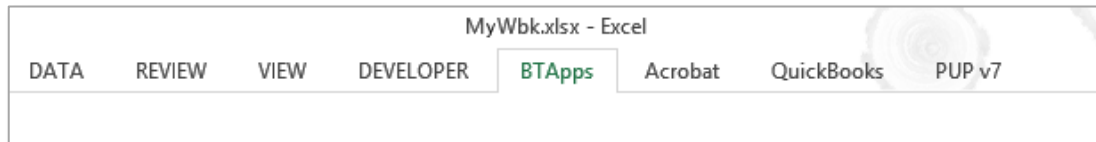# BTApps™ FOR EXCEL USAGE INSTRUCTIONS

Brought To You By: The Wisconsin I.T. Guru
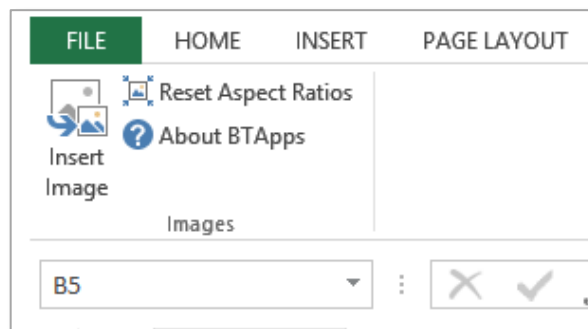
INTRODUCTION

The BTApps™ add-in for Microsoft® Excel allows you to insert images into cells, ranges and merged cells! When inserted into individual cells, the images may also be sorted with their associated data! Additionally, BTApps™ comes with a tool to allow you to reset the aspect ratio of all images on a worksheet, should they have become distorted.

After you have successfully loaded the BTApps™ add-in to your copy of Excel (instructions in this document), you will see the "BTApps" tab in the right-hand region of your ribbon. Click on the tab to utilize its features.

After you have clicked on the tab, you should see three buttons – one large and two small – in the left area of the ribbon. The button captions should read, "Insert Image", "Reset Aspect Ratios" and "About BTApps".

The "Insert Image" button is the one that gives you the functionality to insert images into cells, ranges and merged cells. The "Reset Aspect Ratios" button gives you the functionality to reset the original aspect ratio of all images on a worksheet. The "About BTApps" button gives you information about the add-in itself.
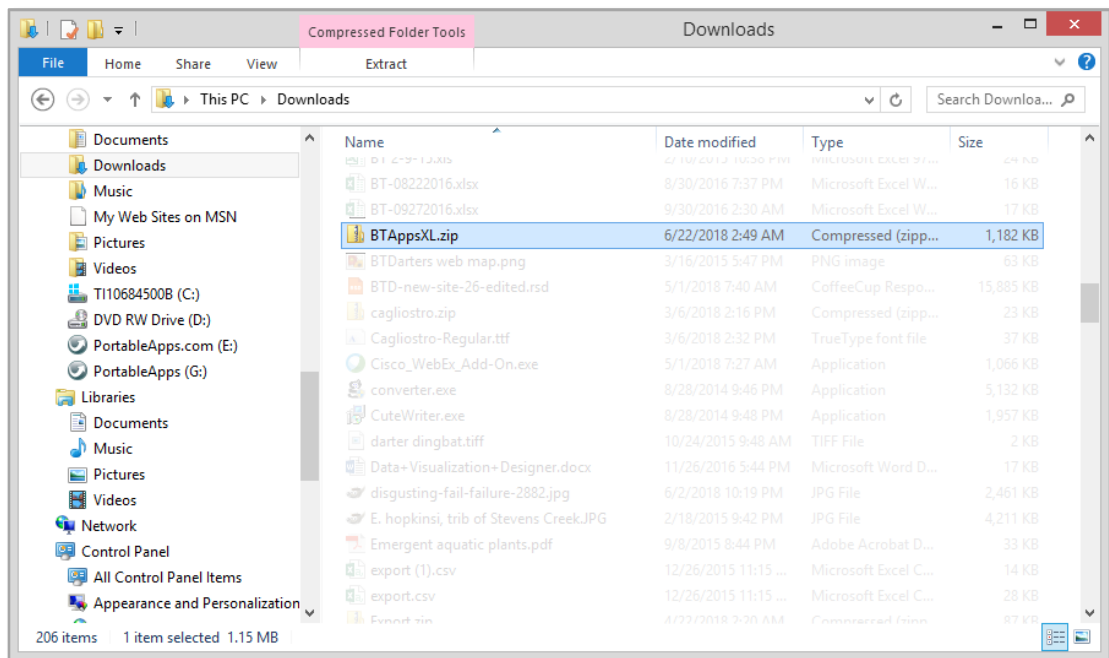
This document contains information about:
1. Loading the Add-In to Excel (PC Version)(below)
2. Using the Insert Image Function (p.7)
3. Sorting Images With Your Data (p.9)
4. Resetting Image Aspect Ratios (p.11)
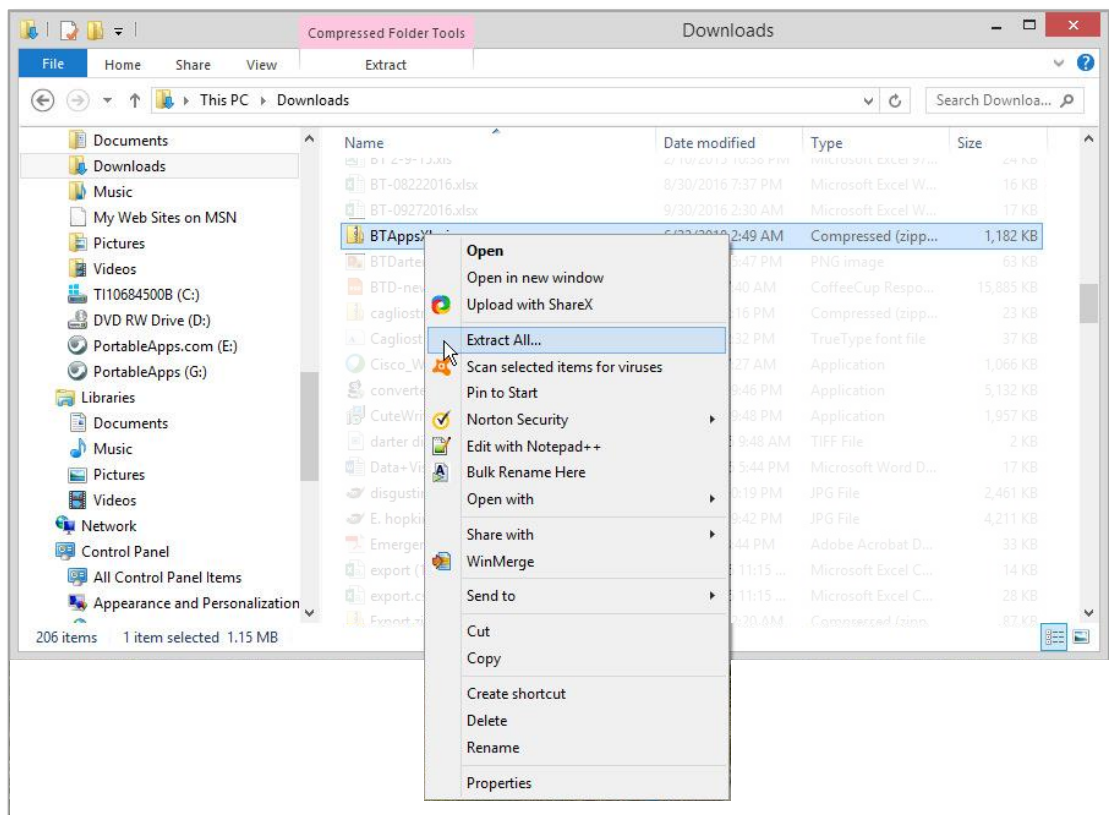5. About BTApps (p.14)
6. Troubleshooting (p.14)

