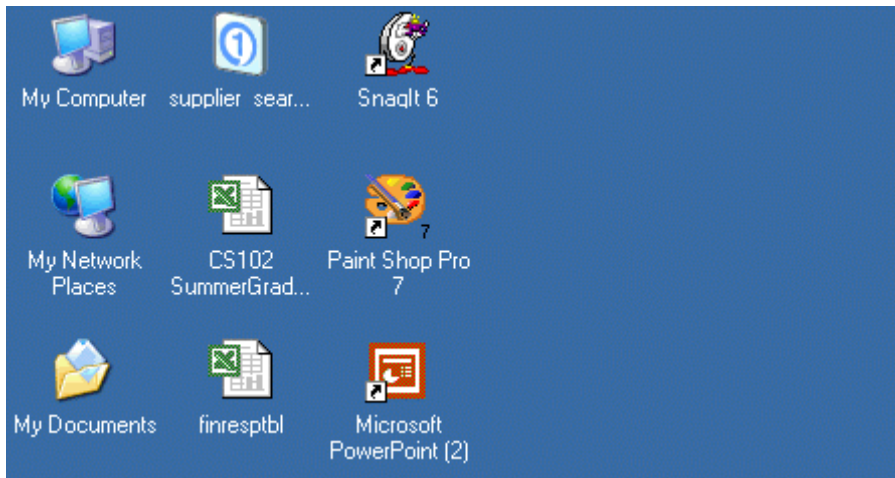


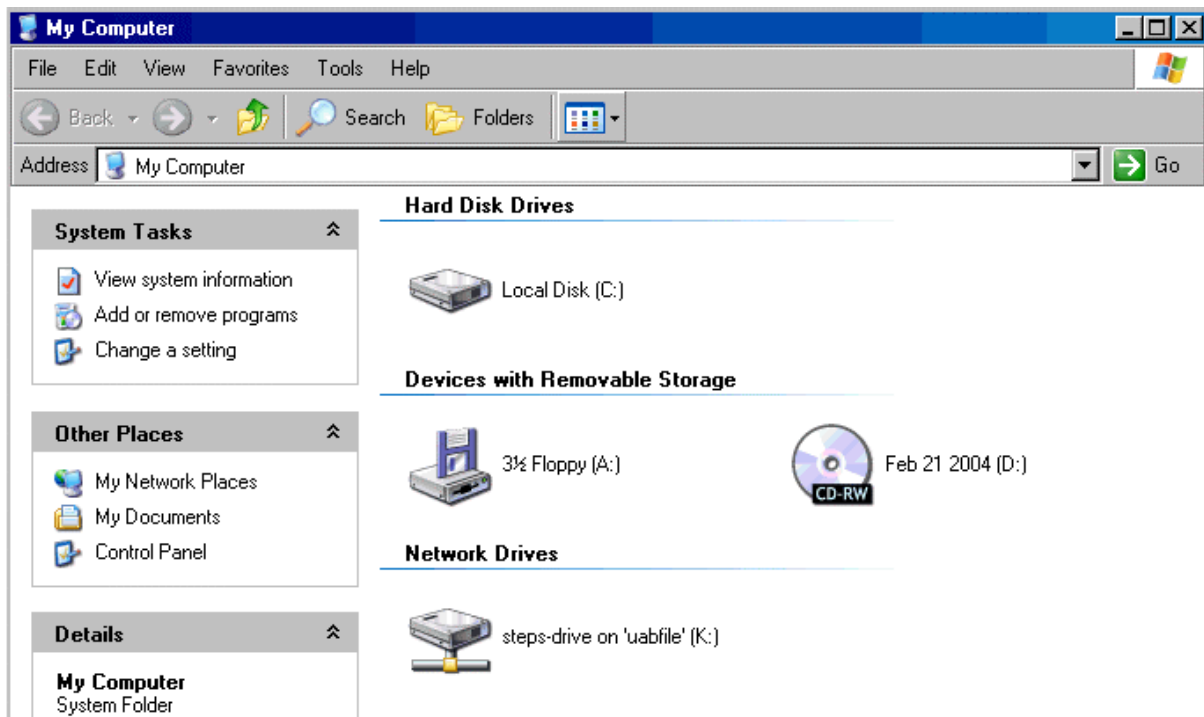
Changing the Default Export

Within the Administrative Systems GL and GA modules, you have the ability to export data from tables in Oracle to Microsoft Excel spreadsheets. It is possible that your computer system may export the data into Notepad or some other application instead of into Microsoft Excel. The instructions on the following pages walk you through the steps of changing the default program from Notepad to Excel for exports from the Oracle system.

