCR Boulder City PD.xls Worksheet Unkno 04 2017 Data Entered DV Boulder City PD.xls Worksheet Unkno 04 2017 Data Entered Elderly Boulder City PD.xls Worksheet Unkno 04 2017 Data Entered UCR Boulder City PD.xls Worksheet Unkno 5. Select File, 05 2017 Data Entered DV Boulder City PD.xls Worksheet Unkno 05 2017 Data Entered Elderly Boulder City PD.xls Worksheet Unkno 05 2017 Data Entered LICR Boulder City PD vls Click "Change Source" Worksheet I Inknr

Location: K:\groups\GSD\UCR\2017\Domestic Violence\Boulder City PD

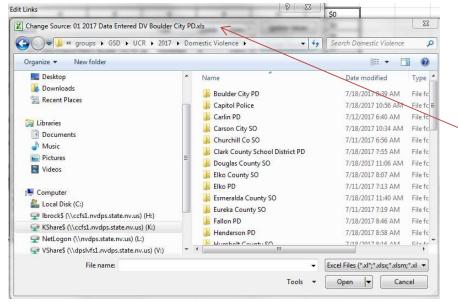
Update:

Automatic
Manual

Startup Prompt...

How to Edit and Update Links in a Summary File

6. Browse for corresponding File, Double Click



Notice: This tells you what file you are replacing, make sure the source file you are picking matches the file you want to replace it with.

- 7. Complete for each file.
- 8. Browse through the list and make sure all links point to the corresponding file if you click Source on the Edit Links Box, it will sort them by name
- 9. Verify that cells in the worksheets correspond to the new files.
 - * If worksheets are locked, you will have to UnProtect before you can select and view the contents of the cell. (Click Review, Click UnProtect). If the formula bar is not visible, select the View tab and click Formula Bar.

If Error Message Displays when opening the file:

- Be sure to check links in the "Edit Links" screen: highlight the source files and click "update values"
- If all files have an OK status, the warning can be ignored.
- If any files have a status error, open the source. If the file can not be found, change the source.
- Start-Up Prompt can be changed on the bottom left of the "Edit Links" Screen

Notes:

- Backup file before making changes; you can not undo changes made to file replacements.
- If you unprotect sheets, <u>protect the sheets</u> again before you save and close the file to avoid issues with unwanted changes.