Preface

In the 2007 version of Microsoft Office, Microsoft made a number of updates to Excel, including increasing the maximum number of rows in a worksheet from 65 thousand to over 1 million.** For regular users of nVision, it's important to convert nVision layouts to the new version of Microsoft Excel so they will continue to work properly with the application in both the client and web based versions.

The files stored on the file server will be automatically converted as a part of the upgrade. This business process will only be necessary if the files are stored locally or in a location aside from the SFS file server.

NOTE: You must have Microsoft Excel 2007 or later installed on your computer to be able to convert the files properly.
**PS Query may still restrict number of rows returned. To avoid this error, schedule the query.

To manually convert an nVision layout from .xls file type to .xlsx:

Overview

- Rename the file, changing to the old Excel file extension (*.xls)
- Open the file using Excel
- Convert the file, which saves the file as the new file type (*.xlsx) or (*.xlsm)
- Rename the file extension back to '.xnv' (*.xnv)

Step by Step Instructions:

1.   **Identify** the file that you would like to convert. **Your file should currently have an .xnv file type. If you are unable to view the file extension (.xnv), please follow the steps below (a-. If you are already able to see the file extension, please skip to .**
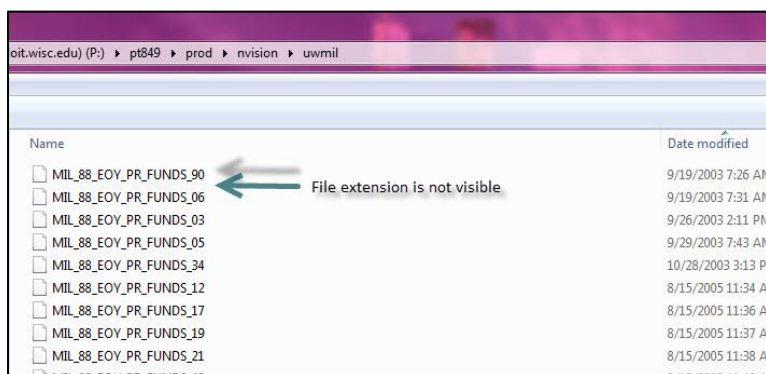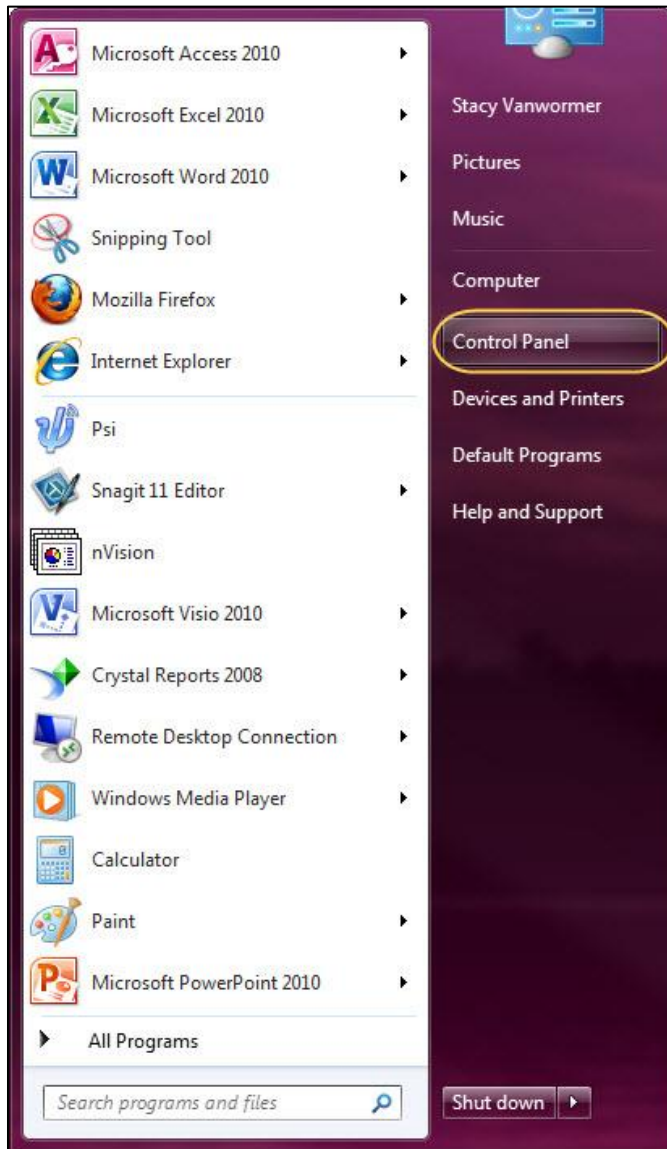