1. Double-click on the **My Computer** icon on your desktop.

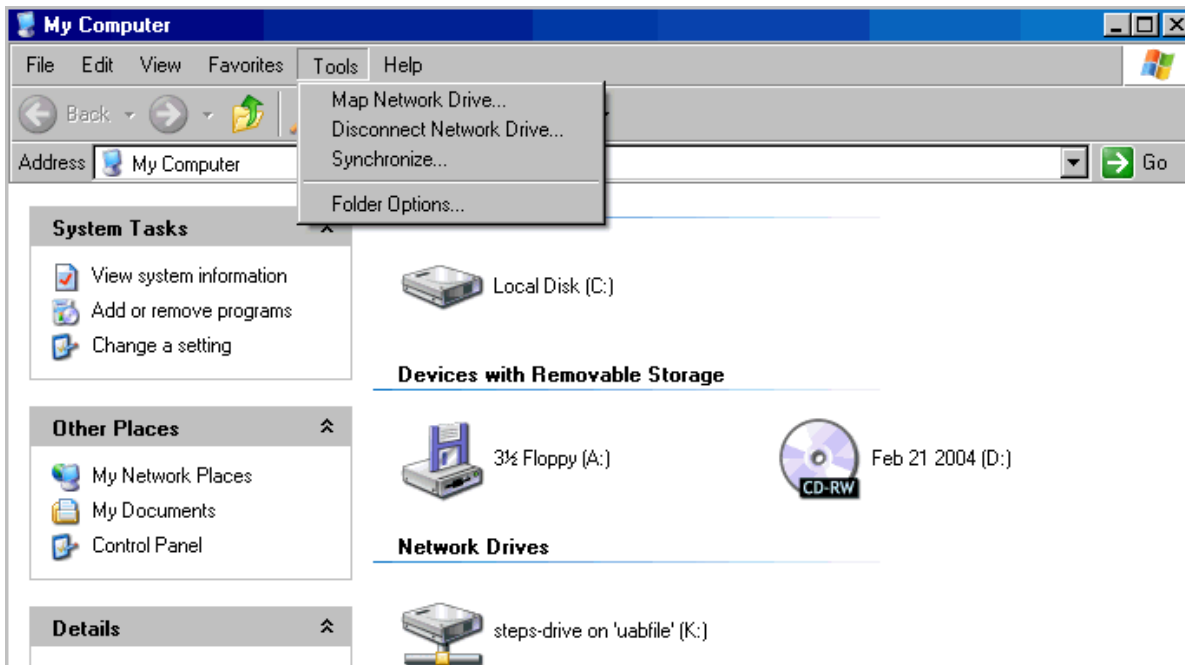


2. Click on the **Tools** option in the menu bar.

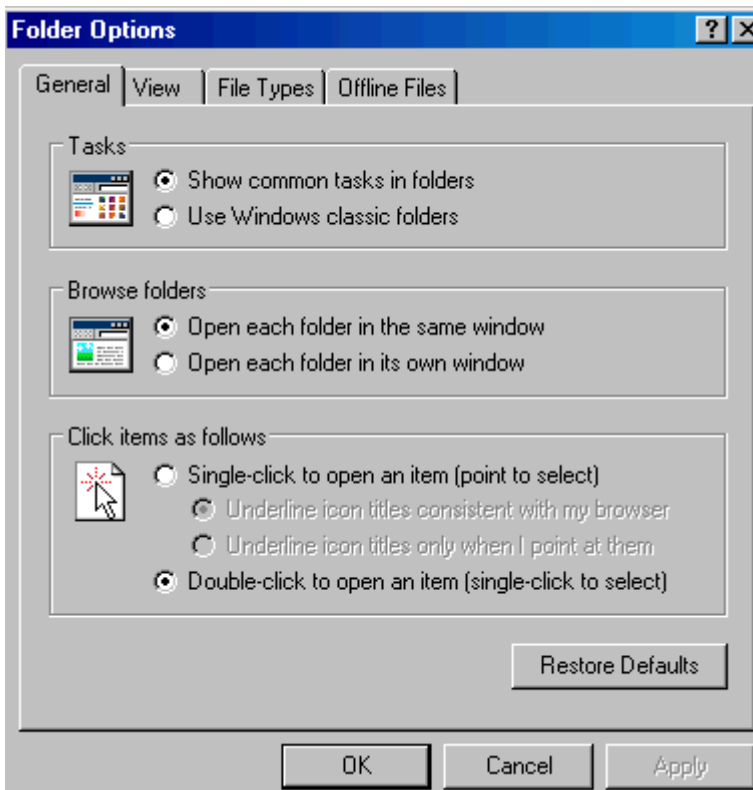


Changing the Default Export

3. Click on the **Folder Options...** option in the Tools drop-down.

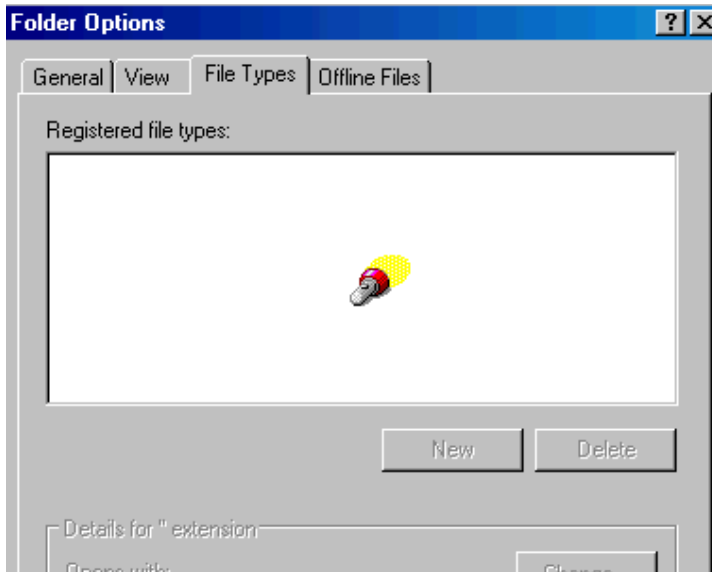


4. Click on the **File Types** tab.

