

GOOGLE SEARCH 6.0

An Excel Add-In for Google™ Searching Excel Related Queries

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Ron de Bruin 2003 / 2004

User Guide

(Prepared by Norman Harker)

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Note: This Index is hot-linked. Press Ctrl > Left Click and you're there

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What is “Google™”?

“Google” is a registered trade mark of Google Inc. This Company was set up by two Stanford University students, Larry Page and Sergey Brin, on September 8th 1998 and was financed by a group of “angels.” The first of these “angels” was founder of Sun Microsystems, Andy Bechtolsheim. He wrote a check for \$100,000 on the strength of seeing a brief demonstration leaving Larry and Sergey with a problem; they hadn’t yet opened a bank account!

“Google” is the term we use for the company’s main product, the Google Search Engine, which was (and still is) a revolution in search engine technology and algorithms. The algorithm is a closely guarded secret. It takes the search words and finds locations which it ranks based upon frequency of visits by those who search on those words plus references to those locations by other locations.

Development has gathered pace since 1998 and Google now has abilities to check for specific website pages and to act as an archive for newsgroup postings. With the prominent Excel newsgroups the archives are updated by Google automatically. There is rarely more than a delay of a few hours between posting and when the post will be ‘hit’ by a Google search.

But for our purposes as Excel users (and abusers) all we need to know is that **there is no better tool for finding answers to what are probably common queries or problems about Excel**. Google is infinitely more extensive than the Help facility in Excel and will frequently produce references that address your situation exactly. It does this by linking you to newsgroup postings and web pages where the search words have been used.

No need for any more! Use Google a few times and you’ll know what it achieves. Most users achieve levels of success that amaze them in comparison with the “25 million hits syndrome” of other search engines where the answers you are really after are buried in masses of references that are irrelevant to your needs.

If you’re interested about more on Google then a 2 minute Google Search (how else?) came up with the following:

<http://www.google.com/corporate/history.html>

Why a Google Search Utility?

If Google is so good, why do we need Google Search 6.0? Good question! Four answers. You had better be reading carefully because there's an examination at the end!

1. **Google Search 6.0 puts a search tool where you want it and when you want it.** It's a revolutionary philosophy!

Q. When are you most likely to hit an Excel, Word or Powerpoint problem?

A. When you're in Excel, Word or Powerpoint!

Q. So where's the best place to have the user interface that sets up and fires off a query?

A. In whichever program you are in when you hit the problem.

Q. Where would you put it in the program's menu system?

A. Under the Help menu!

You'll only get those questions at the \$100 level of "Who wants to be a Millionaire?"

2. Searching, even with Google, has become quite an art and requires a fair amount of knowledge of where and how to do a search in the narrowest of areas likely to yield results. You really don't want 12 million "hits"! And you really haven't got the knowledge of how to do Advanced Searches in areas that you don't even know exist. **Google Search 6.0 provides a user friendly and intuitive interface that provides you with the knowledge of how and where to search.**
3. There are some times when we don't want to use Google at all. The most common of these is when we want to find out if the Microsoft Knowledge Base has any articles on a particular topic. Google Search 6.0 doesn't actually search the Knowledge Base but it does provide a far faster way of feeding in a query than the manual approach.
4. It isn't always Excel that has the problem. Various refinements in Google Search 6.0 allow a direct link to the Google Advanced Search plus links to other Microsoft Office newsgroups.

What does Google Search 6.0 do?

Google Search 6.0 places a new sub-menu item under the Help menu of whatever program you call it from. When that item is selected, up pops a user-friendly interface. This allows a largely intuitive completion and execution of a Google Search.

On clicking the Search button a lot goes on behind the scenes.

- Your default (i.e. your usual) web browser is loaded and, without further instructions,
- It's off to the Google Advanced Search Page.
- It then fills in an Advanced Query to your specifications
- Executes that query.
- Once results are found (or not found) you are shown those results just as if you had carried out all of the steps of the process.

To a user, the steps of a search couldn't really be much easier without voice or telepathic commands (Google Search Version 42.0):

1. Scream, "Help!" and then click on Help and Google Search.
2. Fill in the search details.
3. Select the "Search what" options.
4. Press the Search button.
5. Marvel at the speed and technology that gets you answers.

To most users, instruction 1 is about all they'll ever need if the user interface has been designed properly. It really is aimed at being intuitive. The rest of this User Guide is aimed at beginners to Searching and at the processes involved in getting Google Search 6.0 up and running.

The Google Search 6.0 Screen

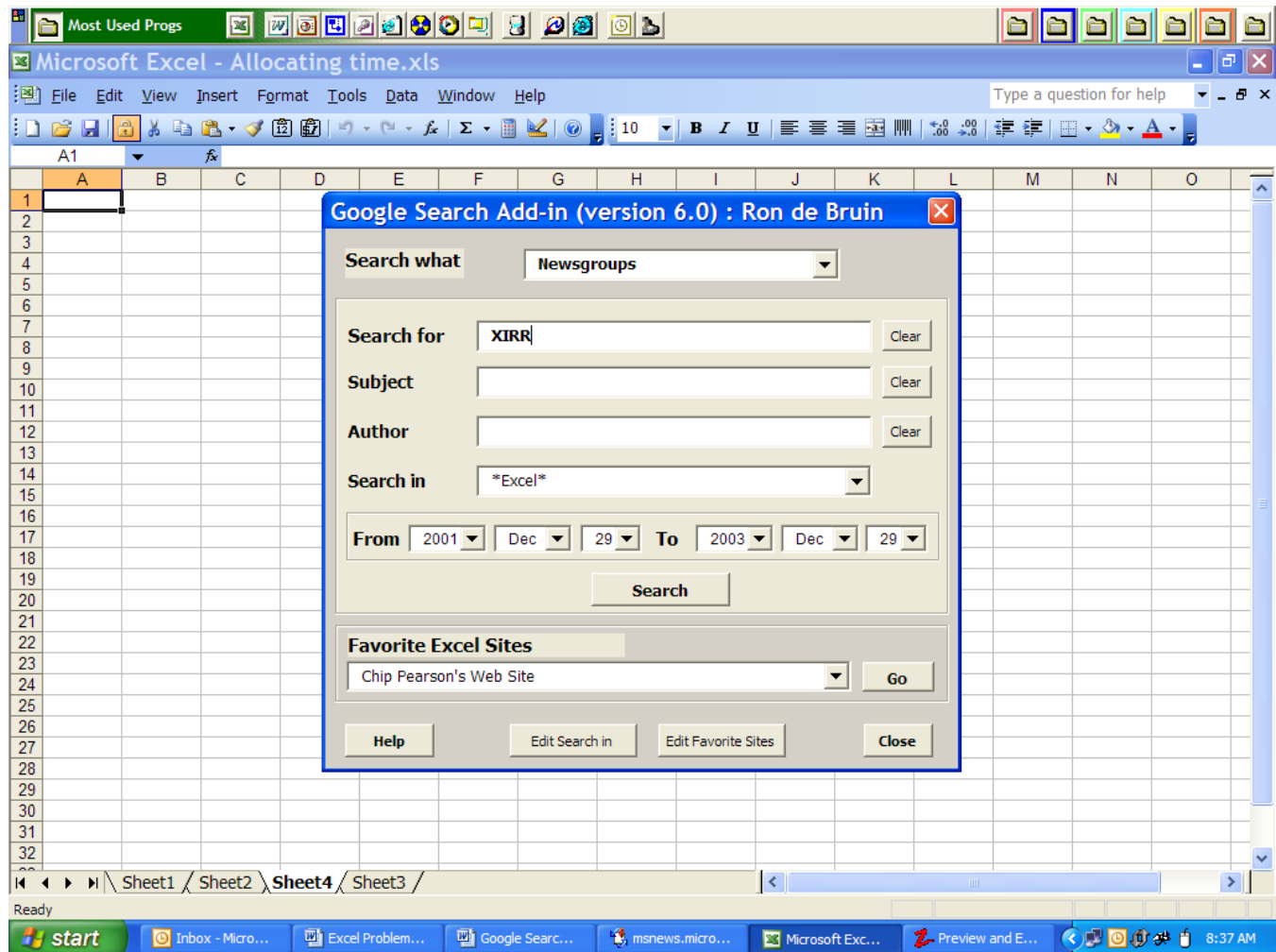


Figure 1: “What happens when I click Google Search under the Excel Help Menu?”