To change your folder settings, so you can see file extensions:

a. In the lower right hand corner of your taskbar, **click** the *Start Menu*.
b. From the menu, **click** on *Control Panel*.

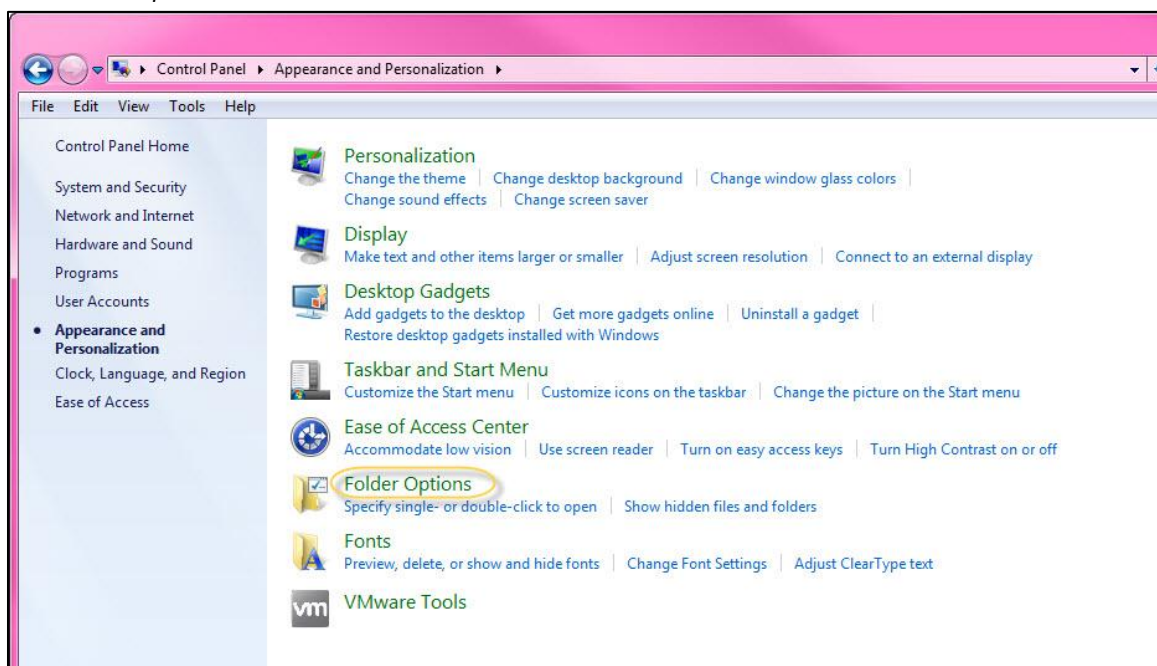c. On the Control Panel menu, **choose** *Appearance and Personalization*.

d. **Click** *Folder Options.*

e. In the window, **choose** the *View* tab.

f.   **Uncheck** *the Hide extensions for known file types* box.

