

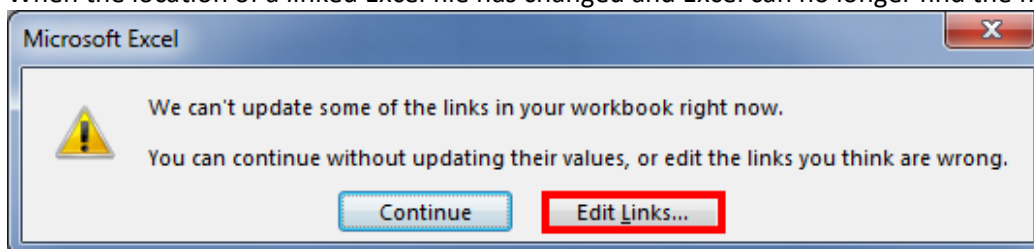
## Changing the File Path to a Data Connection in Excel

08/25/2015

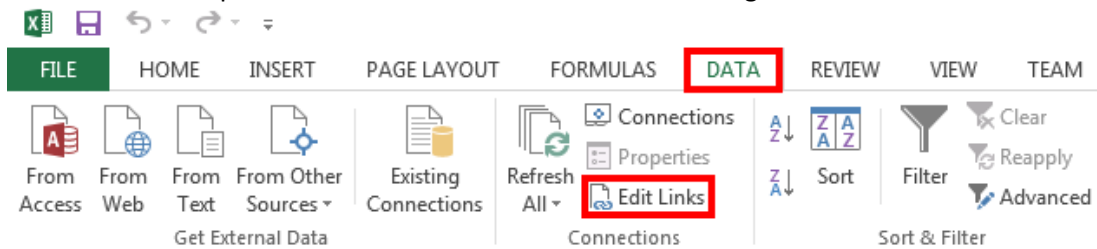
This document shows how to change the path to a linked data source in an Excel workbook. This can be useful if the file location of a linked data source changes.

### Step 1:

When the location of a linked Excel file has changed and Excel can no longer find the file it will display this message:

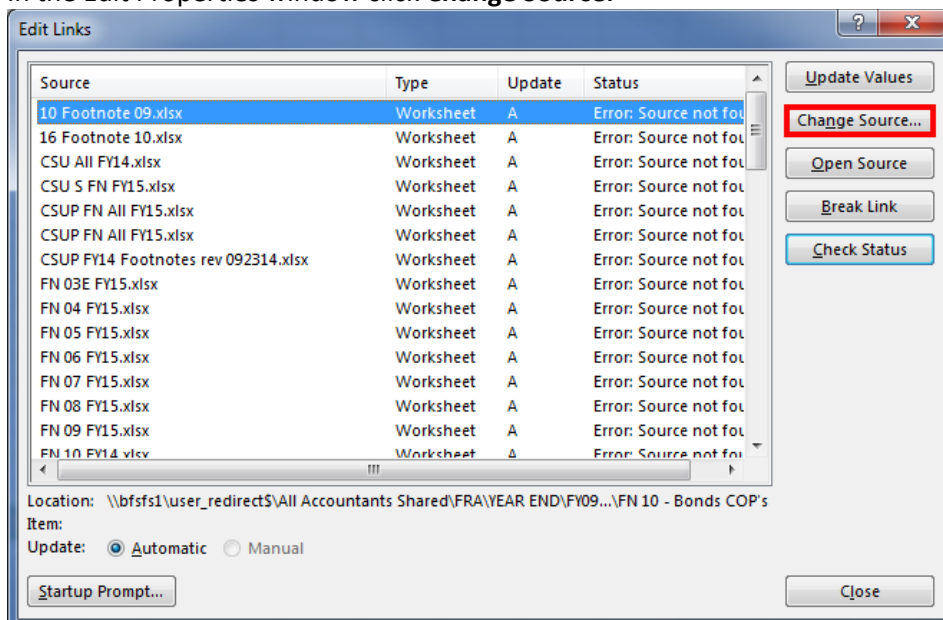


You can redirect Excel to the new location of the file by clicking the **Edit Links** button in this window or by clicking on the **Data** tab at the top of the main Excel window and then clicking on **Edit Links**.