What's New in Google Search 6.0?

For those who've just upgraded from Version 4, here's the new stuff which first appeared in Google Search 5.0:

1. The User Interface has been improved even further into a much more intuitive form. It involved re-arrangements so that you now use the "Search what" drop down at the top to decide the area of searching. That means we now have a totally obvious Search button. No more having to think about which of three buttons has to be pressed.
2. There is an added ability to search newsgroups between user determined dates. With ever increasing postings to newsgroups month by month it will preserve the key speed advantage of Google. It also makes it far easier to pull out a posting that is recent or which you know was around the time you got back from vacation.
3. The Knowledge Base Search has been extended to allow version specific and Microsoft product specific searches. This allows a more directed search of the Microsoft Knowledge Base. That is still a major problem area for Excel users as it really is difficult to find what you need in the knowledge base. Maybe Microsoft could replace their search engine with Google!
4. Once you have entered your search details, pressing <Enter> will now execute a Search rather than, as previously, take you to the next entry box or key.

For those who've just upgraded from Version 5, here's the new stuff:

1. There's been improvements to the User interface. Most noticeable is that you just can't miss the Search button.
2. Amendments have been made to the process of adding, subtracting and changing newsgroups and websites that are searched.
3. The file has been renamed Google Search.xls rather than using a name including the version number. This facilitates replacing / upgrading your existing version and stops the Addin list getting cluttered.
4. Interfaces have been provided for Word and Powerpoint. This is achieved by converting some of the features to an Access file although it is stressed that you do not need to have Access on your computer.

5. At the operation level, pressing Enter from within a textbox will execute the search.

Replacing Earlier Versions of Google Search

You're not going to want the earlier versions of Google Search. There was nothing much wrong with them; it's just that Google Search 6.0 gives more options and should be easier to use.

Before replacing your earlier version of Google Search, it is recommended that you backup your earlier version by copying and pasting it to an Addin backup folder.

To replace an earlier version of Google Search:

- Open Excel and with any workbook open,
- Tools > Add-Ins
- De-select the Google version you now have
- OK
- Close Excel
- Open Explorer
- Locate the existing Google Search Add-In file
- Delete it
- Just re-Open Excel to check that it is no longer under the list of available Add-Ins in case you have not located the version that needs deleting.
- Close Excel
- Open the zipped file containing Google Search 6.0
- Extract the Google Search 6.0.xla file and the RDB_Google_Excel.mdb file to the Library Folder that housed the original version.
- Open Excel and use Tools > Add-Ins, Select Google Search 6.0 and Press OK.

Keep a file of all Addins, small programs and special program files (like Excel.xlb and Personal.xls) that you include in the group of files that you regularly backup.

For details of where you may have put the earlier Version of Google Search you can refer to:

[Where Do I Copy the Google Search 6.0 Files To?](#)

If you're an experienced Google Search user you won't need much more. But if you just browse through the rest of this User Guide you might pick up something that intuition has missed. And, of course, in case of problems with

Google Search 6.0

a program: RTM (Read The Manual).

The Google Search Form

The “Google Search form” is the name applied to the object that pops up when you use the command Help > Google Search.

First a brief description of the various parts of the form and then fuller details of key features that enable maximum benefit from the utility:

The Search Form

Google Search Add-in (version 6.0) : Ron de Bruin

Search what: Newsgroups

Search for: XIRR [Clear]

Subject: [Clear]

Author: Norman Harker [Clear]

Search in: *Excel*

From: 2001 Dec 29 To: 2003 Dec 29 [Search]

Favorite Excel Sites: Chip Pearson's Web Site [Go]

[Help] [Edit Search in] [Edit Favorite Sites] [Close]

Figure 2: The Google Search 6.0 Search Form

(Note that yours may look a little different if not using Windows XP and I've already modified my Favorite Excel Sites preference to the one that I use most.)

Areas of the Search Form

This section lists the areas of the Search Form and the details of those areas. You'll note they are hot linked to allow you to jump to sections that cover these in detail.

There are four main areas of the Form:

1. [The "Search what" Drop Down](#)
2. [The Main Search Area](#)
 - a) [The Four Search Input Boxes](#)
 - i) ["Search for" Input Box](#)
 - ii) ["Subject" Input Box](#)
 - iii) ["Author" Input Box](#)
 - iv) [The "Search in" Drop-down](#)
 - b) [The Date Entry Boxes](#)
 - c) [The "Search" Button](#)
3. [Calling Up Favorite Sites](#)
4. [General Google Search 6.0 Utility Controls](#)

These will be returned to later but at this stage just note that for Google Searching we confine ourselves to the Main Search Area with Favorites Selection being a self-contained utility that has been customised to refer just to Excel related websites.

Features of the Search Form

“What Happens If I Press This Button?”

Those questions, which will probably be the last words spoken on this planet, are answered by pointing but **not** clicking at any button. Up comes the answer to your question without having to press the button. So it won't stop you from clicking buttons just for fun! But you don't **have** to press them to find out what they're for.

Tab Controls

When you call up the Google Search 6.0 the active area is the "Search for" Text Input Box. Enter text or not, but pressing the Tab Key takes you to the Subject Text Input Box. The sequence is:

Search For >

Subject >

Author >

Search Button >

Search what Drop Down >

Favorites Sites Selection Drop Down >

Go (Execute Button for Loading up your favorite Site) >

Back up to the top.

As usual Windows custom, Shift + Tab goes backwards so you don't need to go all the way around the roundabout if you miss your turning. You can use your Mouse of course to get to any control. But that might mean you get exercise and we try to avoid that as you might drop your pizza.

Search Like Lightning

So you're in Excel and you want to calculate a weighted average return. Now how do I do this?

- <Alt> H G
- Type: Weighted Average Return
- <Enter>

Up will come any relevant newsgroup posts in Excel newsgroups on that topic.

Back to Excel Press Esc and we can get back to our problem.

Remind yourself that you owe Ron de Bruin another beer!

The “Search what” Drop Down

Here is where you decide where you want to search. Initially this is set at Newsgroups but the options available are:

- Newsgroups
- Websites
- Knowledge Base
- Newsgroups Advanced
- Websites Advanced

Note that with Google 6.0, these “Search what” options are the top level classifications. For the second level of classification under these main ones you use the “Search in” drop down.

We deal with the second level classifications later. At this stage, just note that if (for example) you want to search for a Knowledge Base article in Excel 2000, you select “Knowledge Base” in the “Search what” drop down and select Excel 2000 in the “Search in” drop down.

Selection and / or changing “Search what” options may cause the form to change. If you’re searching a website, for example, the dates section disappears (as this isn’t relevant) and the subject and author entry dialogs are disabled and pre-existing entries are “greyed out” (because they’re not relevant either.)

