



User Manual

The Excel Cell Text Splitter

An Add-In for MS Excel from

www.engineersXel.com

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The Excel Worksheet Cell Text Splitter Add-In

When typing text in an Excel workbook which is longer than the cell can accept you have to cut and paste the excess text, or it is not visible when the cell to the right is completed. Alternatively, you must watch what you are typing and move to the next cell when the current cell is full. Both are equally irritating and slow the workflow and your concentration on the task in hand.

If working with a form layout such as a purchase order, an invoice or a maintenance schedule, then changing the column width to accommodate the text may not produce the desired printed output.

The Cell Text Splitter Add-In (CTSA) solves this problem.

Just keep typing and when finished select the cell containing the text, use the **Ctrl+Shift+S** key combination and the text will be split into the cells below. The following illustrates what happens.

Date	Description
12-Feb-21	Complete the works on Plot 12 for the bathroom plumbing by 16 Feb 21

Text as typed exceeding the cell width

Using the **Ctrl+Shift+S** key combination produces the following

Date	Description
12-Feb-21	Complete the works on
	Plot 12 for the bathroom
	plumbing by 16 Feb 21

Text formatted into separate rows

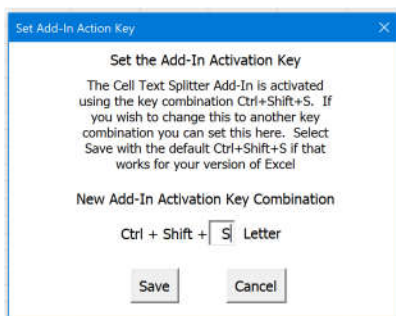
When you have installed the CTSA to Excel, it is available in any workbook with which you are working.

Things to Note

1. If the cell contains text with no spaces between the words, then CTSA will fit as many characters as possible into each cell. The remaining characters will be placed in the cells below. The previous example with no spaces between the words would appear as shown below.

Date	Description
12-Feb-21	CompletheworksonPlot 12forthebathroomplumbin gby16Feb21

2. If the text contains spaces and a word that is too long to fit the available column width a message box will appear suggesting that the text be edited. The original text will remain unaltered. Antidisestablishmentarian is possibly a word that is not used frequently!
3. If the **Ctrl+Shift+S** key combination to trigger the CTSA does not work for some reason with your version of Excel, this can be changed. Use the key combination **Ctrl+Shift+K** and a form will appear which allows the selected letter to be changed.



4. If the text in a cell does not fit into the available width a message will be displayed to let you know that the add-in has fired. Simply hit Enter to dismiss the message.
5. CTSA will insert the overflow text into the cells immediately below the current cell. If the cell immediately below the cell containing the text is not empty, then a warning message is displayed advising the existing text will be overwritten. Selecting “No” will abort the text split.
6. If the worksheet has borders around each cell, the bottom border of the cells into which the overflow text is inserted are removed. When printed, on paper or a PDF, the text will appear as if in one cell.

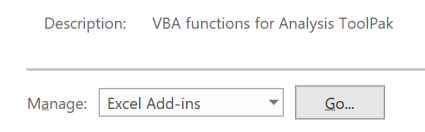
Installing an Add-In

If you have not installed an add-in to Excel before, it is quite straight forward.

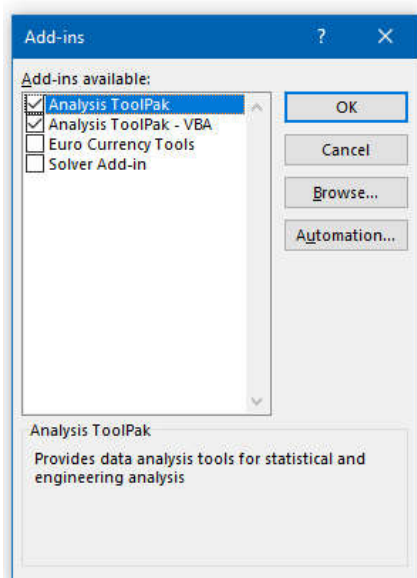
Save the add-in file “Cell Text Splitter.xlam” in a convenient folder and then start Excel.