g. **Click** *Apply* and then **click** *OK.* The window should close.
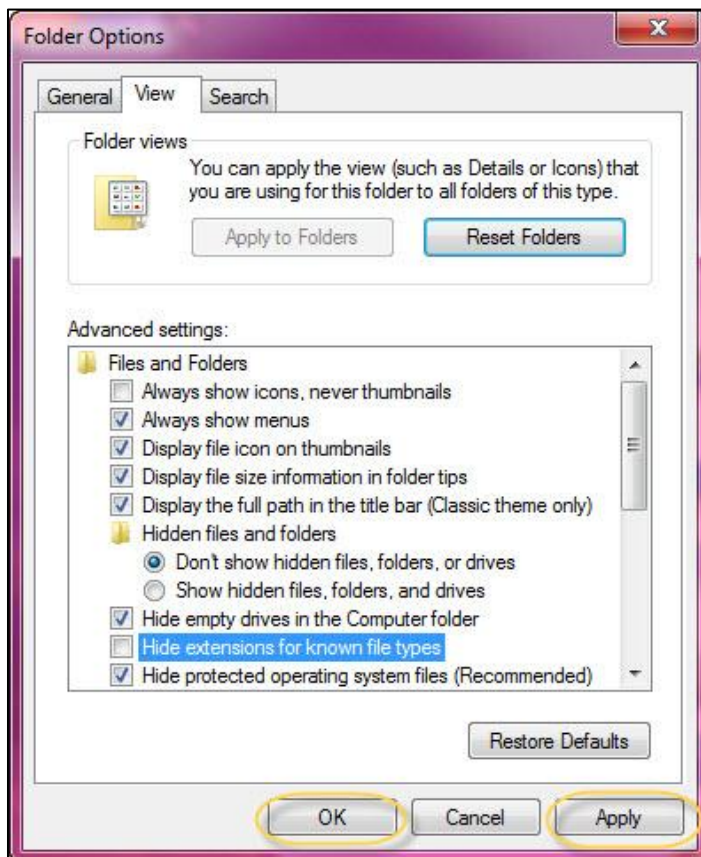
h. You should be able to see the file extension now.

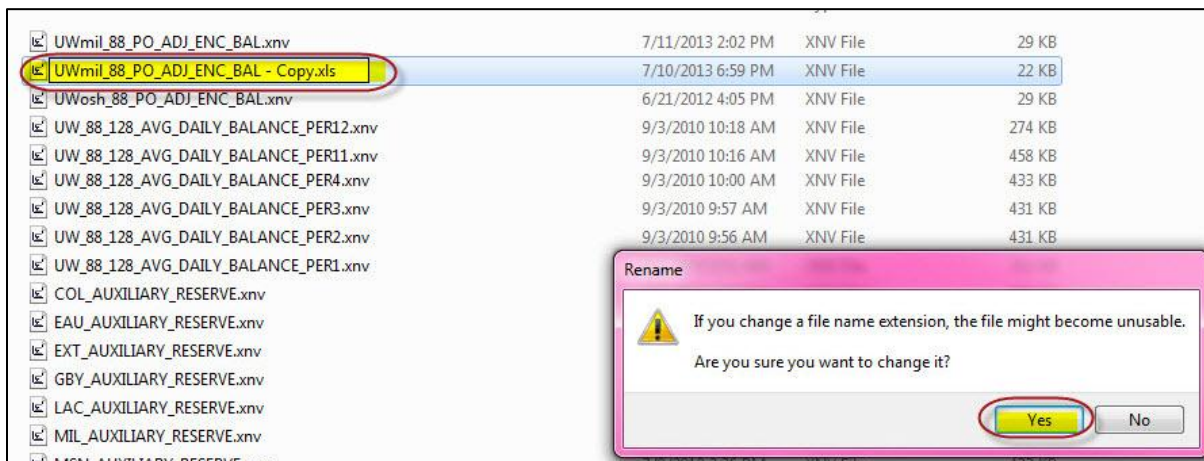2. On your nVision layout file, **right click** on the file and **choose** *Rename* from the menu.
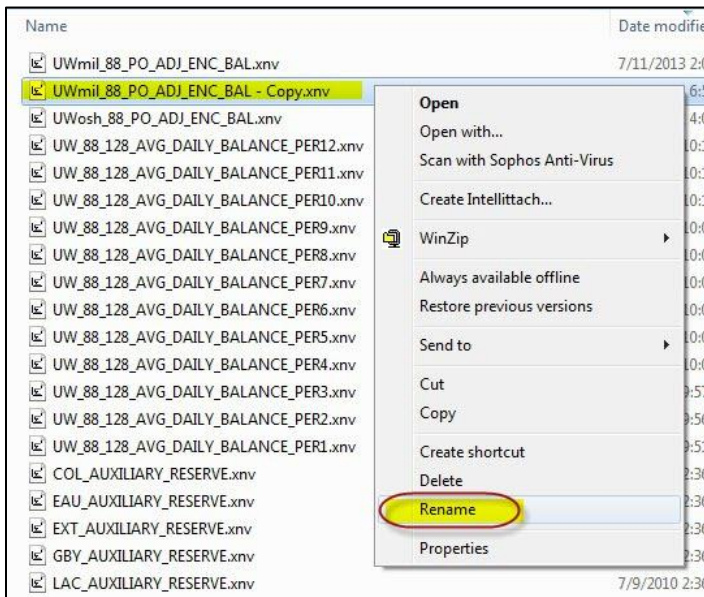
3. **Change** the .xnv to .xls by typing it in.
4. When you **hit** 'Enter' or **click** elsewhere on the screen, the verification of change message will appear and you can **click** 'Yes'.