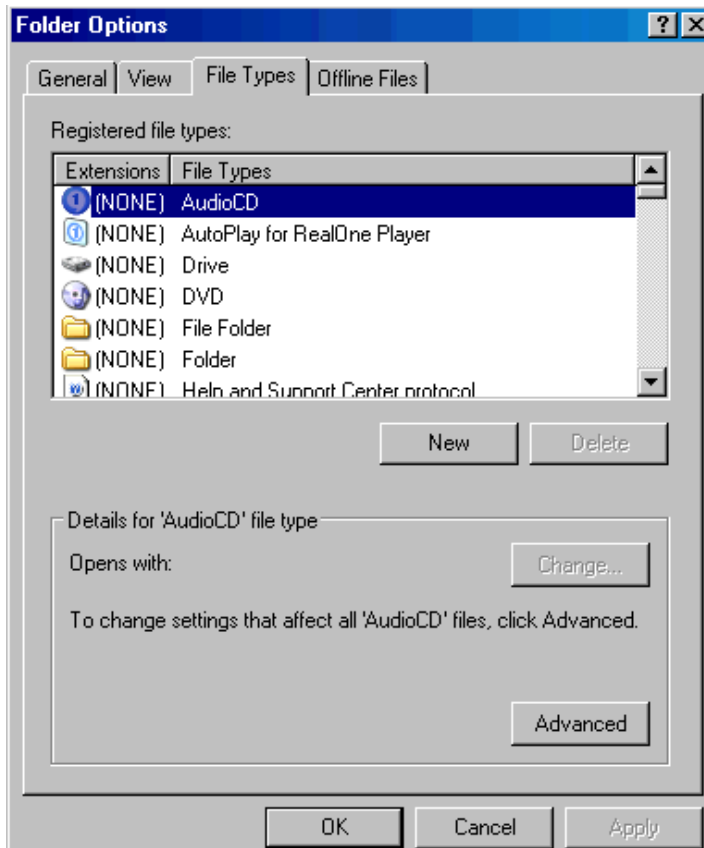


Changing the Default Export

- When the search is completed (it may take several seconds for your computer to search for all registered file types), scroll through the list of registered file types and look for TSV.

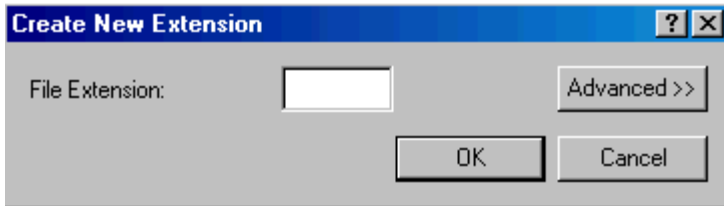


- If you find the TSV file type, skip to step 8. If the file type TSV is not listed, click on the **NEW** button.



