

# PAGECENTER TO EXCEL INSTRUCTIONS

The PageCenter to Excel Instructions are designed to explain the steps you should take to export data from a **LINE** Pageset type (e.g., rosters, listings, etc.) and save it as a Microsoft Excel document.

Information contained within an **AFP** Pageset type (e.g., EFT letters, etc.) can also be saved as an Excel document, but you may prefer to save AFP documents as digital images (bitmaps) to maintain the format integrity. Information on "[Saving AFP Documents to Bitmap](#)" is included at the end of this document.

## Saving as an Excel Spreadsheet:

1. Locate the report or roster that you wish to convert within your PageCenter mailbox.

Mailbox: PHEAA	PHEAA UNIVERSITY
Application: STEP	PATH/CHAFEE ETG/GEAR UP RPTS

	Pageset	Description	Date	Time	Size	Pages	Status
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFF40.PHEAA</a>	PATH DISBURSEMENT ROSTER	2017-05-16	21:33	118	2	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFF50.PHEAA</a>	GEAR UP DISBURSEMENT ROSTER	2015-05-19	21:32	118	2	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFF60.PHEAA</a>	CHAFEE DISBURSEMENT ROSTER	2017-02-13	21:32	118	2	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFV10.PHEAA</a>	PATH APP STATUS LISTING	2017-09-25	22:02	236	4	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFV20.PHEAA</a>	GEAR UP APP STATUS LIST	2015-08-22	21:36	236	4	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFV30.PHEAA</a>	CHAFEE APPLICANT STATUS LISTING	2017-09-25	22:02	236	4	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFW10.PHEAA</a>	PATH RECONCILIATION REPORT SCHL	2017-08-21	21:33	413	7	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFW20.PHEAA</a>	GEAR-UP RECONCILIATION REPORT SCHL	2015-08-15	21:32	177	3	New
<b>LINE</b>	<input type="checkbox"/> <a href="#">FCFSXFW30.PHEAA</a>	CHAFEE RECONCILIATION ROSTER	2017-04-27	09:09	177	3	New

2. Open the report and click "Save to File."

Return | Refresh | Top | Page Up | Page Down | Bottom

Local Print | **Save to File** | Range Browse | Gen Info | Email

Page:  of 4

Header Rows:

3. The "Local Save" window will open. Select which pages you would like to save and then select "Save."

Record Length: 131

\*\*\* The Local Save may take a significant amount of time to create. The creation time depends on the total number of pages requested. \*\*\*

All

Current Page (1)

Pages:  Enter page numbers and/or page ranges.  
For example.. 1,3,5-10

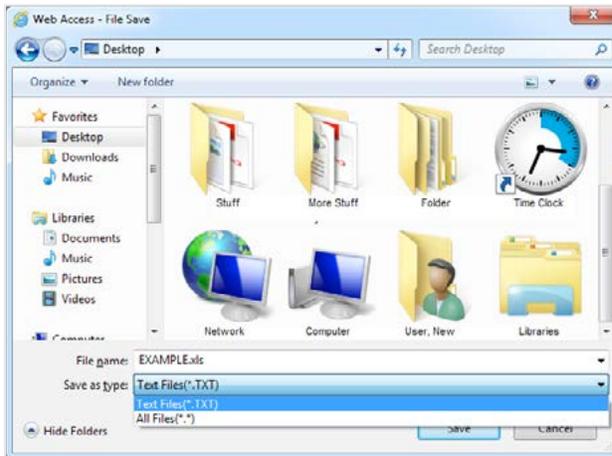
Col Range:  to

No Form Feed

Retain Carriage Control Column

Only Save Page Header on First Page

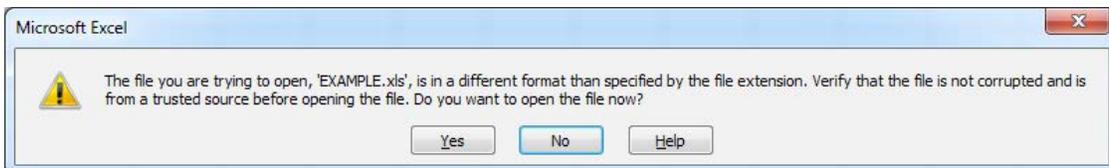
4. After selecting "Save," you will be prompted to identify a location where you would like to store the file.
  - a. Enter your File Name using the ".xls" suffix (e.g., "EXAMPLE.xls").
  - b. You will also need to change the "Save As Type" to "All Files(\*.\*)."
  - c. Click "Save."



