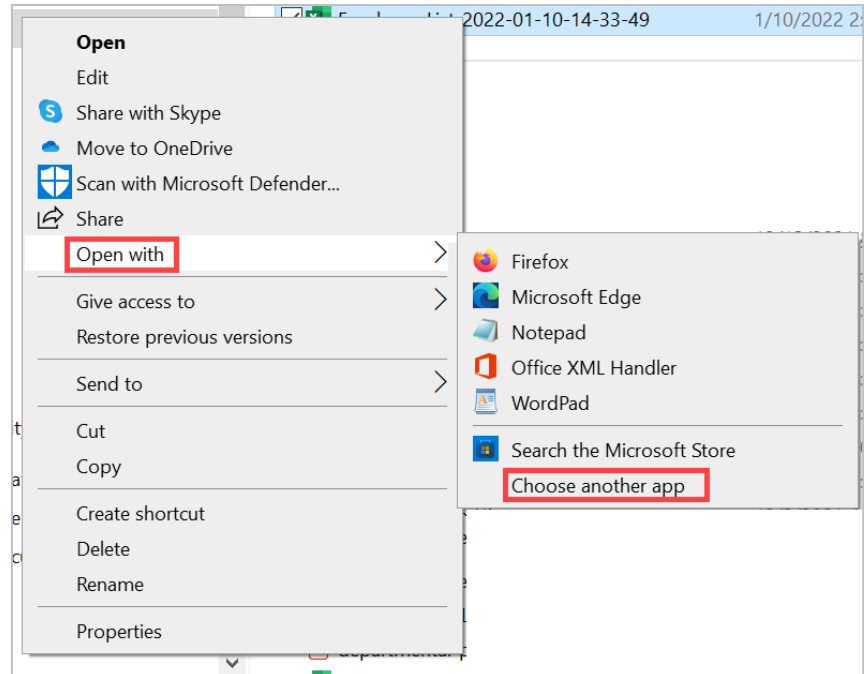


How to Open “OpenXML” Report in Excel

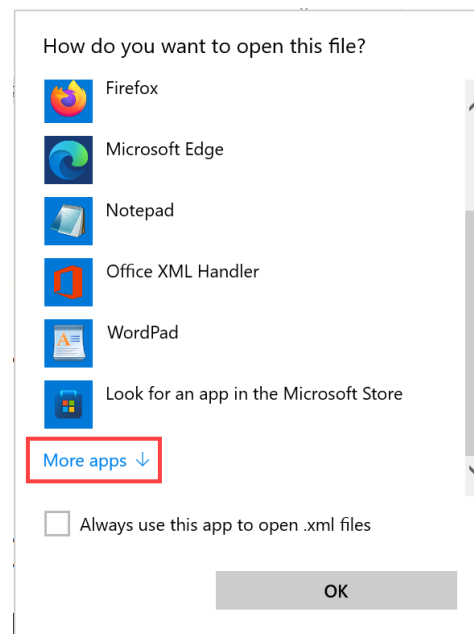
Documents with an “XML” file type may initially open in something other than Excel, or your computer may ask with what application to open the file. The instructions below will detail how to open the file as an Excel Spreadsheet.

For PCs

1. Download the file and Save it to your computer.
2. Go to the file in File Explorer on your computer.
3. Right-click on the downloaded file and select “Open With”.
4. If Excel is not an option, click on “Chose another app”.

