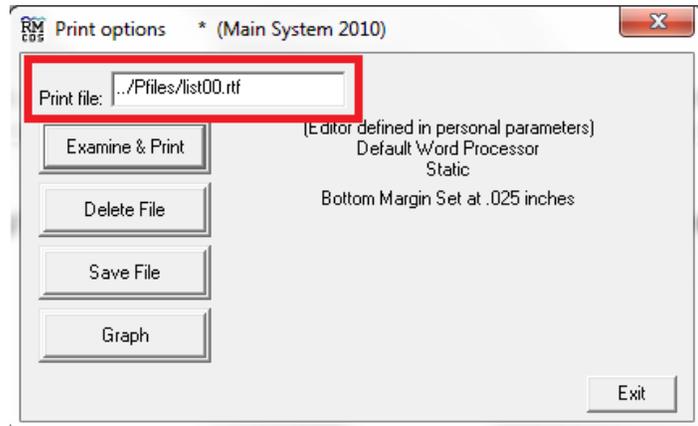


Opening Files using Excel

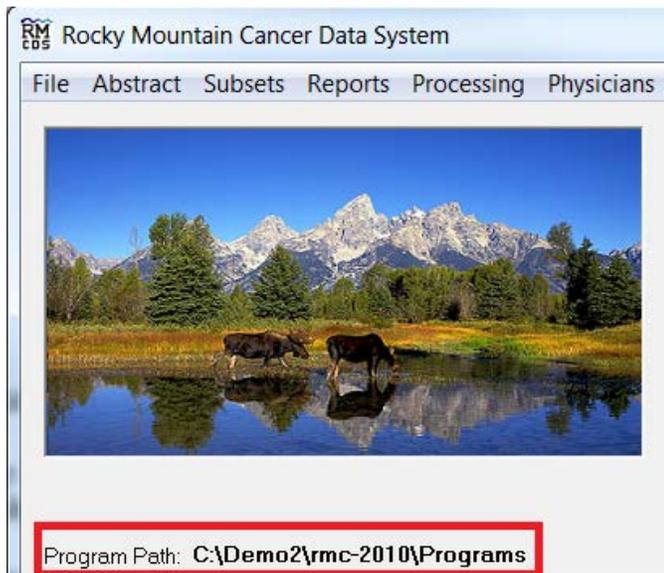
Some reports can be better utilized in Excel. Reports created through the listing program or worksheets do not automatically open in Excel. They can be opened manually.

After creating the file you wish to open in Excel note down the name of the file. This is found on the print options menu in the top bar. There is a companion file with the same name but with a '.p' extension. In this case the file you will look for is 'list00.p'.

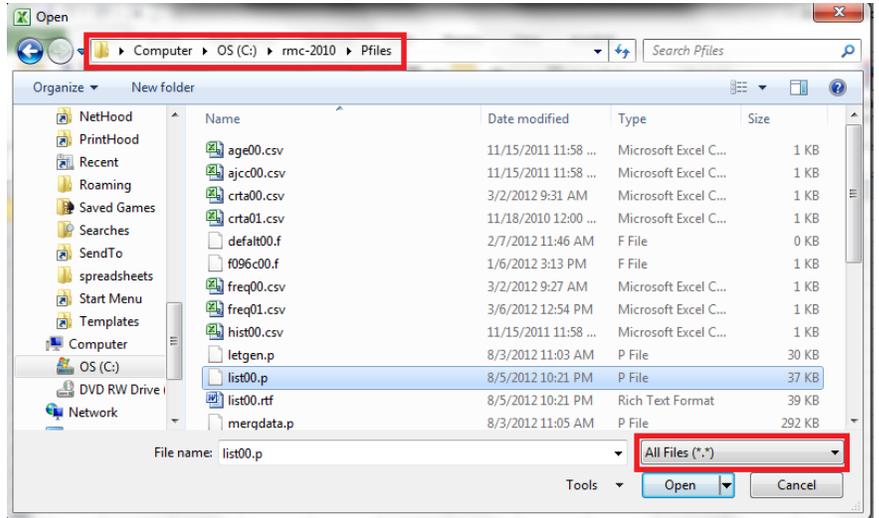


You will need to know your program path to open the file. The path can be found under the picture on the 'Main Menu'.