LOADING THE ADD-IN TO EXCEL (PC VERSION)

If you have received the add-in in a zip file format, you will first need to unzip the attachment, and save the add-in file to a folder on your computer. For the purposes of this example, we are going to assume that the file has been saved to the 'C:\Users\Brian\Downloads' folder. This folder also displays as 'ThisPC › Downloads' on the example computer (see example image on the following page).

Now that we've located the zip file, we need to extract it to get its contents out. Right-click on the file and choose 'Extract All'.
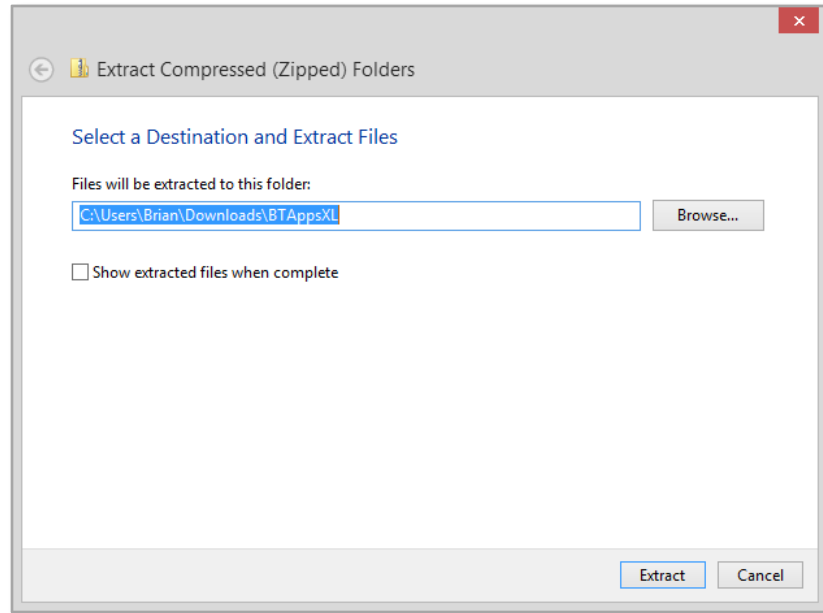

The 'Extract Compressed (Zipped) Folders' dialog will appear, as in the image on the following page. For the purposes of this demonstration, we are going to use the default selected folder as the destination for our files. You are welcome to use any destination you like, though. Simply type a
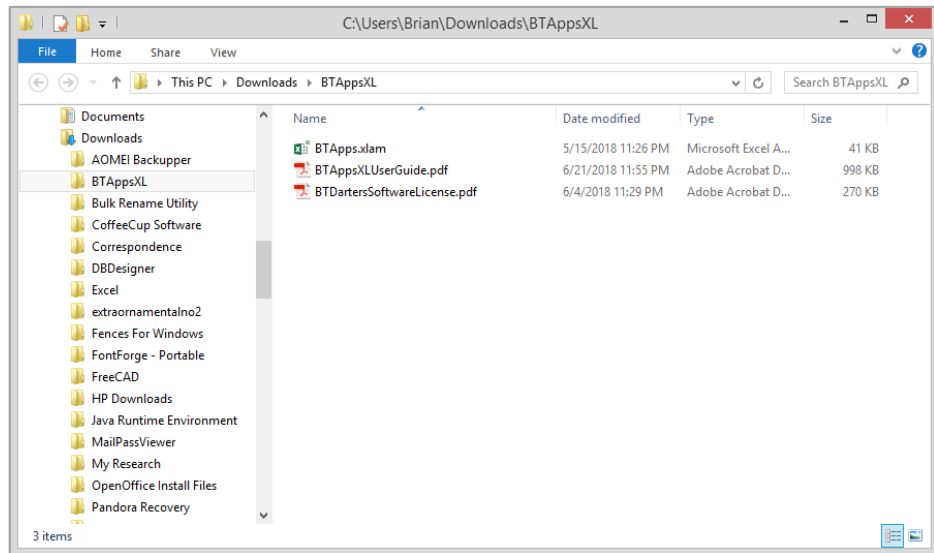
different directory in the text box or browse to another location using the 'Browse...' button. If you check the 'Show extracted files when complete' checkbox, another instance of Windows Explorer will open when the files have been extracted, showing the contents of the new folder. It is up to you if you want to do that. If you do not check the box, the files will still be extracted, you will just not see the files immediately after the operation is complete.