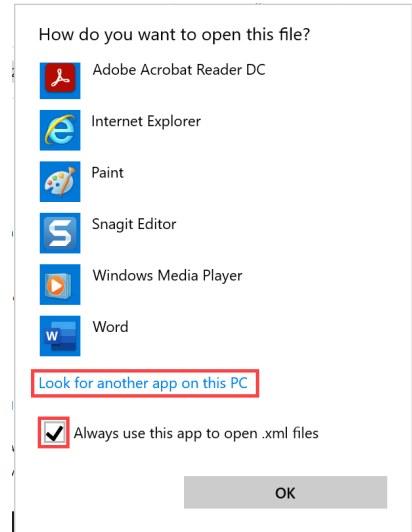


5. Select the “More Apps” link.

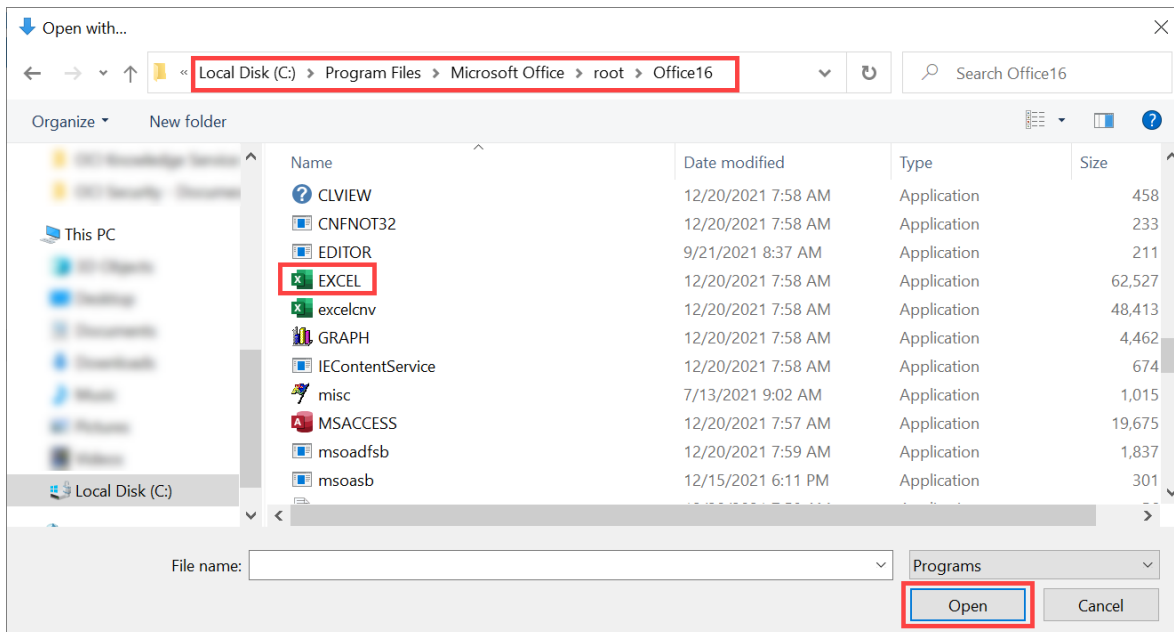


6. From here select Excel.

- a. If Excel is listed on the More Apps page, click Excel.
 - i. Click the box for click the box for “Always use this app to open .xml files”.
 - ii. Click the “OK” button.
- b. If Excel is not listed on the More Apps page, click the checkbox for “Always use this app to open .xml files” then click the “Look for another app” link.



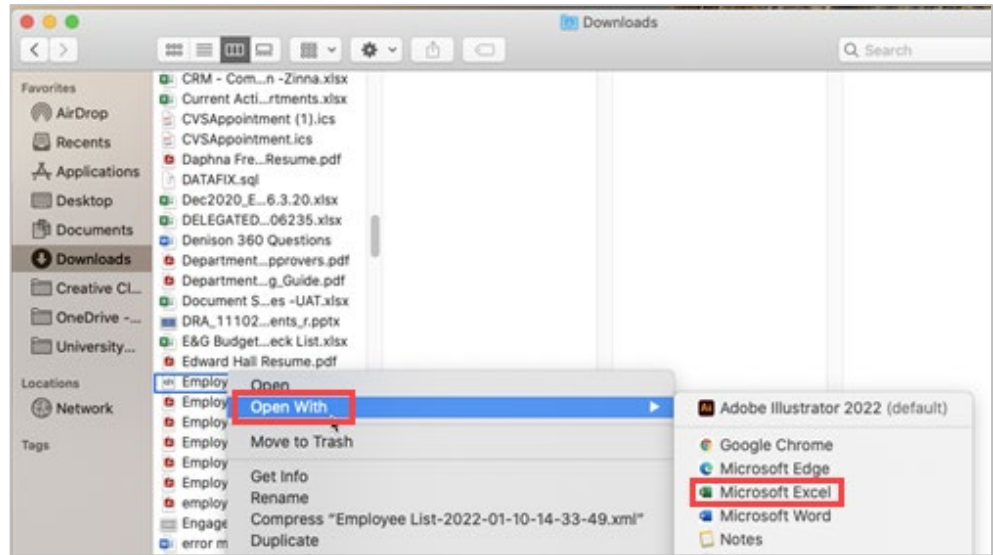
- i. Navigate to the Office16 folder at: Local Disc (C:) > Program Files > Microsoft Office > Root > Office 16.
- ii. Find and Click on “Excel”.
- iii. Click the “Open” button.