The Main Search Area

The Main Search Area covers the key inputs and controls for individual Google Search problems.

These are “hot linked” for quick access:

1. [The “Search what” Drop Down](#)
2. [The Four Search Input Boxes](#)
 - a) [“Search for” Input Box](#)
 - b) [“Subject” Input Box](#)
 - c) [“Author” Input Box](#)
 - d) [The “Search in” Drop-down](#)
3. [The Date Entry Boxes](#)
4. [The “Search” Button](#)

We will cover the essentials of each of these inputs and controls over the next few pages

The Four Search Input Boxes

“Search for” Input Box

“Search for” applies to searching Newsgroups, Advanced Google Search and searches of the Microsoft Knowledge Base. But it’s not compulsory to make any entry at all in this box unless, in the case of Newsgroup searches, you don’t have any entries in the other two text boxes. (If you do that you’ll get a “Nothing to search for” message).

This is the one you’ll probably use the most. You can type in here key words or phrases or ‘natural questions.’ **It’s best to just type in key words.** The more words that you type the narrower the search response you will get. More key words will also change how Google ranks the items that it finds and makes it more likely that you will get the most relevant ones up the top. If you have to go through more than about 25 articles, you can probably save time by going back to Excel and adding key words to the search.

In searching on your key words Google will pull out the most commonly selected and loaded Newsgroup or web site pages that have been selected by other Google users searching on those entries. This algorithm is the reason why Google is able to get such a high level of relevance to your questions. Google is really saying, “50,000 other searchers have searched on this word. When they did that, what ones did they actually select and take a look at. We’ll rank and list them on that basis.”

Google is also sensitive to who you are! For example, if I do a search on a topic it will rank my postings on that topic higher.

“Subject” Input Box

This is the least used of the three options and applies only to Newsgroup searches. If you make an entry here and then decide to “Toggle” to web sites, the entry gets “greyed out” rather than just deleted as with earlier Google Search versions. If you toggle back to Newsgroups the previous entries are re-activated.

But that doesn’t make it less useful if you are looking for a particular post and if you remember the subject heading or a key word in that heading. The big difficulty here is that posters of problems very often put irrelevant or generic subject lines like “Help” or “Urgent” or “Excel”. So new users of Newsgroups please try to be subject specific in your subject lines; it actually increases your chances of being assisted by a specialist in that area and it will help you and others find your posts later.

Where a Subject Text is used with other Input Boxes you will narrow down the search even further. Google will only produce responses if the key word in the Subject Text was used. Thus if I use “Amortization” in the Text Input and “Functions” in the Subject Input I will only get responses where Functions is used in the subject line.

Where a Subject Text is used with an Author name you will only get posts by that author and they will be listed in most recent date order.

“Author” Input Box

This text input box only applies to searches of Newsgroups. If you make an entry here and then decide to “Toggle” to web sites, the entry gets “greyed out” rather than just deleted as with earlier Google Search versions. If you toggle back to Newsgroups the previous entries are re-activated.

Searches on Author name alone reveals posts in most recent date order. Where you give both a “Search For” and an “Author” entry, the Author entry takes priority and entries are in most recent date order.

The name that is searched is the name used in postings, which may or may not be the real name. Obviously if a full name is given in posts and you know the full name it will be better to search on the full name than just part of it. Make sure that you spell the name correctly!

If you search on “Norman” you’ll get posts by all people who use the given or family name of “Norman” as their entire name or as part of their name. So you’ll get a load of rubbish from Norman Harker come up plus you’ll get some real gems Norman Smith and Arthur Norman.

Don’t assume that the posts given for a particular name are all from the same person. There are hundreds and in some cases many hundreds of thousands of people with the same name. Also remember that this name is the one that they give in their posting settings and people don’t have to give their real names. There have also been cases where ‘trolls’ (perhaps better termed ‘parasites’) have deliberately posted under the name of regular posters; so if the post appears strange don’t assume that it is the real Norman Harker. BTW this type of imitation can lead you to very nasty legal repercussions so it’s not to be recommended. So you don’t know what BTW means? Do a Google search on New Groups with “Search for” as BTW or Newsgroup Acronyms and you’ll get a list of them.

You may not search on more than one author. However, most prolific posters “sign” their posts. Indeed, we tend to encourage the use of real names in the newsgroups. **You can achieve searches for posts that quote a second author result by putting that author’s names in the “Search for” text input.**

The “Search in” Drop-down

The “Search in” input box is a drop-down listing which is determined by what you have selected in the “Search what” drop down. You can customize these lists by adding, deleting, or changing the order using the “Customize” button but we’ll cover that process later. Initially the lists have the entries shown in the table below.

Newsgroup list

Excel
microsoft.public.excel.misc
microsoft.public.excel.programming
microsoft.public.excel.worksheet.functions
microsoft.public.excel.newusers
microsoft.public.excel.charting
microsoft.public.excel.links
microsoft.public.excel.printing
microsoft.public.excel.setup
microsoft.public.excel.macintosh
microsoft.public.mac.office.excel
microsoft.public.nl.office.excel
microsoft.public.excel.templates
microsoft.public.excel.queryDAO
microsoft.public.excel.crashesGPFs
microsoft.public.excel.123quattro
microsoft.public.excel.datamap
comp.apps.spreadsheets
word
access
Frontpage
internetexplorer
outlook
outlookexpress
powerpoint

Website list (For searching)

support.microsoft.com
microsoft.com
msdn.microsoft.com
www.cpearson.com
www.j-walk.com
contextures.com
www.erlandsendata.no
www.mvps.org

Favorite Webpages
John Walkenbach Links page
Office Homepage
John Walkenbach
David McRitchie
Debra Dalgleish
Chip Pearson
Ole P. Erlandsen
John Peltier's Web Site (Charts Pivot tables)
Charles Williams Web Site
Stephen Bullen's Web Site (MVP page)
Rob Bovey's Web Site
Ron de Bruin's (Walk on Water) Web Site
Explore the many MVP Web Sites
Excel G - List
Excel L - List

Knowledge Base Options

Excel Windows
Excel 2003
Excel 2002
Excel 2000
Excel 97
Excel Macintosh
Excel X Macintosh
Office for Windows
Office Macintosh
Office X Macintosh
Windows XP
Windows 2000
Windows Millenium
Windows 98
Windows 95

The Date Entry Boxes

These follow the standard three element entry for the range of dates that you're interested in. To cover the last 24 hours use yesterday and today's date. But be aware that Google can be up to about 12 hours behind and that the time clock used is West Coast USA (Pacific Standard Time) and not UTC (Universal Time Clock) or your "Local" time.

It was suggested that the individual drop downs within dates should scroll by use of a mouse wheel. The words of Ron de Bruin in Dutch regarding this suggestion might best be translated (for those of a sensitive disposition) as meaning that this capability was not allowed in Excel VBA. Any expert out there who finds a way should contact Ron de Bruin.

The "Search" Button

This represents the art of VBA programming in Excel. Pressing this button:

- Loads the default web browser if it is not already loaded,
- Causes a check to see if you are connected to the internet,
- If you are not connected you will be diverted to your connection process before Google Search 6.0 continues,
- Navigates to the Advanced Google Search page, or in the case of a Knowledge Base search, to the Microsoft Knowledge Base search page,
- Feeds a query to that search page based upon your text input settings and choice of newsgroup or web site,
- Waits for and displays the results of the Google Search,
- Releases focus (or control) to your web browser as if you had had performed all the previous steps manually.