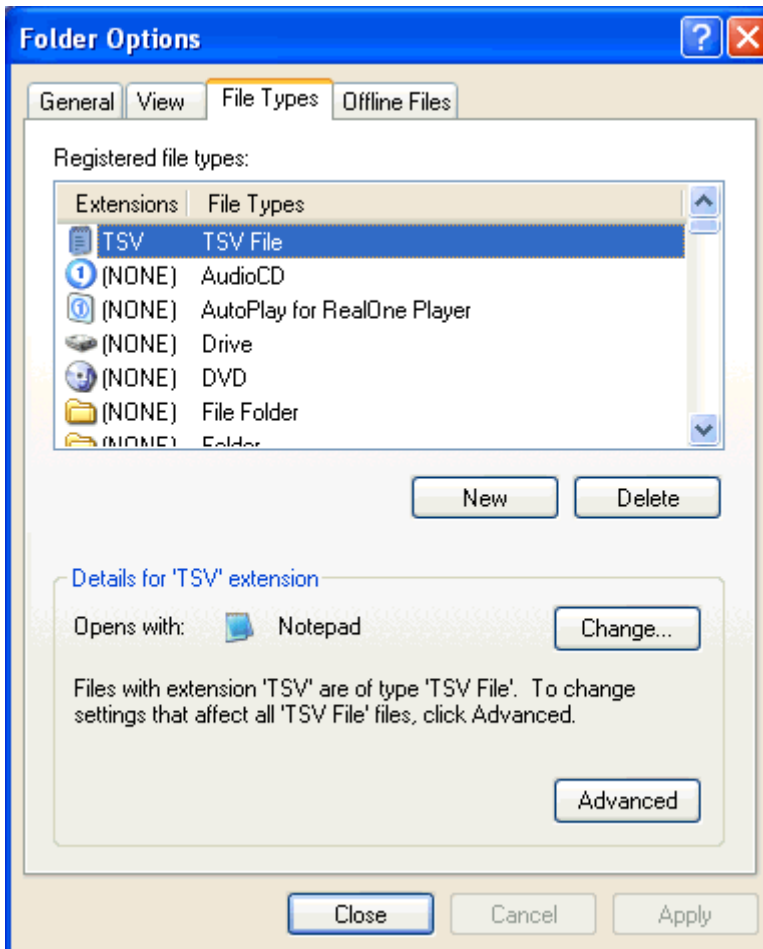
Changing the Default Export

7. Type **tsv** in the **FILE EXTENSION** field and click on the **OK** button.



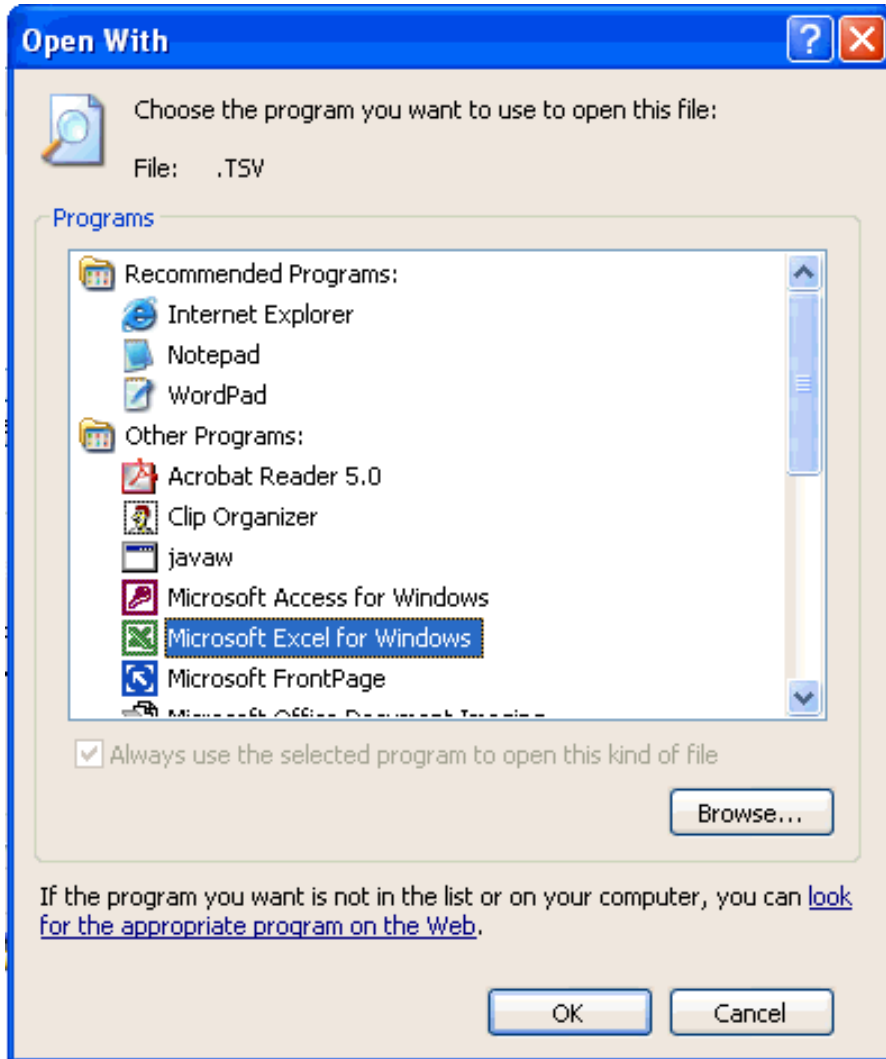
After clicking the **OK** button, the new file extension, **TSV**, will appear at the top of your list of registered file types.