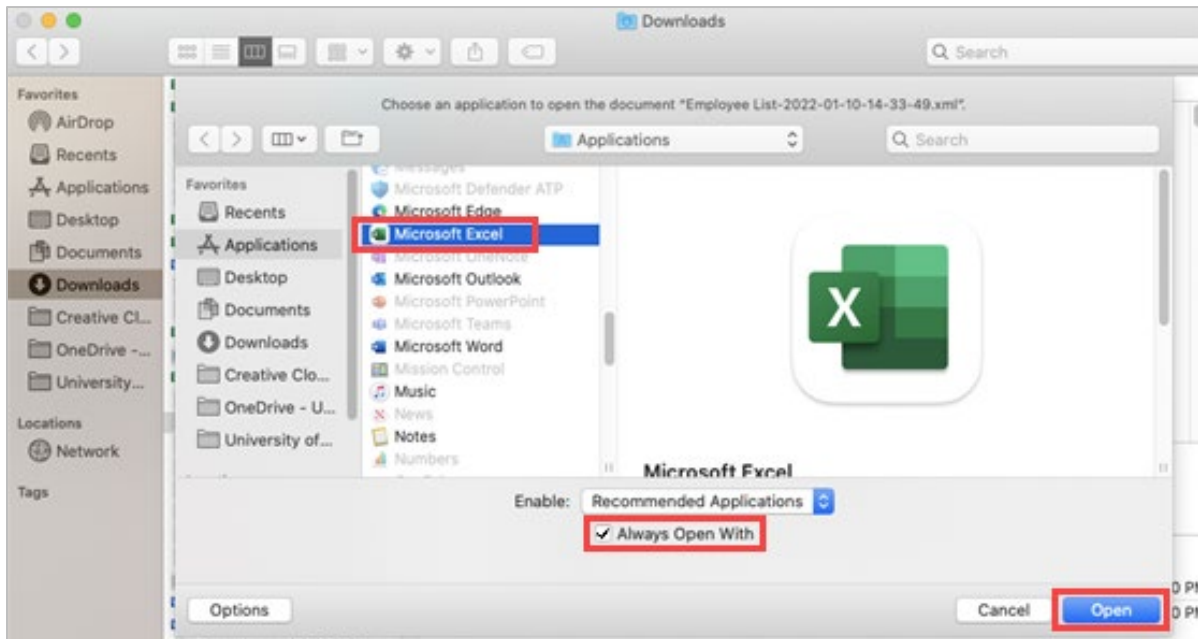
For Apple Computers

1. Download the file and Save it to your computer.

2. Click on “Finder”.
3. Right click on the downloaded file and select “Open With”
4. Select Excel.



- a. If Excel is not listed as an option, click “Other...”
- b. In the Applications screen, find and click on Microsoft Excel.
- c. Click the “Always Open With” check box and click “Open”.



Once you have opened a .XML file with Excel, Excel should populate on the list of applications that populate in the “Open With” screen. If your computer does not automatically open the next .XML file with Excel, be sure that the “Always use this app to open .xml files” (for PCs) or “Always Open With” (for Apple) box is checked.