Quite a sophisticated bit of VBA programming! But let's now cover the pressing of the "Search" button in the context of what you have selected in the choices available above the button.

Searching Newsgroups

If Newsgroups are the selected in "Search what", pressing the Search button executes an Advanced Google search for postings in the Newsgroups covered by your "Search in" data between the dates in the Date boxes.

To do a general search of all Excel groups you just leave *Excel* in the "Search in" box. But you can be more specific and just search (for example) the microsoft.public.excel.worksheet.functions newsgroup. If you look back at the table you can see that you are not restricted to just Excel Newsgroups if you have a sudden urge to

Google Search 6.0

be unfaithful and need to discover a solution to a Word related problem. At least Ron de Bruin has avoided a charge of treason and has not included other spreadsheet programs (although you can add these to the list if you want.)

Information must have been provided in at least one of the content input boxes “Search for”, and / or “Subject” and / or “Author”. The priority of search used by Google with more than one entry in the input boxes appears to be:

“Author” (in most recent date order),

“Subject” and then

“Searched for” text.

Thus if you press the Search button with the name Norman Harker in Author, Functions in Subject, and Amortization in Search for, any postings referring to amortization with subject that include the word “Functions” by Norman Harker will be returned by Google in most recent date order. However, with a tendency for irrelevant or unhelpful subject lines a more comprehensive search would be achieved if the subject text was cleared.

We would tend to complete data in the subject text input only if we were trying to find a particular post with a known word or expression in the subject line.

Searching Websites

When searching websites, only the “Searched for” text input is relevant. Existing entries in Subject and Author are ‘greyed out’ and with websites selected as the area of search it is not possible to make or vary entries in the Subject and Author input boxes. The Dates inputs are actually removed from the form. However, if you return to Newsgroups searching option the ‘greyed out’ entries in Subject and Author are restored any previous entries date entries get restored with the Date dialogs reappearance.

A selection of the key Excel related websites has been “pre-enrolled” in the “Search in” drop down. But see later that you can add your own favorites and new sites to these by using the customization feature of Google Search 6.0

Searching Microsoft Knowledge Base

Prior to Google Search 4.0 which introduced this capability, a ‘normal’ Knowledge base search required navigation to the Microsoft Knowledge Base search page, completion of the search form and then executing the go facility on that search form. Even with the Microsoft Knowledge Base Search page in your list of favorites, this was / is a tedious process. This is especially the case because the Microsoft pages are quite slow to download and you need to be there to make the successive menu entries during the process. Although, Google Search 6.0 doesn’t improve the download speed, it does complete the process automatically in the shortest possible time.

Google Search 6.0

Knowledge bases within Microsoft are organised on a product basis and the products covered are pre-enrolled in the “Search in” drop down.

You can customize the list of products in the “Search in” drop down. With Knowledge base selected in the top “Search what” drop down, a click of the “Edit Search in” button will bring up a customizing dialog.

If you know the Knowledge Base article number, a useful tip is to put that number in “Search for” dialog box. Executing a search using that number in “Search for” will ‘pull up’ that knowledge base article and any other articles that contain a reference to it.

Entries under Subject and Author are ‘greyed out’ and are ignored when making a knowledge base search. The date entries are actually removed. However, if you return to Newsgroups searching option the ‘greyed out’ entries in Subject and Author are restored any previous entries date entries get restored with the Date dialogs reappearance.

Newsgroup Advanced and Websites Advanced Searches

There is no need to provide any text inputs to initiate an Advanced Google Search of Newsgroups or Websites. However when pressing the “Search” button any data provided in the text inputs are fed into an Advanced Google Search leaving you with the Advance Google Search tool on screen for completion or execution by you.

Completing a Search

When a search is complete Google Search 6.0 is released from the focus of your computer and the Google Advanced Search ‘return’ will be on your screen as the active window for Newsgroup / Website and Advanced Searches. With Knowledge Base searches the return screen from a Microsoft Knowledge base search is the active and displayed screen. Google Search 6.0’s task has been completed.

If you want to narrow down results more than those displayed you now have the option of doing this from the returned screens or by returning to Excel and amending your Search requirements. Thus you might amend your search “string” or restrict to searching before or after or between given dates by using the facilities to make those changes provided in the index at the top of the Advanced Google Search results page. Similarly you can add to the text being searched for as a means of narrowing down a large number of results.

If you narrow down results by going back to Excel and varying the data in the Google Search 6.0 form this executes a new search rather than narrowing down and using an existing one.

Returning from a Search.

Simply click on the Excel icon for the workbook that was active when you executed the search will take you back to the Google Search 6.0 search form displayed in front of the active workbook.

The display will return your previous search requirements which you may clear or modify for making further searches. Pressing the Escape button on your keyboard or the Close button on the search form will remove it and on re-calling Google Search 6.0 all of the inputs will be cleared and all drop-downs restored to their pre-set primary options.

If you have found a particular Excel formula in your search and have copied it from a web page or a post, this remains on your clip board and can be pasted into a cell or into the formula bar. **Remember in this context that pasting formulas from Newsgroup searches into the formula bar tends to be more effective than pasting them into a selected cell. Also remember that if the formula needs amending put a single apostrophe in the formula bar before you paste.**

Once the Google Search form has been cleared, Google is finished with. It's use of your computer's memory 'real estate' is limited to that required for the listing of Google Search under Help and as an available Add-In in the Tools > Add-In menu. That memory requirement is thought to be almost insignificant and **Google Search 6.0's presence as a utility should not be the source of any degradation of performance of Excel or other running programs.** Indeed the only degradation known is an almost imperceptible increase in the time that Excel takes to boot up.

If you want to do a major modification of your existing search, don't forget the "Clear" buttons! Also don't forget when copying and pasting the universal Windows shortcuts are Ctrl+C for copy and Ctrl + V for paste. It certainly makes copying and pasting into the text boxes or into Excel a lot easier.

Calling Up Favorite Sites

This was a varied / added facility in Google Search 4.0 The feature comprises just two controls. A favorites drop down selector and a Go button.

The Favorites Drop-Down Selector

Some sites have a particular or exclusive Excel emphasis. Notable ones are listed in the favorites sites drop-down box as follows:

Favorite Webpages

John Walkenbach Links page
Office Homepage
John Walkenbach
David McRitchie
Debra Dalgleish
Chip Pearson
Ole P. Erlandsen
John Peltier's Web Site (Charts Pivot tables)
Charles Williams Web Site
Stephen Bullen's Web Site (MVP page)
Rob Bovey's Web Site
Ron de Bruin's (Walk on Water) Web Site
Explore the many MVP Web Sites
Excel G - List
Excel L - List

This is a **very** selective in the choice of pre-listed sites. Apologies to those that are left of the pre-loaded list. But note below that the list is customisable in terms of being able to change the order, delete and add to the list. The authors / owners of these web pages are as follows:

John Walkenbach

www.j-walk.com/ss/excel/links/index.htm

www.j-walk.com/ss/excel/tips/index.htm

John is probably the most popular and most frequently recommended writer on Excel. His website contains a lot of up to date tips, formulas and Add-ins as well as variations / corrections to his texts.

Chip Pearson

www.cpearson.com/excel/topic.htm

Chip's topic web page and pages that it leads to are models of how a detailed web site should be laid out. Very few significant general topics on Excel fail to receive definitive and useful coverage. Chip is a regular and authoritative newsgroup contributor. If Chip has posted a reply it's worth reading. If a Chip's site reference is referred to by another poster, you can be sure that it's not a mere addendum to the post; it *is* worth going to.