5. You will see the file icon change to an Excel spreadsheet icon.

UWmil_88_PO_ADJ_ENC_BAL.xnv	7/11/2013 2:02 PM	XNV File	29 KB
UWmil_88_PO_ADJ_ENC_BAL - Copy.xls	7/10/2013 6:59 PM	Microsoft Excel 97...	22 KB
UWosh_88_PO_ADJ_ENC_BAL.xnv	6/21/2012 4:05 PM	XNV File	29 KB
UW_88_128_AVG_DAILY_BALANCE_PER12.xnv	9/3/2010 10:18 AM	XNV File	274 KB

6. **Double click** the file to open it.

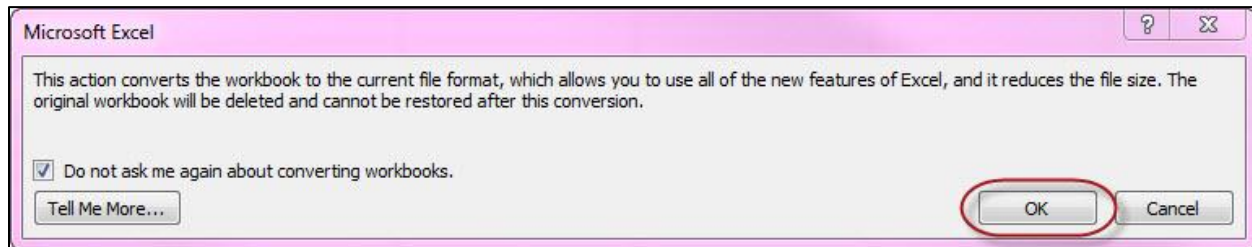7. If necessary, **click** Enable Editing.
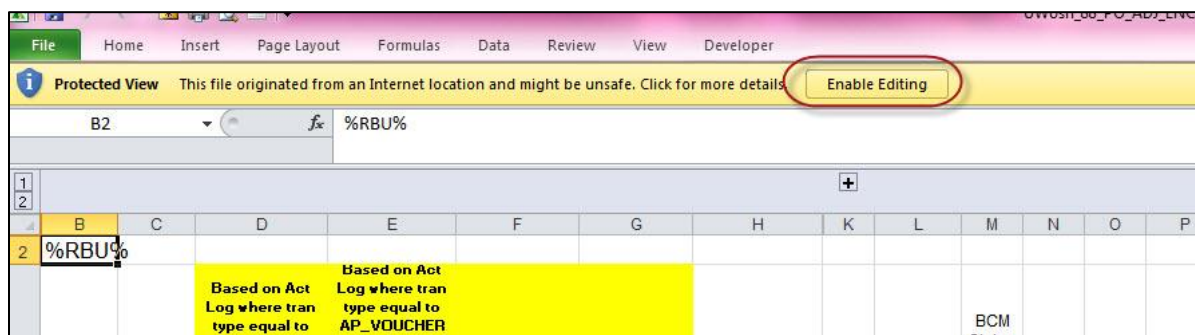
8. **Click** the 'File' tab.