In Excel, select File → Options. In the Excel Options dialog box select “Add-ins”.

From the Add-ins dialog box, at the bottom see “Manage”. Select “Excel Add-ins” and then “Go”.

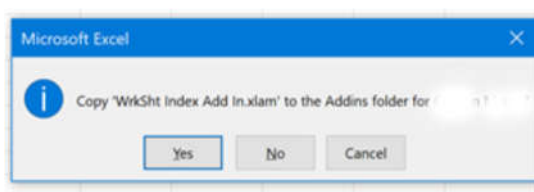


An Add-ins dialog box will appear as below

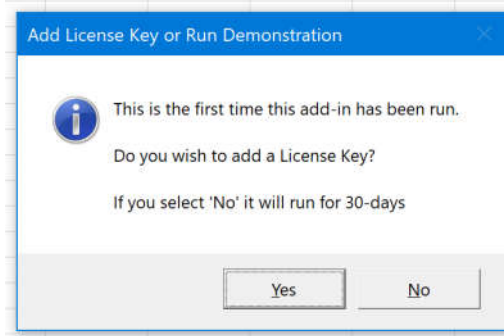


Select “Browse” and, from the file selection window, go to where you saved the add-in file “Cell Text Splitter.xlam” and select that file.

If Excel asks if you wish to copy the file to Excel’s add-in folder then select “Yes”.



The add-in should now appear in the list of available add-ins and be installed. Close the Add-in dialog window and a dialog box will appear asking if you wish to provide license details or run the add-in as a trail for 30 days. If you have a license code, select “Yes” and enter it in the next dialog box. If not, select “No” and the add-in will run for 30-days.



The Cell Text Splitter is ready to use.

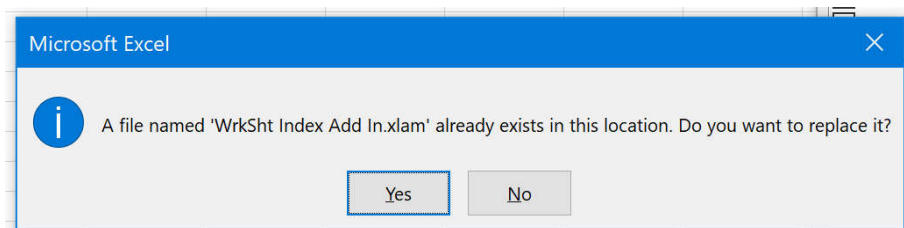
If you select the demonstration trial and do not enter a license code before the end of the 30-days, the add-in will stop working.

Re-Installing an Add-In

If the add-in is installed on a local drive, simply copy the new version or your back-up copy to the same location and overwrite the original file. The same license key can be used on the re-installed or updated version.

Should you need to reinstall an add-in from a remote drive or memory stick, first select File → Options and go to the Add-In Dialog box as explained in the foregoing. Uncheck the “Cell Text Splitter” Add-In and then select Browse. Go to the folder where you saved the add-in file “Cell Text Splitter.xlam” and select that file. Again, Excel will ask if you wish to copy the file to your add-in folder. Select Yes.

Excel will display the following dialog box asking if you wish to replace the existing add-in. Select Yes.



Then select “OK” in the add-in dialog box.

The dialog box asking if you wish to add a license key or run the 30-days demonstration will then appear. If you have a license key, select Yes and input the details. The Worksheets Indexer is ready to use and any previously indexed worksheets will have the same functionality as before.

Add-ins are normally saved in the user profiles on the default (usually C:) drive with the following path:

C:\Users\UserName\AppData\Roaming\Microsoft\AddIns

Where *UserName* is your profile name. The “Cell Text Splitter.xlam” file can be copied directly to this folder and it will appear when Browse is selected in the Add In dialog box.