Dave McRitchie

www.mvps.org/dmccritchie/excel/excel.htm

David's site perhaps has a greater coverage than Chip's and there is significant over-lap. Its index is necessarily more complicated but still very easy to follow. Dave is a regular and authoritative newsgroup contributor. If Dave has posted a reply it's worth reading. If Dave's site is referred to by another poster, you can be sure that it's not a mere addendum to the post; it *is* worth going to.

Debra Dagleish

www.contextures.com/tiptech.html

Debra site is clearly indexed and features the up to date classified Excel book list plus a very well laid out Frequently Asked Questions Section as well as numerous other 'goodies'.

Ole P. Erlandsen

www.erlandsendata.no/english/index.htm

Ole, based in Norway similarly provides a clearly indexed and comprehensive source of tips and tricks in Excel ranging from startlingly elegant formula solutions to common problems to complex VBA subroutines and functions.

John Peltier

<http://peltiertech.com/Excel/index.html>

John's site contains lots of tips and tricks with charts and pivot tables and includes some excellent tutorials on those subjects.

Stephen Bullen

www.bmsltd.co.uk/excel/default.htm

Apart from Stephen's own material, this site hosts many of the free downloadable files of Microsoft Valued Professionals who don't maintain their own websites. Many of these are very important Add-ins to Excel and if you have them already, it's worth remembering that you will get the latest Version here plus updates or versions that cover the later Versions of Excel.

Google Search 6.0

Rob Bovey

<http://www.appspro.com/>

Rob's site contains very useful free utilities such as VBA Code Cleaner, Dialog Converter, VBA Code Documentor, XY Chart Labeler, and Excel Utilities

Charles Williams

www.decisionmodels.com/optspeedd.htm

Here's one for the experts and the desperate! For the experts? Charles concentrates on performance related issues and what Excel is doing 'under the hood'. For the desperate? If Excel refuses to open, or is going at the pace of a snail on mogadon, then it is likely that Charles William's site will take you down the road to getting Excel moving again.

Excel G (General) and Excel L (Developers) Archives

<http://peach.ease.lsoft.com/archives/excel-g.html>

<http://peach.ease.lsoft.com/archives/excel-l.html>

These are links to the archives of questions and answers on general and developer questions on e-mail interchange query services provided by L-Soft International. If you haven't tried the service of these two groups, these links will cover how you subscribe to them. In fact you have to be a subscriber before you can access the archives.

But to repeat the apology. Sorry to those who have been left out but at least these can be added to by users.

The "Go" Button

Just press "Go" and the Google Search 6.0 loads your current default browser and takes you to the selected site and page listed by the selection. If you are not currently connected to the internet, your connection program will be initiated as soon as the browser has been loaded. After connection has been made the Google Search 6.0 continues on it quest of finding the site you have asked for.

General Google Search 6.0 Utility Controls

Four general control buttons are provided:

1. Help
2. Edit Search in
3. Edit Favorite Sites
4. Close (Esc)

Help takes you to Ron de Bruin's website which will provide further updates, problem solving issues and 'late breaking news' with Google Search 6.0 plus contact details and general information. Most of that general information though is contained in this guide.

Close is pretty obvious! But note that the Escape key and the X button on the top right of the form will also close the Google Search 6.0 form.

Editing deserves and gets headings all of its own

Customizing Google Search 6.0

The “Edit Search In” is sensitive to the setting of the top “Search what” drop down:

- If this “Search what” drop down is showing Newsgroups, clicking the “Edit Search In” button allows customization of the newsgroups
- If the “Search what” drop down is showing Knowledge Base, clicking the “Edit Search In” button allows you to customize the Microsoft products list
- If the “Search what” drop down is showing websites, clicking the “Edit search In” button allows you to customize the list of websites that can be searched.

Adding and Deleting and Re-organising Newsgroups Searched

If you press the “Edit Search In” button it takes you to a customizing dialog as per the screen below:

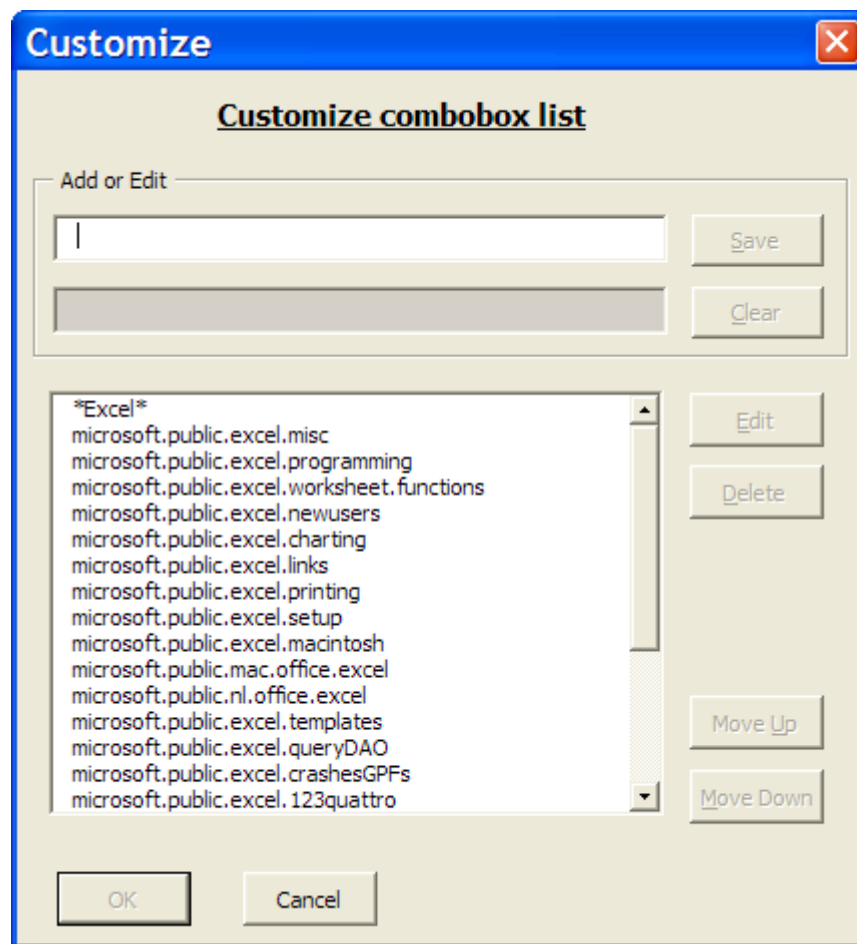


Figure 3: Customizing the Newsgroups Searched

The buttons on the dialog are self-explanatory but here are a few notes:

Google Search 6.0

1. The Move Up and Move Down buttons allow you to change the order in which newsgroups appear. The top newsgroup in the list will be the default group searched if you don't make a change to the drop down on the main user form.
2. Use delete if you find that you never use a particular newsgroup. You can always get a deleted group back by re-inserting it or by re-downloading Google Search 6.0
3. If you are satisfied with changes, make sure that you press OK and NOT Cancel because OK will serve to save the changes you have made.
4. Out of interest, you may note that this is an Access dialog but that it does not rely on Access being installed on the computer.
5. A listing of the more common current Microsoft hosted newsgroups is available at:
<http://support.microsoft.com/newsgroups/default.aspx>
6. For a completely up to date listing of the Microsoft hosted newsgroups you can use the Newsgroup button in Outlook Express after you have subscribed to msnews.microsoft.com There are a few thousand to choose from. If connecting via other servers such as those maintained by most Internet Service Providers, you should note that the list might not be up to date in terms of new groups or groups that are no longer hosted.