Click 'Extract' when you have chosen your desired location.

If you have selected the 'Show extracted files when complete' checkbox, the following window will appear. In it, you can see the unzipped files. If you did not check the checkbox, navigate to the location of the extracted files to see them.
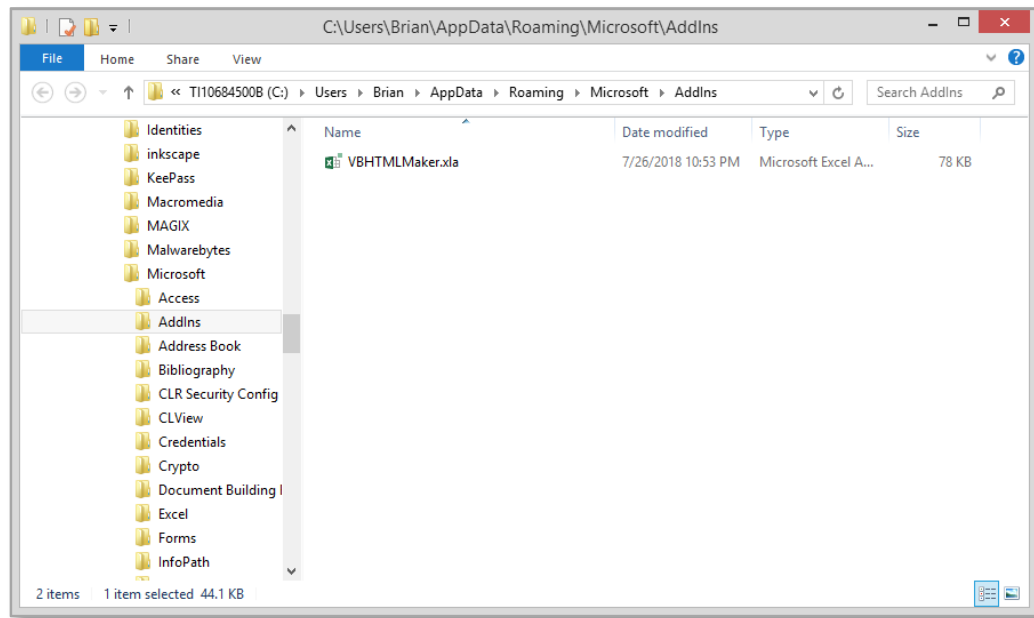
The 'BTApps.xlam' file is the actual in file which you will use to add BTApps™ to your version of Excel. The other files you see are the User Guide (this document), and a copy of our Software License Agreement. Please read the Software License Agreement carefully before using the software.
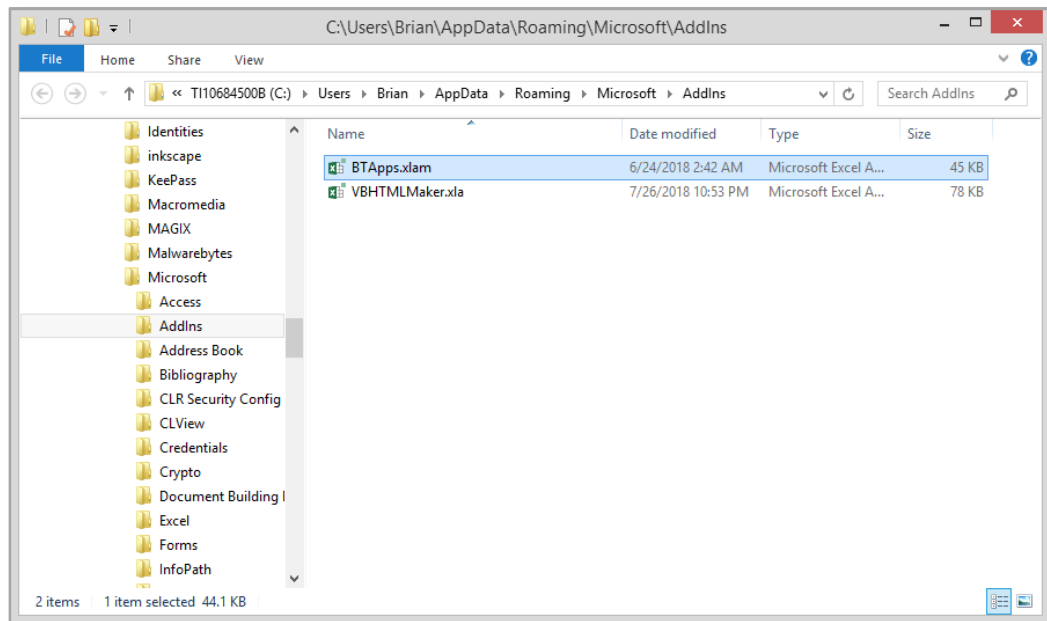
The easiest way to load our add-in to Excel is to move the add-in file (or a copy thereof) to Excel's add-ins directory on your computer. That folder is usually located at 'C:\Users\[Your_Name]\AppData\Roaming\Microsoft\AddIns'. In the case of this example, it is located at 'C:\Users\Brian\AppData\Roaming\Microsoft\AddIns'. Let's navigate to that folder in another instance of Windows Explorer.