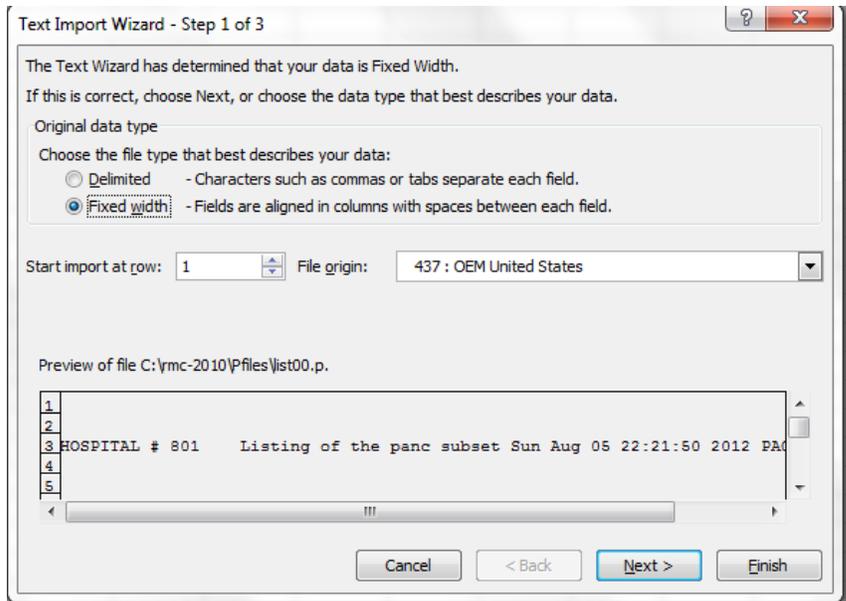
When you are opening a print file you will need to look for the 'Pfiles' folder as the final folder instead of the 'Programs' folder.



Open Excel and choose the option to open a file. You will need to use the drop-down on the bottom right corner and choose 'All Files' to be able to see the files with the '.p' extension.

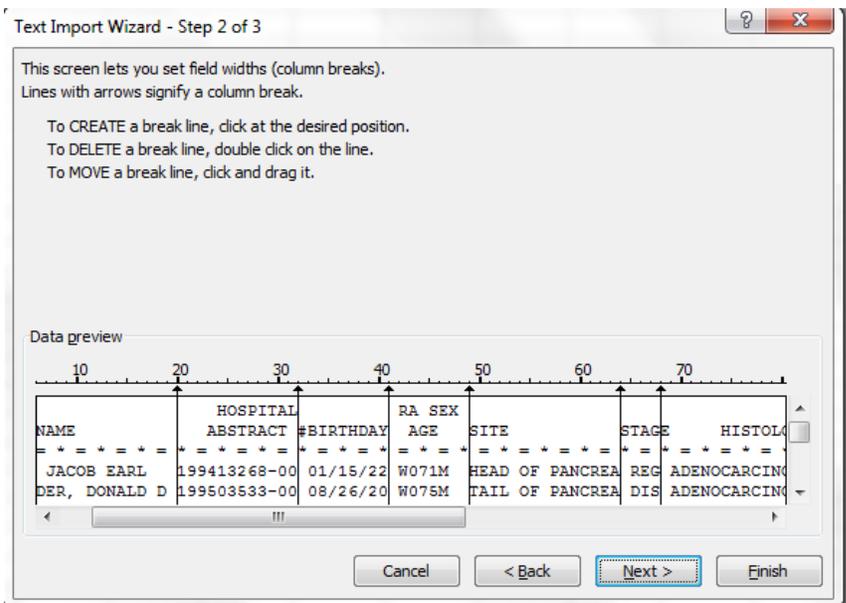


When you open the file you will need to do a little formatting. The file is fixed width.



And some of the lines will need to be added, removed or moved.

When this is done you can click 'Finish'.



Some of the headings might not line up right but they should be quick to re-type.