In passing, subscribing through msnews.microsoft.com gives ensures the fastest time for posts and replies to appear. Updating of the newsgroup for new postings rarely takes more than 2/3 minutes even when Microsoft servers are under heavy pressure. If a firewall prevents access through msnews you may find that the responses will be shown by a Google search faster than any other.

Adding and Deleting and Re-organising Websites Searched

Pressing the “Edit Favorite Sites” button takes you to the following dialog screen:

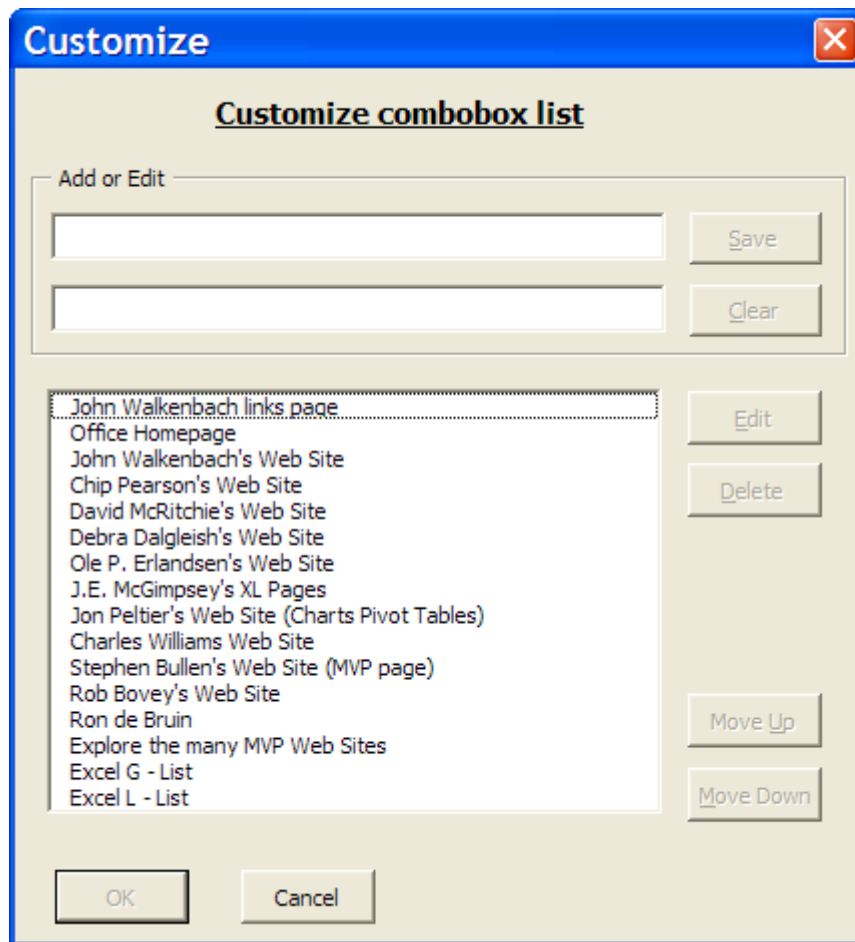


Figure 4: Customizing the Websites List

The buttons on the dialog are self-explanatory but here are a few notes:

1. The Move Up and Move Down buttons allow you to change the order in which web sites appear. The top website in the list will be the default group searched if you don't make a change to the drop down on the main user form.
2. Use delete if you find that you never use a particular website although you are not really losing anything if you keep an unused site in the list. You can always get a deleted web site back by re-inserting it or by re-downloading Google Search 6.0
3. If you are satisfied with changes, make sure that you press OK and NOT Cancel because OK will serve to save the changes you have made.
4. Out of interest, you may note that this dialog searches the Access database file that you downloaded with Google Search 6. However, it does not rely on Access being installed on the computer.

Adding and Deleting and Re-organizing Knowledge base Products

With the “Search what” dialog set at Knowledge Base, the “Edit Search in” button will access a dialog that allows customizing:

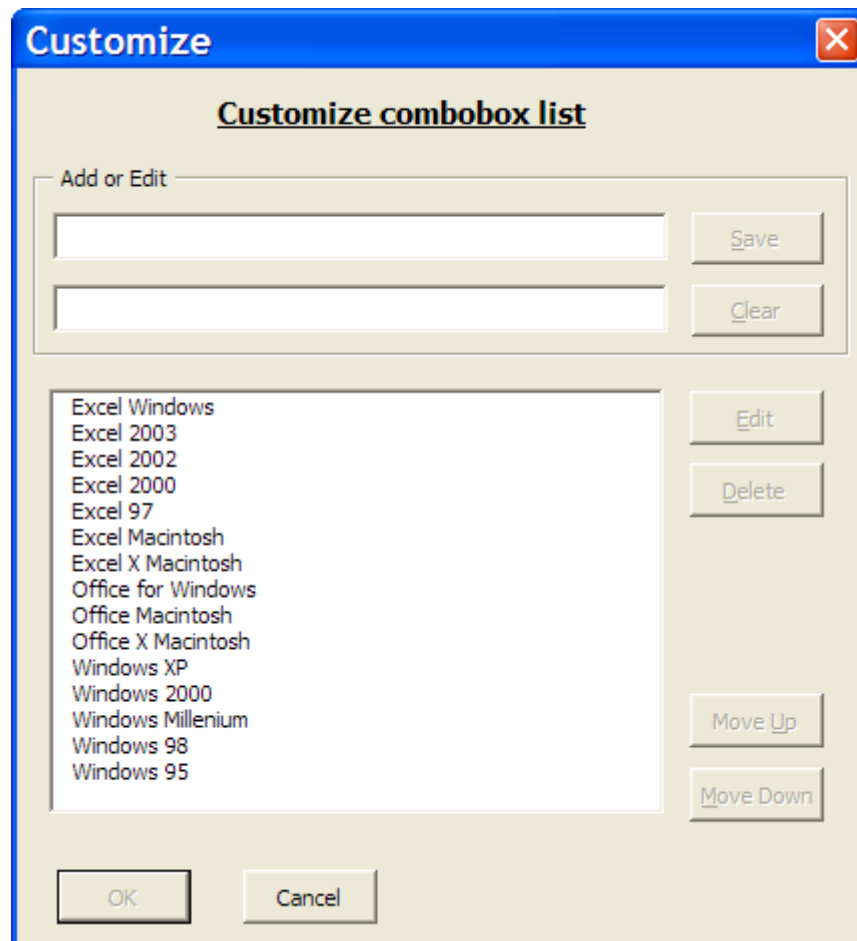


Figure 5: Customizing the Knowledge Base Product List

Notes on this process are as per the previous section.

The same process applies to customizing the list of Websites that can be searched with Websites selected in the “Search what” drop down.

How do I Load the Google Search 6.0 Add-In

Introduction

Don't worry about getting anything wrong here. The worst that can happen is that Google Search 6.0 won't work or that you will have difficulty finding it for installation and removal purposes. There's no risk here of any damage to your computer or to any of the settings for the computer, for Excel or your workbooks.

Also don't worry about having to remember all this stuff. Once Google Search 6.0 is up and running, you won't have to do any more because Excel will load the program for you each time you start Excel.

The best approach to this process is to print off a copy of these notes. It's far easier to work from a "hard" copy than have to keep flipping backwards and forwards into Word.

There are two steps to the process of getting the full benefit of the Google Search 6.0 Add-In

1. The two files that you download need to be copied to the right place in your filing system and that right place depends upon the Operating System (e.g. Windows 98 or Windows XP)
2. It needs to be selected as an Add-In that should be loaded each time you open Excel. That process is made easy if the file has been placed in the location where Excel "looks" for Add-Ins.