As you can see, there's an add-in that we loaded previously already in that folder. If you have not loaded any add-ins to your computer, your folder may be empty. Regardless, this is where we want to place a copy of the BTApps™ add-in file.

Return to the Explorer window where you were previously viewing the unzipped files and copy the 'BTApps.xlam' file. Then paste it into the 'AddIns' folder. Our folder now looks like the image below.
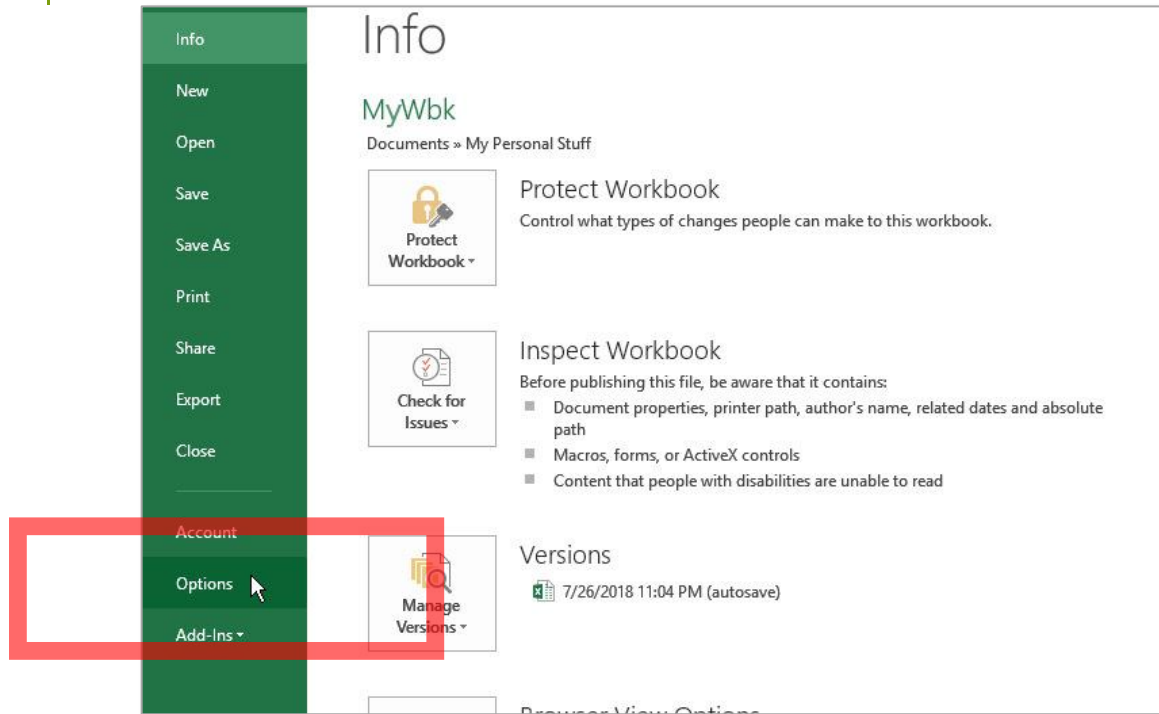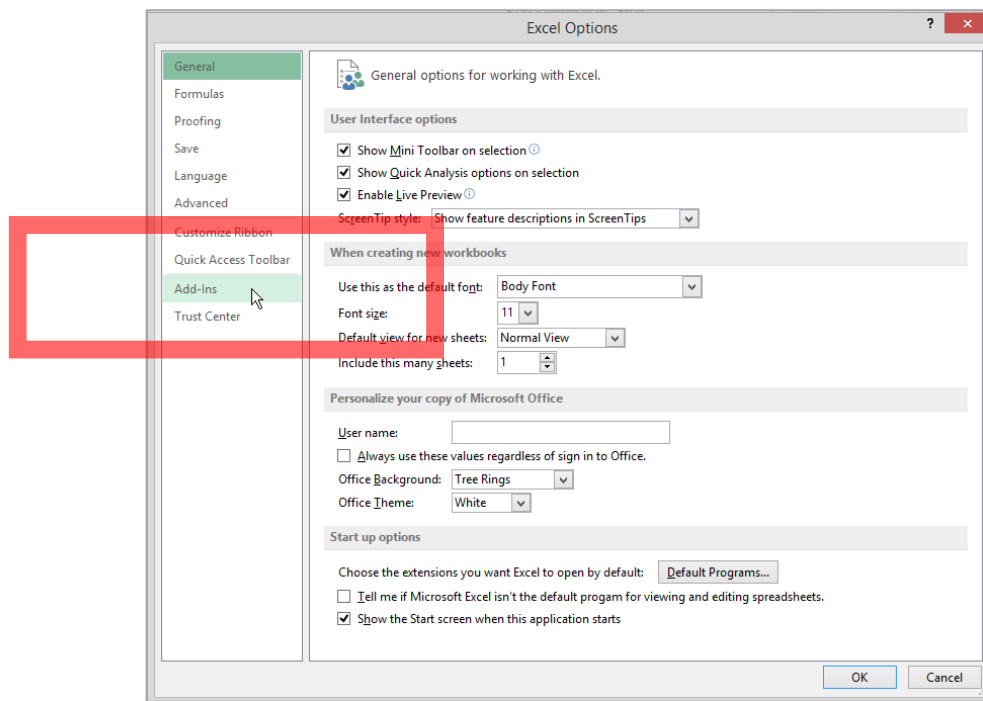
The add-in file is now in the correct directory to load it into Excel. If you don't have Excel open already, please open it at this time.