9. **Click** 'Convert'.
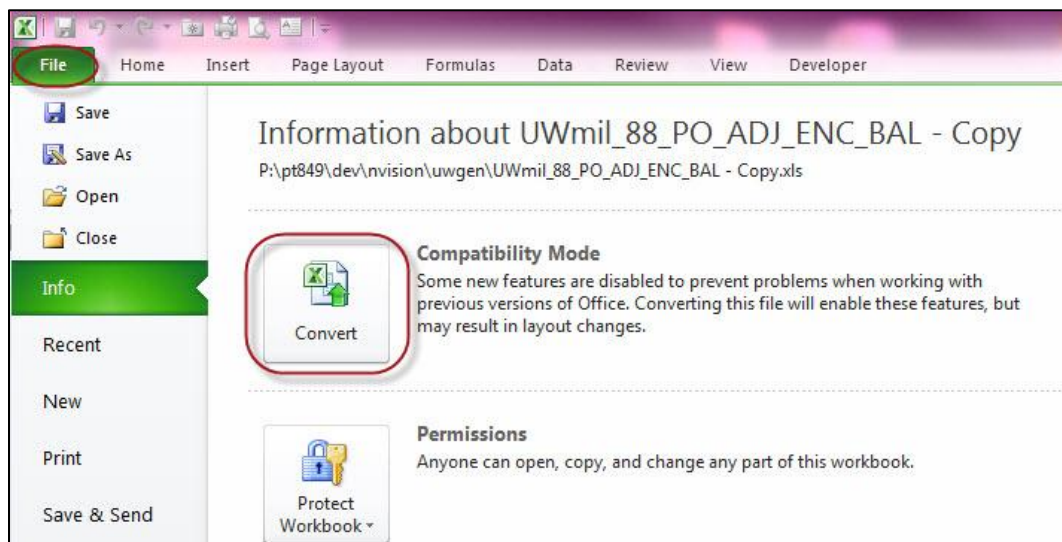
10. You may receive a message below that explains the conversion process. If you are converting multiple files, it is recommended to **check** the "Do not ask me again about converting workbooks." checkbox and **click** OK.
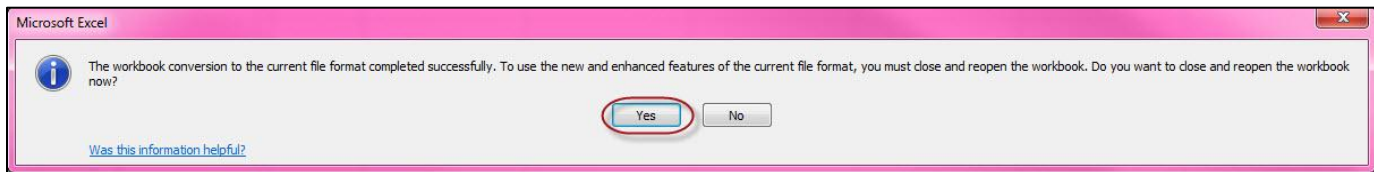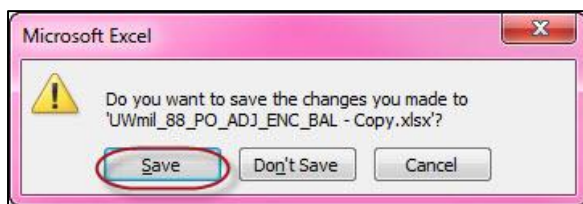
11.   You may receive other messages regarding range references, as below. **Click** OK.

12.   You will receive a message stating that the workbook conversion was successful. **Click** 'Yes' to activate the features.

13.   You may be asked if you would like to save the changes to your workbook. Notice the new '.xlsx' file extension. **Click** 'Save'.
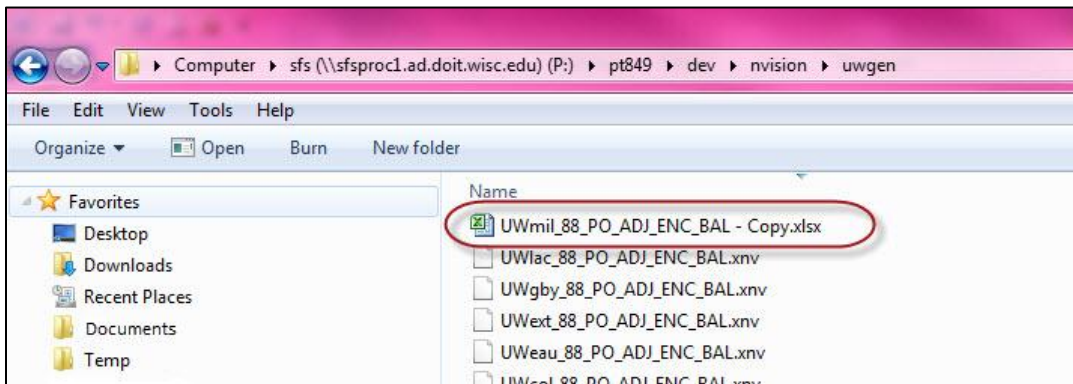

