

## How to Display and Print a Setup Summary File

This information is unfortunately not that easy to print because the amount of columns at a reasonable font size exceeds an A4 landscape page. We have it on our priority list to fix and will probably change it to export directly to Excel format in the near future. To output this data to a printer in a usable format is a bit of a process as I've said before but here is a quick guide:

- a) Open the RTF file in WordPad (the data will be scrambled)
  - b) Click **View-Options** and choose **No Wrap**. The data will unscramble and be presented in columns. We now need to prepare the file in order to save it in a format that Excel can understand.
  - c) Click **Edit-Replace** and use the following values:
    - a. **Find What** = || (*this is the vertical line character typed twice by pressing SHIFT & the backslash key(on my keyboard)*)
    - b. **Replace With** = | (*same character typed once*)
  - d) Click **Replace All**
  - e) Now highlight and delete each of the horizontal dashed lines between the rows of values
  - f) Save the file as a .TXT file using the **Save As** command.
1. Run Excel and open the TXT file saved above. The **Text Import Wizard** will automatically appear.
  2. Fill in the following info as you click through the steps:
  3. Step 1 –
    - a. Type of file data = **Delimited**
    - b. File Origin = **Windows ANSI**
    - c. Click **Next**
  4. Step 2 –
    - a. Fill in the check boxes as follows:
    - b. Check **Other** and type | (*same character again*) in the adjacent text box
    - c. Uncheck all other boxes
    - d. Click **Finish**. The figures will now display correctly in rows and columns in Excel
  5. Format the headings and column widths as required
  6. Change the page orientation to **Landscape** in **Page Setup**
  7. Save the document in **.XLS** format
  8. Print the document. It will print over 3 pages.

This is a very round about way but it works for now until we have re-programmed it to be simpler.

Another way to do it is to save it as a graphic image by printing the formatted RTF file (points a-f) in **Microsoft Document Image Writer** or **Microsoft XPS Document Writer**.