Once Excel is open, we need to activate the add-in to make it usable. Click on the 'File' menu in Excel. You will see that a menu on the left side of the window appears, as in the image below. We want to select 'Options' to continue.
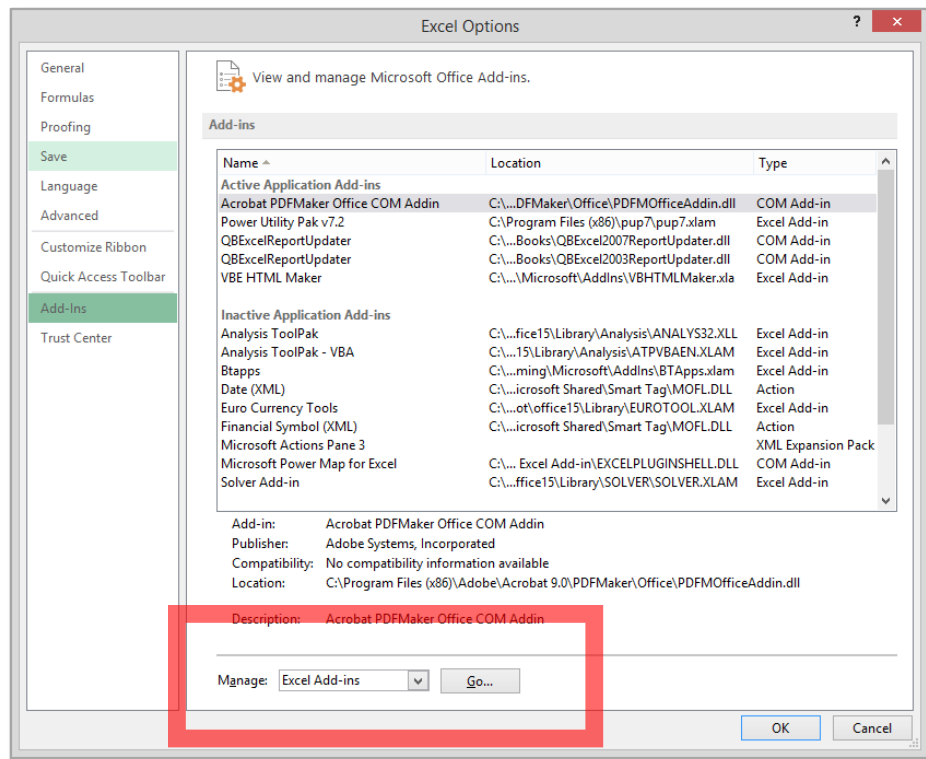

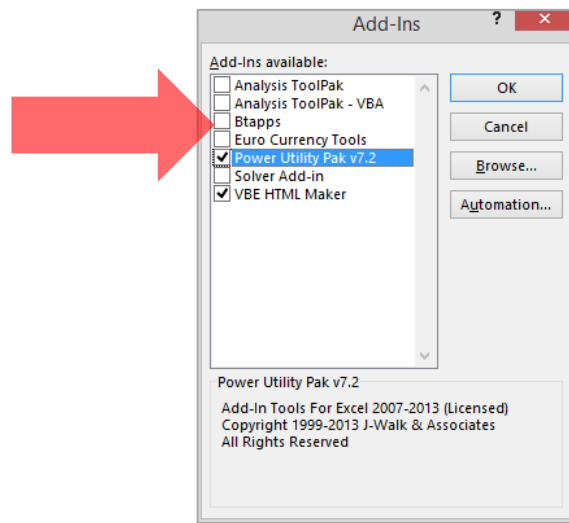In the 'Excel Options' window that appears, select 'Add-Ins' from the left-hand menu.

You will now see what add-ins are added to your version of Excel. To add BTApps™, we must look at the 'Manage:' area near the bottom of the window. Make sure that 'Excel Add-Ins' are selected from the drop-down next to 'Manage:'. Then, click 'Go...'.
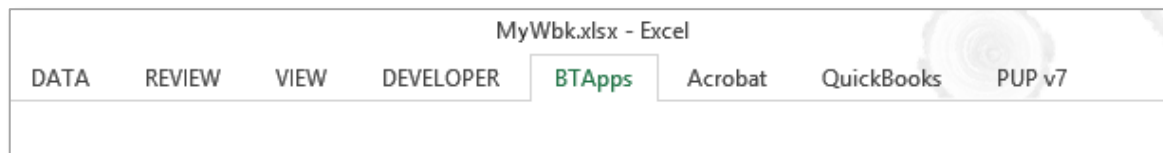
In the window that appears, you can see that BTApps™ is there (as Btapps), but it is not selected. Tick the checkmark next to Btapps and click 'OK' to activate the add-in.

Now you should see that the BTApps tab has been added to Excel, as in the image on the following page. You're ready to start using the add-in!