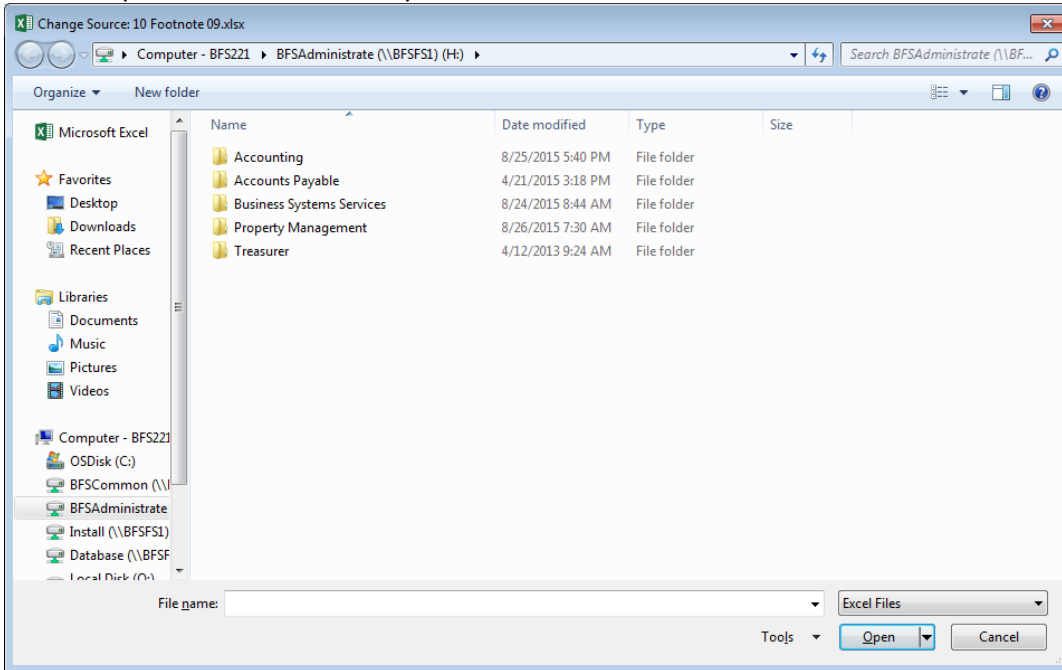


### Step 2A:

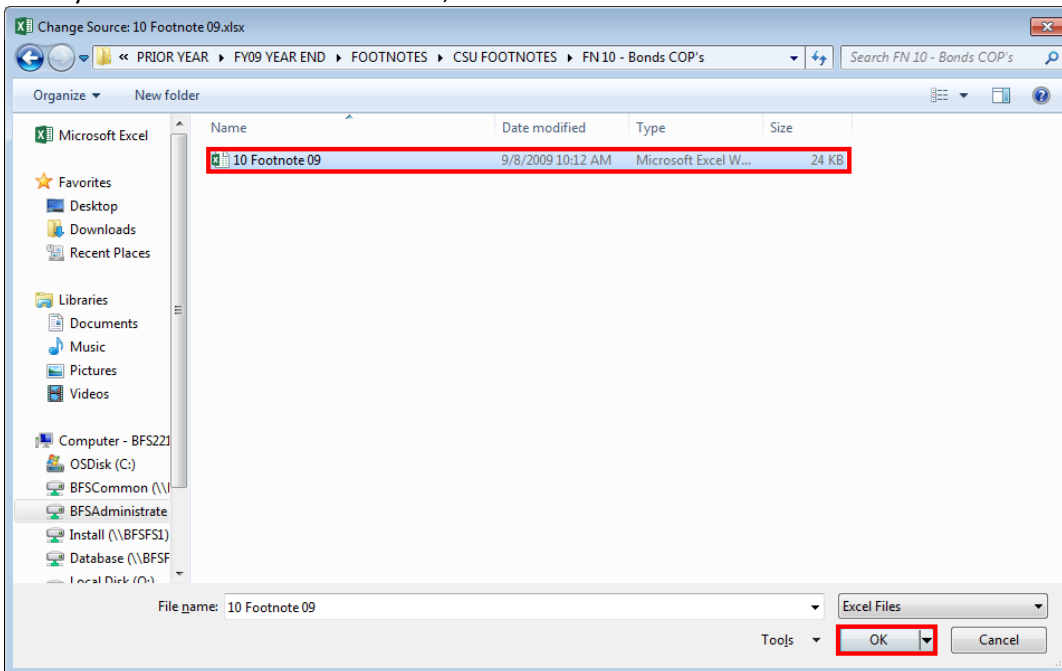
In the Edit Properties window click **Change Source**.