Where Do I Copy the Google Search 6.0 Files To?

You download two files from the Ron de Bruin website:

- Google Search.xla
- RDB_Google_Search.mdb

The xla file is the main program file. The mdb file is the database file used for various listings.

You can put these files anywhere you like, preferably on the hard drive of your computer, and when you come to select the Add-In, all you need to do is to browse to that location. That's OK with Google Search 6.0 but you might forget where you put it when it comes to removing it or upgrading it or installing a new computer / hard drive / operating system / version of Office. With other Add-Ins containing functions for example you get additional problems when applications that you have built start to look for the Add-In and can't find it in the location that most other users will automatically put it.

Instructions for Different Versions of Excel

Excel 97

Put Google Search.xla and RDB_Google_Search.mdb in the following Folder:

C:\Program Files\Microsoft Office\Office\Library

Excel 2000

Put Google Search.xla and RDB_Google_Search.mdb in the following Folder:

C:\Program Files\Microsoft Office\Office2000\Office\Library

OR if that folder does not exist use:

C:\Program Files\Microsoft Office\Office\Library

Excel XP (2002)

Google Search 6.0

Put Google Search.xla and RDB_Google_Search.mdb in the following Folder

C:\Program Files\Microsoft Office\Office2002\Office10\Library

OR if that does not exist

C:\Program Files\Microsoft Office\Office\Library

Multiple Version Installations of Excel

If you have more than one version of Excel Installed, you will need to copy the files to the Library folder for each version.

Problems?

1. You might have a non-standard installation of Microsoft Office or Excel in which case the Library File might be in a different location. But with Explorer open it shouldn't really take you too long to find where Microsoft Office is and then follow the path down to the Library.
2. In some network installations although you can copy Google Search.xla and RDB_Google_Search.mdb to the Library folder, you may find that it disappears in between sessions. This is part of an extremely tight network security policy. If this is the case, you should refer the problem to your System Administrator and hope that (s)he will put the Google Search.xla and RDB_Google_Search.mdb file in their proper location and allow it to stay there.
3. Depending upon administrative settings, with Windows 2000 Professional and Windows XP Operating Systems you may find it necessary to put Google Search.xla and RDB_Google_Search.mdb in:
C:\Documents and Settings\<user>\Application Data\Microsoft\AddIns

Selecting Google Search 6.0 to be Available Every Time You Use Excel

Standard Selection

As long as you placed the Google Search.xla and RDB_Google_Search.mdb file in the right location, this is easy and only has to be done once.

Open Excel [Note that you must have a workbook open even if it's only Book1]

Tools > Addins [With Office / Excel 97 on older specification computers there can be a delay of up to 20 seconds whilst Excel pulls off this menu from the hard drive].

Scroll down (if appropriate) to Google Search 6.0

Select the name and make sure that there is a check in the box against it.

Press OK

Non-Standard Selection

If you didn't place Google Search.xla and RDB_Google_Search.mdb in the right folder, you will find at step 3 in the last section that Google Search 6.0.xla is not listed as an available Add-In.

It is recommended that you should put it in the right location as this makes backing up essential Add-Ins easier than if you have them all over the place. However, there is nothing to stop you from browsing at step 3 to the location where you put it and then Opening the Google Search 6.0.xla file.

Problems?

“Google Search 6.0 Is not accepted”

Cause:

Excel Security settings.

Correction:

Tools>Macros>Security

Trusted Sources Tab

Place Check Against “Trust all installed Add-ins and Templates”

Notes:

This is the same with all Addins. It is not just a Google Search 6.0 problem.

When you upgrade to a higher version of Excel or install a Service Release or Service Pack, Microsoft will often re-set the security setting back to default settings. This can be very confusing! This is especially the case if you don't use Excel for some time after the update and suddenly find that your utilities in Excel are not working.

Google Search 6.0

“I select Google Search 6.0 as an Addin in Addins Selection Process but I get an error message when I click OK.”

Cause:

You are using Excel 2002 and the Security Settings do not have a check against “Trust access to Visual Basic Project”

Correction:

Use the following:

Tools > Macros > Security > Select “Trusted Sources” Tab > Place check against “Trust Access to Visual Basic Project” > OK

OR

Tools > Options > “Security” Tab > Press Macro Security button > “Trusted Sources” Tab > Place check against “Trust Access to Visual Basic Project” > OK

This change has immediate effect and will allow you to use Google Search 6.0

Notes:

This is the same with all Addins. It is not just a Google Search 6.0 problem.

When you upgrade to a higher version of Excel or install a Service Release or Service Pack, Microsoft will often re-set the security setting back to default settings. This can be very confusing! This is especially the case if you don't use Excel for some time after the update and suddenly find that your utilities in Excel are not working.

Google Search 6.0

Google Search 6.0 appears in the Help menu but I get an error message when I try to use it.

Cause:

You are using Excel 2002 and the Security Settings do not have a check against "Trust access to Visual Basic Project"

Correction:

Use the following:

Tools > Macros > Security > Select "Trusted Sources" Tab > Place check against "Trust Access to Visual Basic Project" > OK

OR

Tools > Options > "Security" Tab > Press Macro Security button > "Trusted Sources" Tab > Place check against "Trust Access to Visual Basic Project" > OK

This change has immediate effect and will allow you to use Google Search 6.0

Notes:

This is the same with all Addins that use visual basic subroutines as part of their functionality. It is not just a Google Search 6.0 problem.

When you upgrade to a higher version of Excel or install a Service Release or Service Pack, Microsoft will often re-set the security setting back to default settings. This can be very confusing! This is especially the case if you don't use Excel for some time after the update and suddenly find that your utilities in Excel are not working.

“Google was OK when I first installed it but it’s disappeared from Help and from the Addins Dialog.

Cause:

You are running Excel on a very secure network which has deleted all “foreign” Addins on shut down or on you logging out or being logged out.

Solution:

Speak to your network administrator and see if (s)he can be persuaded to allow Google Search 6.0 on the list of approved addins. Refer her to the newsgroups and Google search and this user guide if (s)he has any queries as to the reputability of the utility.

Short term it means re-copying to the Library file and re-selecting from within Excel each time you want to use it.

Note:

This is a problem common to all “foreign” Addins. I’m afraid that you must blame malicious people who use addins to corrupt systems and the need of network administrators to guard against such attacks.

Google Search 6.0

“I followed the instructions on installing Google Search 6.0 but it is not in the Tools > Addins list.”

Cause:

This can occur with some administrative setting in Windows Professional 2000 and Windows XP

Solution:

Depending upon administrative settings, with Windows 2000 Professional and Windows XP Operating Systems you may find it necessary to put Google Search 6.0 in:

C:\Documents and Settings\<user>\Application Data\Microsoft\AddIns

Re-Installing or Upgrading Excel

If you re-install Excel (or Office Generally) you will retain all Addins that have been kept in the Library file provided that they are not deleted before re-installation. **If you upgrade Excel you do not retain third party Addins because of risks that these Addins will not work with the later version of Excel. Accordingly, you should create a back-up copy. In any event, it is always recommended that you keep the downloaded copy of any Addin.**

If in the upgrading of Excel you elect to retain the existing installed version of Excel, the retained version will continue to have all Addins both installed and selected as Addins. The upgraded version of Excel will not have the Addins installed and you will need to copy them to the Library file as per the process described above.