Tip: Now that you've added the add-in to your copy of Excel, it will be available every time you open Excel! It does not get saved within the workbooks you create. Workbooks that you create that have the embedded images in can be used by anyone with a copy of Excel. However, if someone you send workbooks to wants to insert images into workbooks themselves, they will have to purchase their own copy of the add-in.
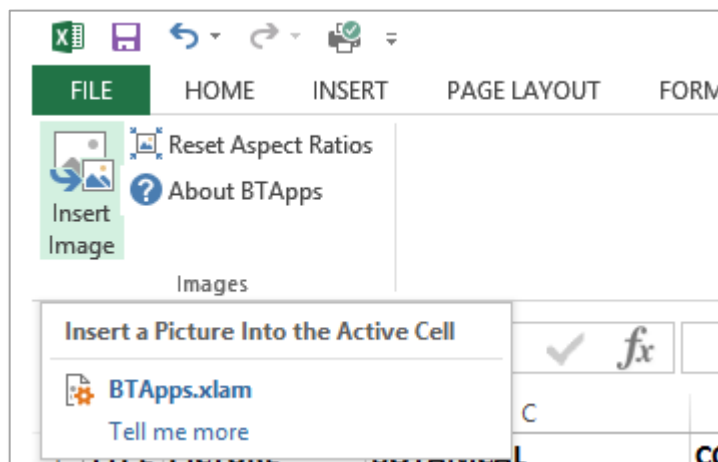
USING THE INSERT IMAGE FUNCTION

In order to use the Insert Image function, you must first have a cell, range or merged cell selected in the Excel window. Pictures must be placed individually as BTApps™ does not have a batch import function at this time.

In the following example, we want to place a picture of a flower in a table containing information about flowers. To begin, we will select cell B2.
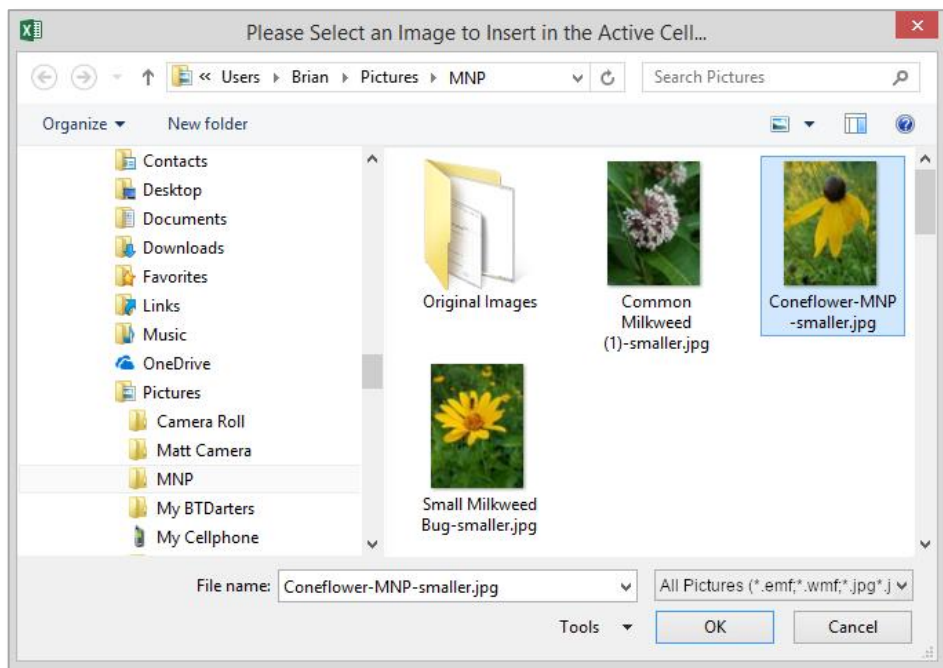

Next, we will click the "Insert Image" button on the BTApps tab.

**USING THE
INSERT IMAGE
FUNCTION
CONT.**

Insert
Image

Upon clicking the Insert Image button, a file dialog will appear that will allow us to select an image to place in cell B2. In this instance, we are going to select the file 'Coneflower-MNP-smaller.jpg'.

After we've selected the image, we click "OK".

And that's it! As you can see below, the image was placed in cell B2! BTApps™ always places the image in the selected cell, range or merged cell using its original aspect ratio. Also, BTApps™ always puts the image in the cell, range or merged cell such that it fits exactly in the selected area. In the future, BTApps™ may have a function to crop the image such that it completely fills the selection, but that feature is not available at this time.

Insert
Image

| Tip: | Images that you insert into your workbooks using BTApps™ are stored within the workbooks themselves and contribute to the overall workbook file sizes. As such, you may want to make reduced-size "thumbnails" of your images for insertion into your workbooks. A great *free* utility for Windows, Mac OS X and Linux users to make thumbnails is XnConvert. That software is available for download, again for FREE from the XnConvert website at: https://www.xnview.com/en/xnconvert/. |

SORTING IMAGES WITH YOUR DATA

Sort

BTApps™ makes sorting images with data possible by insuring that images placed in Excel using BTApps™ have a "link" to the cell they were placed in. Please note that sorting images with data may not be possible if placing images in multi-cell ranges or merged cells. If you wish to sort images with their associated data, be sure that you only place the images in individual cells.

For this example, we will use our flower table example from the previous section, which we have filled with images of flowers and a copy of our logo (please see image below). Please note that the only reason that cell B5 is selected is because that was the last cell we put an image in.