This will open the file browser so you can find the file in its new location.

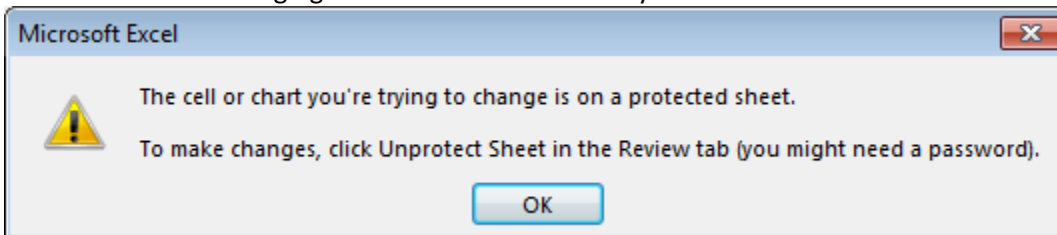


Once you have found the desired file, select it and click **Ok**



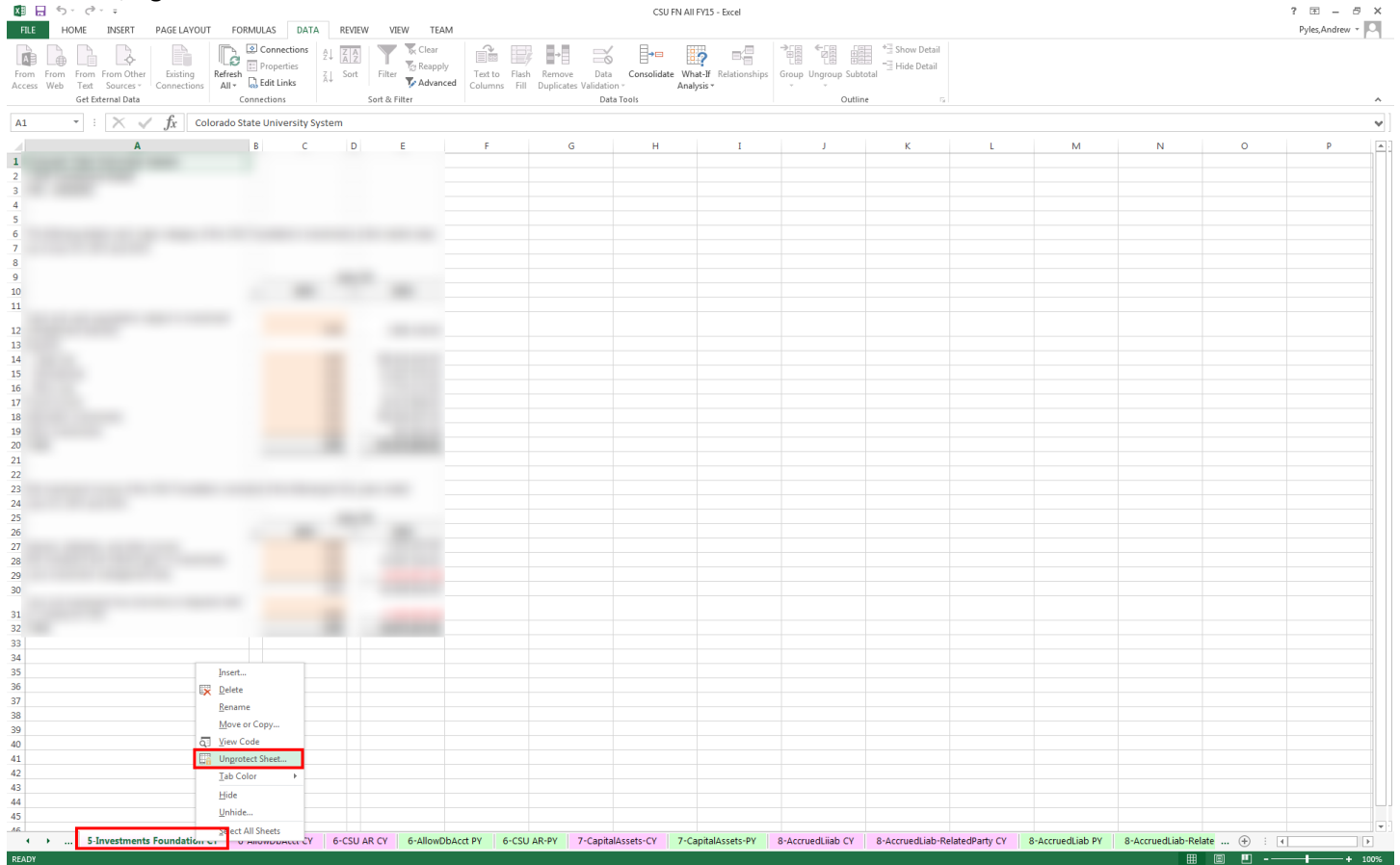
### Step 2B:

