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**Excel TIPS**  
BY HELEN BRADLEY

### Save a chart as a GIF file

You can save selected charts as GIF files using the following macro:

```
Sub savechart()
If TypeName(Selection) = "ChartArea" Then
    userName =
    InputBox("Filename of chart file?", "Save chart", "excelchart")
    userNameAndPath = ThisWorkbook.Path & "\ " & userName & ".gif"
    ActiveChart.Export FileName:=userNameAndPath, FilterName:="GIF"
    MsgBox "Chart is saved as" & Chr(13) & userNameAndPath
Else
```

```
userReply =
MsgBox("Please select a Chart Area, then run macro again", vbOKOnly, "Error in selection")
End If
End Sub
```

After you've written the macro, you must save your Excel workbook. Now click on the chart area and run the macro. After you name the file, the

chart will be saved to the same folder as the workbook.

### Grab Web data ▼

To add data from a Web page to a worksheet, choose **Data | Import External Data | New Web Query** and type the URL. After the page loads, click on the yellow arrow to select data. Click on **Import**, then select the location for the data to be

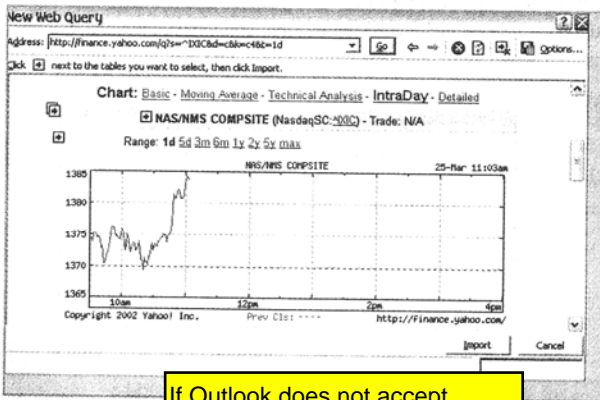
placed and click on OK. You can refresh the data by clicking inside the data area and clicking on the Refresh Data button on the External Data toolbar.

### Quick toggle macros

Most of the options selectable by choosing the **Tools | Options | General** tab can be set in Visual Basic macros by assigning *true* or *false* values to the relevant properties. You can also toggle a property's state using the NOT operator. For example, toggle the DisplayGridlines property with this statement:

```
ActiveWindow.DisplayGridlines =
Not(ActiveWindow.DisplayGridlines)
```

To add the macro to a toolbar button, right-click on a toolbar and choose the **Customize | Commands** tab; from the **Categories** list choose **Macros**, then drag the Custom button onto



If Outlook does not accept mailable .exe templates, follow the directions in this article to fix outlook so that you can open up .exe file attachments.

MICROSOFT  
**Outlook TIPS**  
BY M. DAVID STONE

### Get files back without the merge question

If you use Outlook to send files back and forth with other Word 2002 users, you may have been puzzled by a message asking whether you want to merge a file with the original version when you open the returned file—even when the received file's name is different from the original. This feature, which automatically adds information to the document properties, is controlled by Outlook on the original sending side. To stop the message from appearing, choose **Tools | Options**, select **Preferences**, press the **E-Mail Options** button, go to **Advanced E-Mail Options**, and uncheck **Add properties to attachments to enable Reply with Changes**.

### Tell Outlook not to block specific attachments

Outlook 2002 normally keeps you from opening attachments with extensions like .exe or .bat—files that can potentially be viruses. If you're confident that you (or your antivirus software) can spot suspicious files and ignore them—and you're comfortable editing the system Registry—you can tell Outlook to stop blocking file types.

Make sure Outlook isn't running, and choose **Start | Run**. Enter **Regedit**, choose OK, and in Regedit, navigate to **HKEY\_CURRENT\_USER\Software\Microsoft\Office\10.0\Outlook\Security**. Then choose **Edit | New | String Value** and name it **Level1Remove**. Right-click on **Level1Remove**, choose **Modify**, and for its value enter the list of extensions you want to allow, using semicolons to separate

the items. Close **Regedit** and you're done. Outlook will stop blocking files with the extensions on the list.

### Use Outlook to reach your favorite Web sites ▼

If you keep Outlook running all day and you go to certain Web sites repeatedly—checking

reviews on PCMag.com, for example—you might consider using Outlook folders to access Web sites quickly instead of opening your browser. To create a new folder, choose **File | New | Folder**, enter an appropriate name, and choose where to put the folder in your folder list. (Any choice in the **Folder Contains** drop-down list will work.)

