

QUICK REFERENCE GUIDE

Setting Default to Word on XML Files

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Set Default to Microsoft Word on XML Files

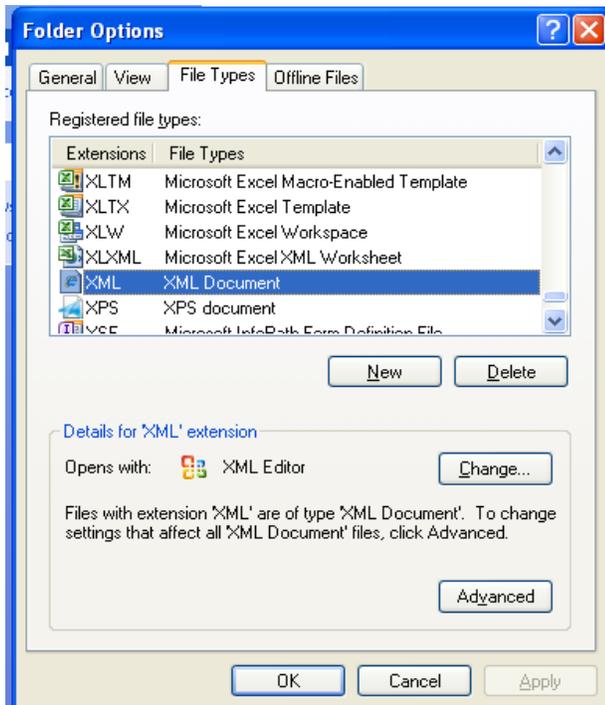
The new SWIFT Supplier Contracts functionality uses XML-based Microsoft Word documents. Some systems will attempt to open these files in Microsoft Internet Explorer (or XML Editor) rather than Microsoft Word. When a system opens these files in this way, the user will see a page of code instead of the actual document they want to review/edit.

To avoid this issue, SWIFT is suggesting that systems administrators and/or other users ensure that their computers are set up to use Microsoft Word as the default program when working with XML formatting files (all contract documents are XML based).

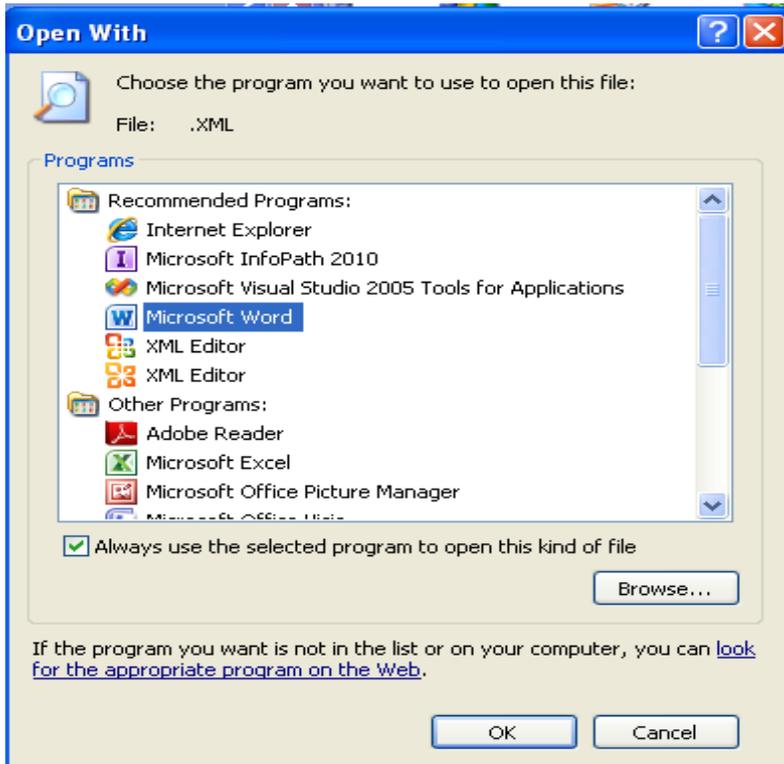
Please see below for the steps to set Microsoft Word as the default program for XML documents.

For Windows XP operating system:

1. Open the Control Panel.
2. Select Folder Options.
3. Click the File Types tab.
4. Select XML Document.
5. Click the **Change** button.



6. Select Microsoft Word.
7. Click the **OK** button.
8. Click the Close button to close the Folder Options window. The setting is saved and Microsoft Word will be used as the default program when opening XML documents.



For Windows 7 operating system:

1. Right click on an XML document.
2. Select the Open With option.
3. Select the Choose Default program option.
4. Select Microsoft Word.
5. Make sure the “Always use the selected program to open this kind of file” checkbox is selected.
6. Click the **OK** button. The setting is saved and Microsoft Word will be used as the default program when opening XML documents.