Sometimes when changing the source of a linked file you will encounter this error:

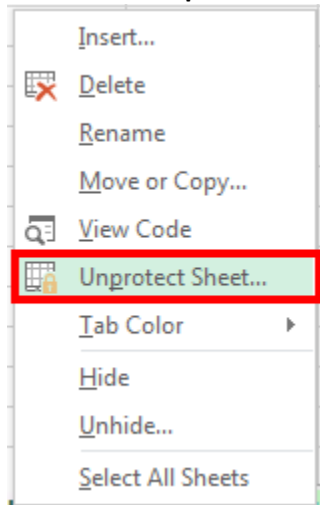


To fix this you must unprotect any sheets that use data from the source you are trying to change.

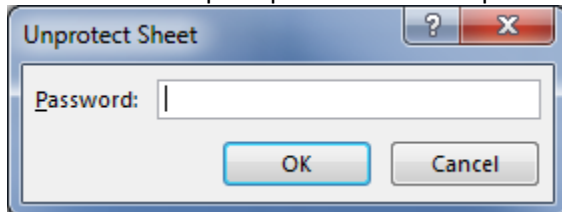
To do this, right click on the sheet at the bottom of the main Excel window.



Then select **Unprotect Sheet**.



You will then be prompted to enter the password used to protect that sheet.



After you have done this you will be able to follow the steps in **2A** of this document to update the location of your linked data sources.

### Step 3:

You can easily add links from one Excel file to another.

In the destination file select a cell and enter an equal sign (=).

	A	B
1	=	
2		
3		

In the source file you wish to get the data from select the cell you wish to pull the data from and press the **Enter** key.

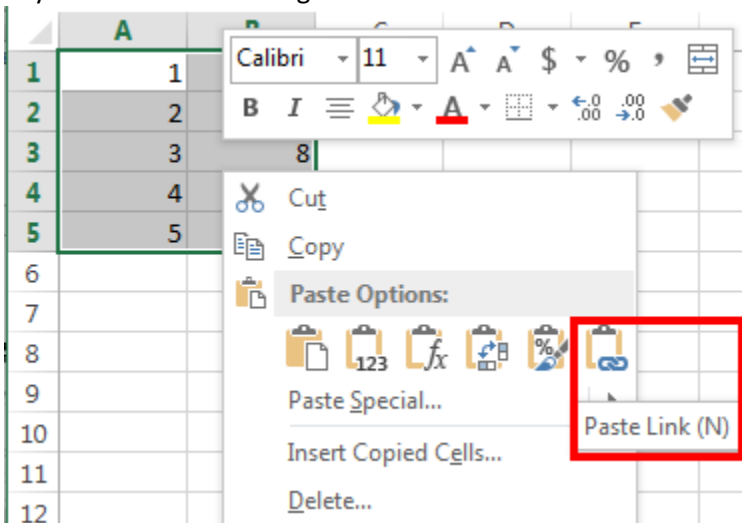
	A	B
1	1	6
2	2	7
3	3	8
4	4	9
5	5	10

Now the destination workbook will populate that cell from the source file.

You can also link more than one cell at a time. In your source file hold the **Shift** key and select all of the cells you wish to link to in your destination file.

	A	B
1	1	6
2	2	7
3	3	8
4	4	9
5	5	10

In your destination file right click and select **Paste Link**.



The screenshot shows an Excel spreadsheet with columns A and B. Column A contains the numbers 1 through 5, and column B contains the numbers 6 through 10. A right-click context menu is open over the spreadsheet, and the 'Paste Link (N)' option is highlighted with a red box. The menu also includes options for Cut, Copy, Paste Options, Paste Special..., Insert Copied Cells..., and Delete... The 'Paste Options' section shows icons for various paste actions, including 'Paste Link (N)'.