14.   **Close** the workbook.

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15. You will notice that the Excel file on the drive now has an '.xlsx' or '.xlmx' file extension.

16. **Right click** on the file.
17. **Choose** 'Rename' from the menu (same as step 2 above).
18. **Change** the file extension to ".xnv" by typing it in.
19. When you hit 'Enter' or click elsewhere, the verification of change message will appear and you can **click** 'Yes'.
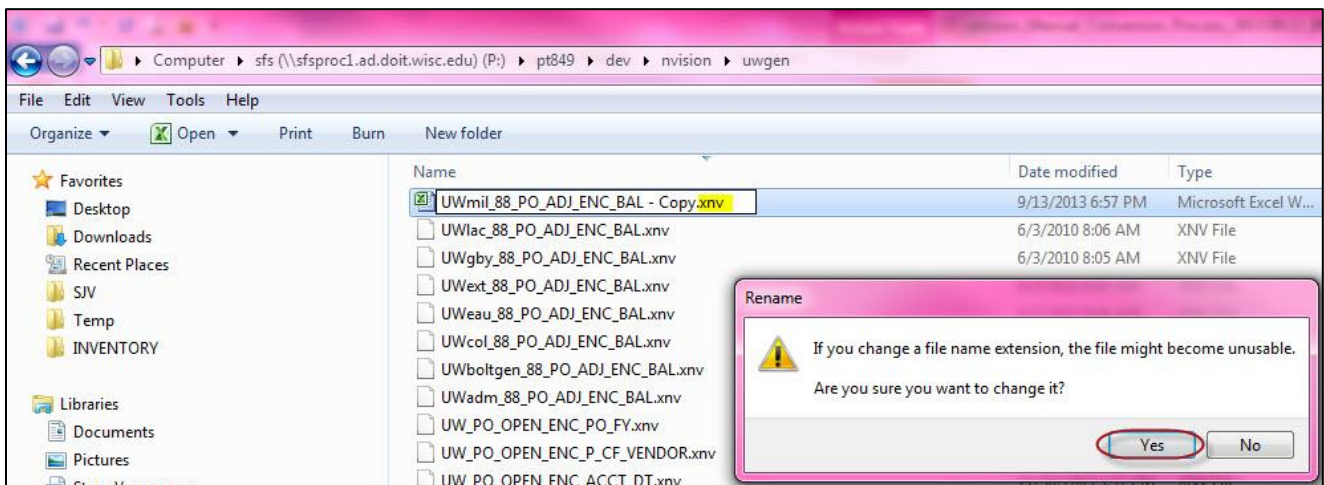
20. You will see the icon and file extension change back to regular nVision file extension and icon.
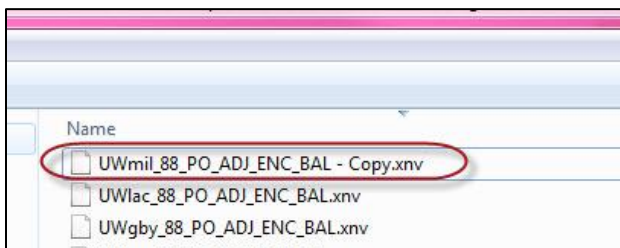
Your file is converted to the latest Excel settings. It is recommended that you test run your reports. If you experience any issues, or have questions or comments regarding this process, please contact UWSA Problem Solvers at: uwsaproblemsolvers@maillist.uwsa.edu for assistance.