To begin with, we want to select the entire table, including: the header row, all of the images and all of the data. This will leave us with the range A1 to I5 selected, as in the image on the following page.
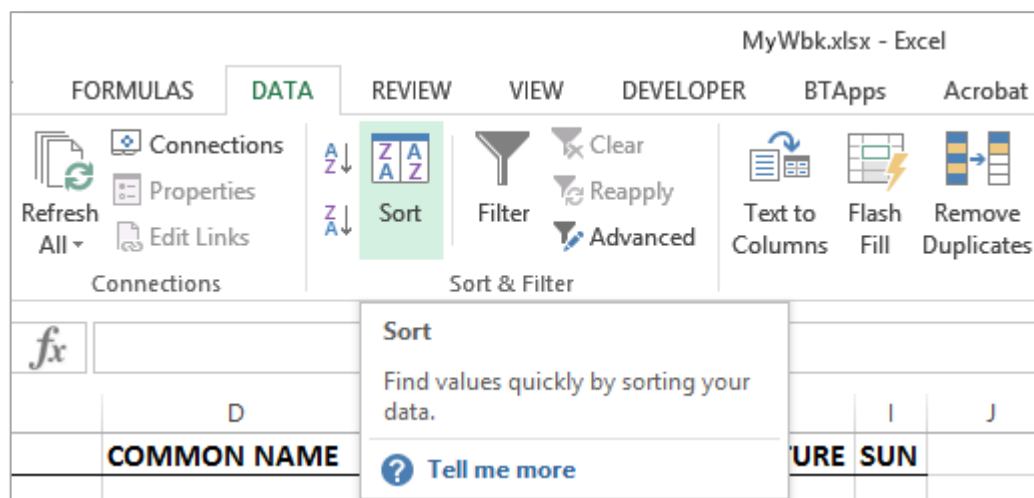
	TYPE	PICTURE	BOTANICAL	COMMON NAME	COLOR	HT	BLOOM	MOISTURE	SUN
2	F		Ratibida pinnata	Yellow Coneflower	Yellow	4-5'	July-Aug	Mesic-DM	FP
3	F		Asclepias syriaca	Common Milkweed	Lavender	2-4'	June-Aug	Mesic-Dry	FP
4	F		Heliopsis helianthoides	Early Sunflower	Yellow	3-5'	June-Oct	WM-DM	FP
5	A		Guru's Logo	The Wisconsin I.T. Guru Logo	Green	-	-	-	-

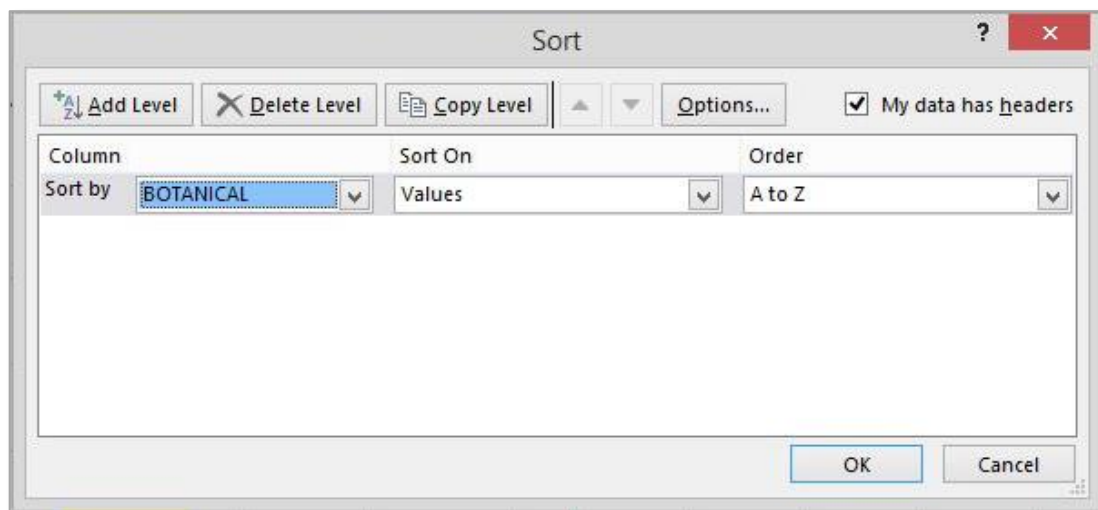With that range selected, we want to click on the "Sort" button on the "DATA" tab.

The "Sort" dialog box will appear, as in the image on the following page. Since our table has headers, we will want to make sure that the "My data has headers" checkbox is checked. In this instance, we will be sorting our data in A to Z order by the column named "BOTANICAL". After all of these options have been selected, we will click "OK".

As you can see in the following image, our data *and images* have been sorted according to Botanical name! Awesome!

RESETTING IMAGE ASPECT RATIOS

Reset Aspect Ratios

We understand that from time to time, you may have the need to resize the images you have placed into your workbook using BTApps™. By default, images placed using BTApps™ have their aspect ratios locked. However, there are ways to select and resize images in ways that will alter their aspect ratios. For this reason, we have included functionality to reset the aspect ratios for all images on an active worksheet. We do have plans in the works to allow you to select individual images and reset their aspect ratios. But at this time, if you want to reset the aspect ratio of an image or images, all images on the active worksheet will have their aspect ratios reset.
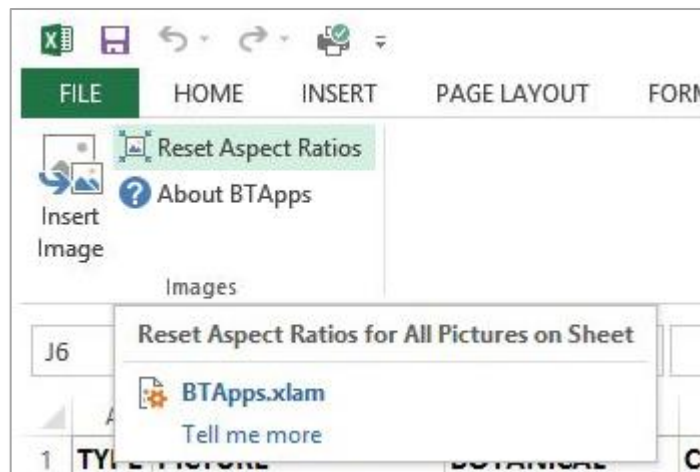
Tip:	As the Reset Aspect Ratios action cannot be undone, we strongly recommend that you save your workbook before performing this action.