On upgrading Excel generally, note that purchase of an upgrade package does not 'release' the earlier version for installation on another computer. With current sizes of hard drives being so large, there is little reason why you should not have and run multiple versions of Excel on the same computer. If you do this though, **you are firmly advised to install the earliest versions first** complete with all 'Service Packs' 'Service Releases' and 'Patches'.

Backing Up and Upgrading Your Computer

When backing up your computer whether or not it is prior to the installation of a new hard drive, it is important to remember to back up the Addins that you have installed. In the case of Google Search 6.0, although you can always obtain a new copy or can re-install from a backed up copy of the original, you should remember that any customization that you have done is only on the copy of the file that sits in the Library file. Having collected web site lists, newsgroup lists and favorites over a period of time, you don't want to lose them or have to re-find them so **make sure that you backup the Library file copy of Google Search 6.0**

As a general recommendation you should keep a list of all files that need backing up as that is more extensive than just the contents of your personal filing system. Addins installed in the Library file must be prime candidates for that list as they are very easily forgotten.

Excel Security Settings and Google Search 6.0 Advice

If you read [Problems?](#) above, you will see that Google Search 6.0 will not run with Trusted Sources Security Settings unchecked. Also if using Excel 2002 (XP) you will note that you **must** have security settings under the “Trusted Sources” tab that “Trust access to Visual Basic Project”

If you want to use Google Search 6.0 or any Addin you do leave your system more vulnerable to attack by viruses / worms. There is no way round this if you want to be able to get the benefits of Google Search 6.0 or other Addins that use Visual Basic for Applications subroutines to enhance the features and powers of Excel.

Security from attack by viruses and worms is one of the greatest concerns in modern computing. On the one hand, Microsoft have given the power to achieve previously inconceivable feats. On the other hand to achieve them we risk attack from viruses and worms.

At worst these viruses and worms can breach security of information and corrupt our systems. They can cause loss of data and can prevent certain programs from running or corrupt menus and prevent saving of files. Nimda was “good” at doing this to Excel. Less seriously, they can cause a lot of nuisance in terms of pop up advertisements and invitations to visit pornographic websites and they require immense wastes of time cause by the need to maintain and update protection. Even losses due to false alarms are a nuisance; indeed they probably cause greater losses of time and expense than actual viruses and worms.

If you are using or wanting to use Google Search 6.0 then it is likely that you are a proficient computer user and / or a frequent user of the internet. If you are doing this without a good anti virus program then you are living on borrowed time if you have not been infected. In such a case your approach should be:

- 1. Use one of the more popular anti virus programs.**
- 2. You must keep the virus definitions up to date.**
3. With Norton Antivirus (as an example), you can enable automatic downloading of the latest definitions plus get automatic alerts by email of latest high level threats.
4. You should also visit (as an example) the Norton site to view latest threats.
5. You should download and use virus and worm checking and removal tools.
6. You should back up regularly all of your own files and important ‘personal’ files that are in the program files directories.

Workbooks from friends are no more trustworthy than from people you don’t know. By way of analogy,

they are no more trustworthy than the 'mere' acquaintances of your friends. No workbook or photo, or word document etc. should be opened without first scanning by your (recently updated) anti-virus program. VBA programming shouldn't be automatically distrusted. But you shouldn't allow it to run unless you are satisfied that the creator of the file knows that it is on the file and that the person who wrote the code is to be trusted not to do anything malicious. Even then, there will be accidents where system changes are made by code which are not restored after being finished with, or which don't get restored because of a power or system crash intervening.

No protection system is foolproof. No anti-virus program will protect you better than the maximum that it can achieve with totally paranoid settings and even then there will always be that "window" between a new virus or worm being released and it being the subject of a protection tool or virus definition patch. We have to learn to live with it in the same way we learn to live with all crime. We can't lock ourselves away and never expose ourselves to risks. We just have to set up that happy compromise that gets the most out of our way of life. With computing we achieve that by the same principles of compromise; we get the most out of Addins but we make sure that our other modes of protection are in place.

This is the best advice that can be given and it applies generally and not just for Google Search 6.0 purposes.

Disabling and Removing Google Search 6.0

You can temporarily disable Google Search 6.0.xla by:

Tools > Add-Ins

Remove check from Google Search 6.0.xla.

To remove it from your system permanently:

Tools > Add-Ins

Remove check from Google Search 6.0.xla

Press OK

Close Excel

Using Explorer or Start > Search > For files and folders:

Locate the Google Search 6.0.xla file and either delete it or cut and paste it somewhere else.

Open Excel

Answer the message on opening Excel according to whether you want to confirm not having Google Search 6.0 available or relocate the reference to the folder you may have moved it to.

With Office / Excel 97 there was an annoying bug. This bug makes it difficult to remove an incorrectly located Add-In. You will find that you will get continual annoying messages regarding Google Search 6.0 if you did not originally place it in the Library file location. The only ways to remove these messages are:

To re-Install Office / Excel 97,

Or:

Make amendments to the Registry (Not recommended),

Or :

Re-install Google Search 6.0.xla by placing it in the right folder;

Select it using the Tools > Addins approach;

Press OK;

Close Excel;

Open Excel and now it should be running properly from the file in the right location.

Now you can use the standard removal process described above.

When completed Open Excel and confirm you don't want Google Search 6.0.xla any more.

Acknowledgements

Thanks to JE McGimpsey, Dave Peterson, and Norman Harker for risking the lives of their computers by testing it out and for all of their comments and assistance. Of course I take all the blame if anything doesn't work but they have "put it through the wringer." There are still possible problems relating to different computer set-ups but please don't hesitate to contact me (address below) if you have problems. Special thanks to Norman for making this User Guide.

Also thanks are due to JE McGimpsey for "translating" the Excel for Windows code for running under a Mac Operating System. Without JE's work that would not have been possible and Mac users would have lost what I hope is a valuable utility.

Thanks are also due to the many contributors to newsgroups over the years. Without benefiting from the questions and answers posed on these newsgroups it is highly unlikely that this program would have seen the light of day.

Finally thanks are due to Google. Use of Google has helped track down vital information and views regarding the programming techniques that have been used to build this program. Many hours of often fruitless searching have been collapsed on occasions to just a few minutes by virtue of the remarkably efficient process adopted by Google to locate the information required from just the barest data on what was needed. Congratulations Larry Page and Sergey Brin! A brilliantly conceived and implemented tool of modern computing and research.

Legal Stuff

This utility is distributed freely and with maximum exclusion of liability permitted by law. Further distribution is permitted subject to:

1. Such distribution **not** being directly or indirectly for gain or reward, and
2. Distribution being together with these notes, and
3. Appropriate and prominent attribution to Ron de Bruin.

Copyright on VBA coding and techniques used to create this program is specifically retained. Use of this program is subject to the restriction that there should be no access to or copying of the VBA Project that forms part of the workbook without consent of Ron de Bruin and use of a password provided only by him for that purpose.

Google Search 6.0

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Excel, Windows and Microsoft are registered trade marks of Microsoft Corporation.

Contact

For any difficulties or suggestions contact Ron de Bruin at:

rondebruin@kabelfoon.nl

More

This Version of Google Search 6.0 is designed for use with Excel running on a Windows operating system. JE McGimpsey has very kindly written a version that runs on a Mac. With the essentials of that version are substantially the same.

If you like this concept of getting what you want where you want it, then you might like the SendMail tool that I have developed. This places the ability send copies of selected areas, sheets and entire workbooks from within Excel. The material sent can be restricted to just sending the 'naked' data without formulas or to send it fully operational.

My SendMail tool is available as a free download from:

<http://www.rondebruin.nl/Google.htm>

Ron de Bruin

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