

QUICK REFERENCE GUIDE

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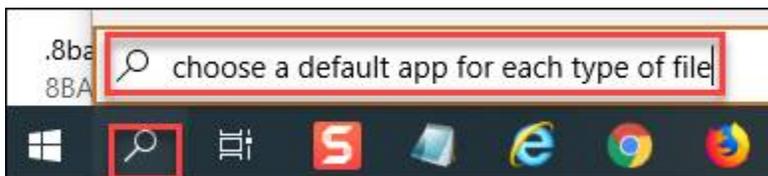
Choose the Office XML Handler Default for Documents Generated in SWIFT

SWIFT uses xml formatting to handle Microsoft documents generated by or processed electronically through SWIFT. Office XML Handler is an application that will choose the correct Microsoft program for that document such as Word or Excel. In the Supplier Contract module, agencies can generate and process contract documents electronically in a Word format. If you do not see the correct Microsoft format, make sure that your computer uses the Office XML Handler default.

This reference guide describes the simple steps to choose or confirm the Office XML Handler default. It describes the steps for Windows 10.

Steps to Choose or Confirm Office XML Handler for Windows 10

1. At the bottom, left corner of your desktop. Open the *Windows Search* box.
2. In the *Windows Search* box, type in “choose a default app for each type of file” and select the <Enter> key.



3. Your desktop displays the *Choose defaults apps by file type* page. Scroll through the list until you find “.xml” on the far-left column. The default should be “Office XML Handler.” If not, choose it.



4. Exit out of the page.