To begin, make the worksheet you want to have aspect ratios reset on the active worksheet. The active worksheet will be the one that you are currently viewing in Excel.

In this example, we have made some changes to our flower table from the previous example. As you can see below, our logo image has gotten squished, and try as we might, we can't get the original aspect ratio just right.
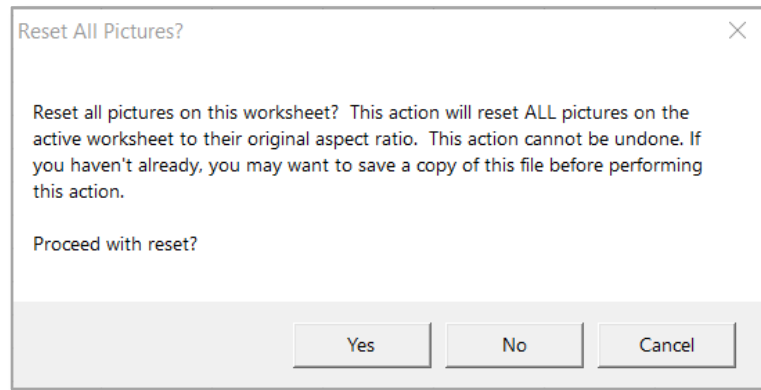

In order to correct this, we click on the BTApps tab and click on the "Reset Aspect Ratios" button on that tab.
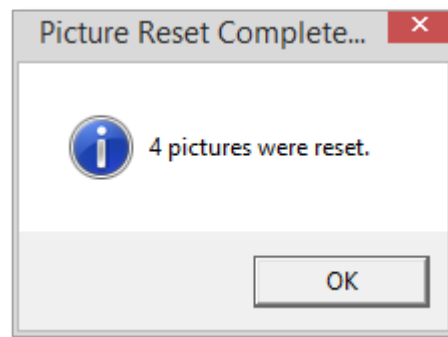

The dialog box on the following page will appear, asking us if we really want to reset the aspect ratios of all images on the active worksheet. In order to perform the action, we must click 'Yes'.

Reset All Pictures?   ✕

Reset all pictures on this worksheet? This action will reset ALL pictures on the
active worksheet to their original aspect ratio. This action cannot be undone. If
you haven't already, you may want to save a copy of this file before performing
this action.

Proceed with reset?

| Yes | No | Cancel |

When we click 'Yes', BTApps™ performs the operation. When the operation is complete, we are
presented with a dialog that shows how many pictures on the worksheet had their aspect ratios
reset. In our example, it was four images.

Picture Reset Complete...   ✕

ⓘ   4 pictures were reset.

OK

After clicking 'OK', we can see that our logo image has been reset to its proper size! In spite of the
fact that our logo was the only image that was "squished", all other images on the worksheet were
reset as well. For the other images, it is simply not noticeable as our previous resizing didn't alter
their aspect ratios.

	A	B	C	D	E	F	
1	TYPE	PICTURE	BOTANICAL	COMMON NAME	COLOR	HT	BLOC
2	F		Asclepias syriaca	Common Milkweed	Lavender	2-4'	June-
3	A		Guru's Logo	The Wisconsin I.T. Guru Logo	Green	-	-
	F		Heliopsis helianthoides	Early Sunflower	Yellow	3-5'	June-

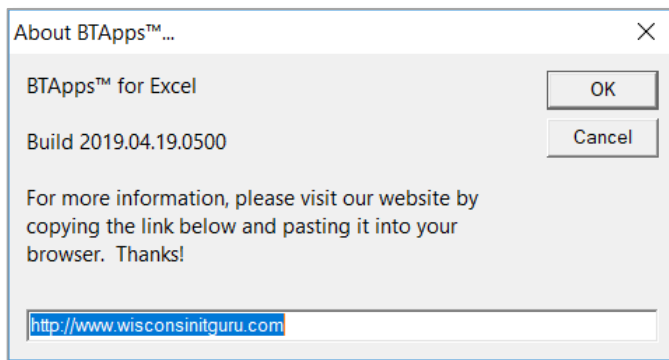**RESETTING IMAGE ASPECT RATIOS CONT.**

⬚ Reset Aspect Ratios

> Tip: Resetting the aspect ratios of images on a worksheet does NOT affect the "links" between the images and the cells they are associated with. You can still sort images with data after performing this action.
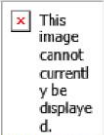
ABOUT BTAPPS

❓ About BTApps

Clicking the "About BTApps" button shows you a dialog box, like that in the image below. It tells you things like: the build version of BTApps™ that you are running, and contact information for BTDarters. Please note that your build version may differ from that in the image below. For more information, please visit our website or contact us through any of the means found at the end of this document. Thanks!

To dismiss the dialog box, simply click "OK" or "Cancel."

TROUBLE-SHOOTING

Occasionally, upon re-opening a workbook that you have added images to, Excel will show some images as having errors (example below). This is not an error of BTApps™, but an error within Excel itself. The image(s) is(are) not corrupted, Excel just for some reason doesn't "want" to display it(them). We have found that this problem can most often be resolved by simply saving the workbook *without* making changes, closing the workbook and then re-opening it.

The Wisconsin I.T. Guru

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www.wisconsinitguru.com

To purchase a copy of BTApps™ for Excel,

please visit our website (above).

Thanks!

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