8. Make sure that the **TSV** extension is highlighted in your list of registered file types and click on the **CHANGE** button.



Changing the Default Export

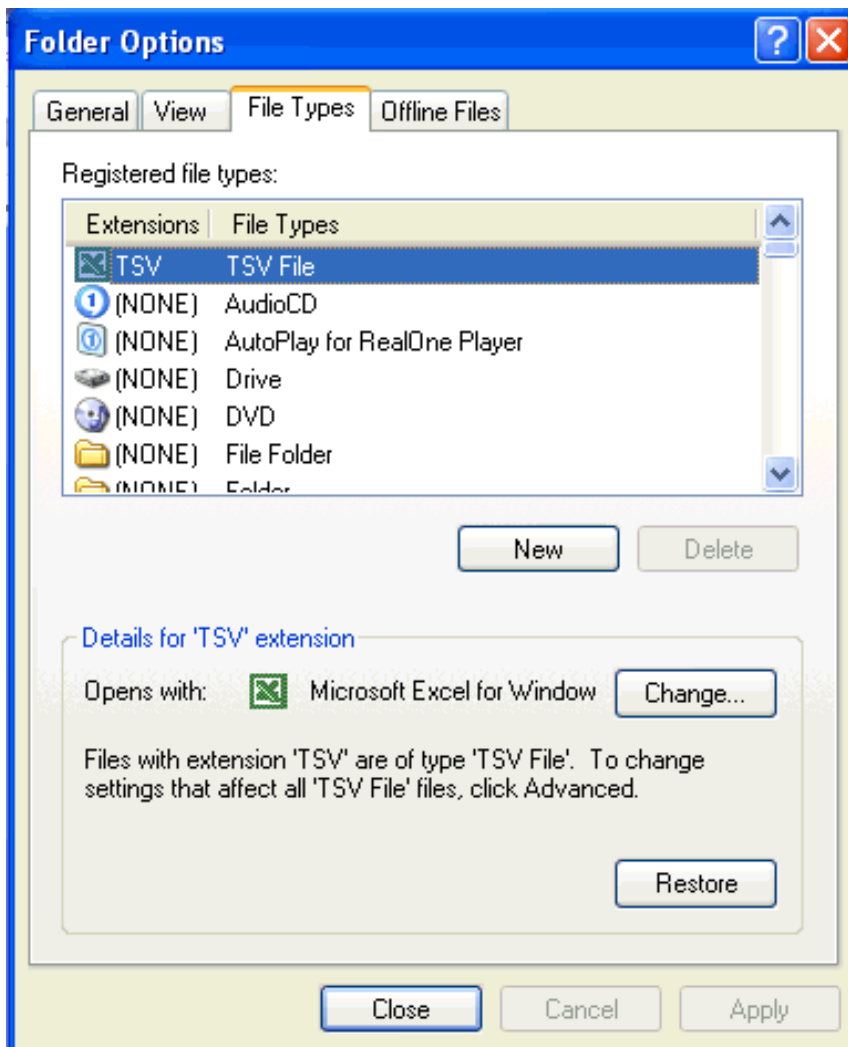
9. Click on the **Microsoft Excel** (or **Microsoft Excel for Windows**) option so that it is highlighted, and click on the **OK** button.



Note that the **Details for 'TSV' extension** region now shows that all files with the TSV extension will open with Microsoft Excel.

Changing the Default Export

10. Click on the **CLOSE** button.



Changing the Default Export

11. Click on the **X** in the top, right-hand corner to close this window and return to your desktop.