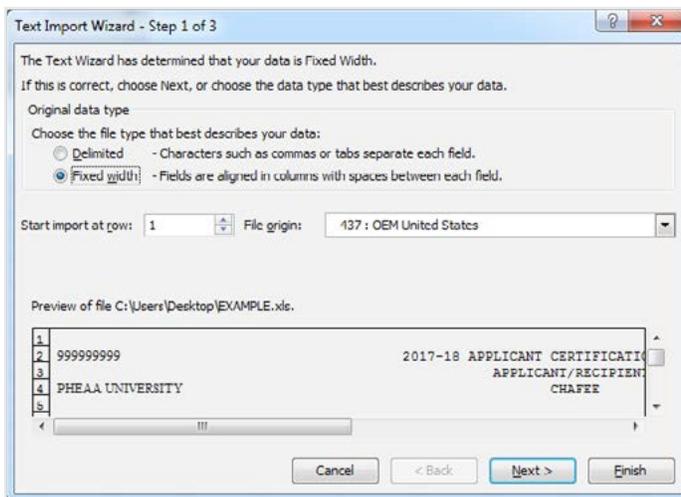
5. Open a blank Microsoft Excel file.
6. From the Microsoft Excel file, open your saved report.
  - a. File > Open > Select the saved report (e.g., "EXAMPLE") and click "Open."



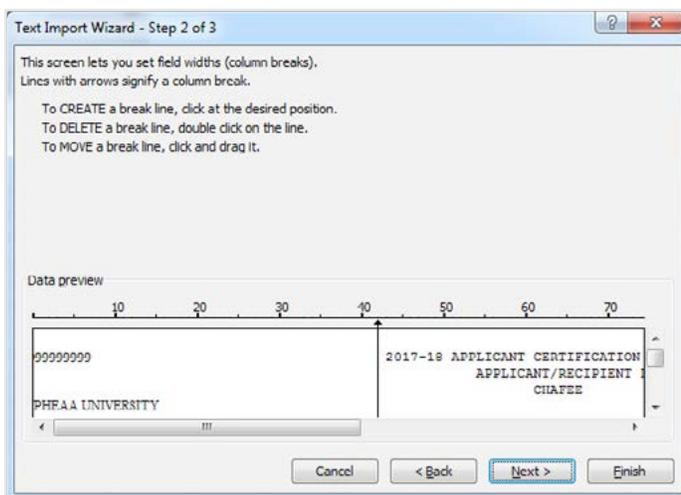
7. You may receive the message below. Select "Yes" to open your report.



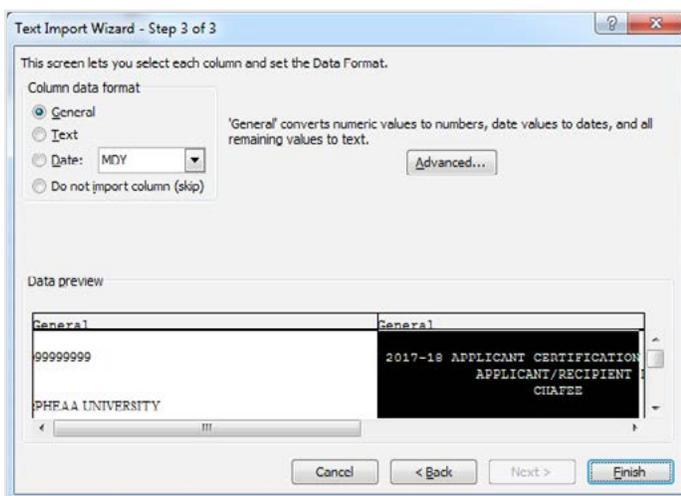
8. The Text Import Wizard will open. Do not make any adjustments to the pre-selected options for Step 1 and click "Next."



9. In Step 2 of the Text Import Wizard, adjust the columns for your desired view and then click "Next."



10. Finally, select "Finish" in Step 3 of the Text Import Wizard. Do not make any adjustments to the pre-selected options.



11. Review your finished product to determine if any changes need made.

- a. If changes need made to the line breaks, restart at Step 5.
- b. If you plan to print your spreadsheet, change the following:
  - i. Change the Orientation to Landscape
  - ii. Change the Margins to Narrow
  - iii. Adjust the Scaling to Fit All Columns on One Page
- c. Remember to re-save your spreadsheet.

99999999	2017-18 APPLICANT CERTIFICATION AND STATUS LISTING	9/25/2017
	APPLICANT/RECIPIENT DATA	DOC ID TCEL
	CHAFEE	PAGE 1
PHEAA UNIVERSITY		
	TERM AND CURRENT STATUS DGR PRGM ENRLMNT UNMET	EST. MAX CERTIFIED
STUDENT INFORMATION	INELIGIBLE REASONS PROGRESS STATUS NEED/	COST EFC AWRD AMNT AMOUNT
=====	=====	=====
*STUDENT, DEBORAH	FALL CERTIFIED Y 1-FULL Y	0 \$ 2,500 \$ 2,500
999 99 9990	Y	
GRAD DATE: 05/15/2021		
	SPRING PENDING SCHOOL CERT 1-FULL	0 \$ 2,500 \$
	-	
	TO	TAL AWARD DISBURSED: \$ 0
*STUDENT, TIFFANY D	FALL CERTIFIED Y 1-FULL Y	0 \$ 2,500 \$ 2,500
999-00-9999	Y	
GRAD DATE: 12/15/2020		
	SPRING PENDING SCHOOL CERT 1-FULL	0 \$ 2,500 \$

## Saving AFP Documents to Bitmap:

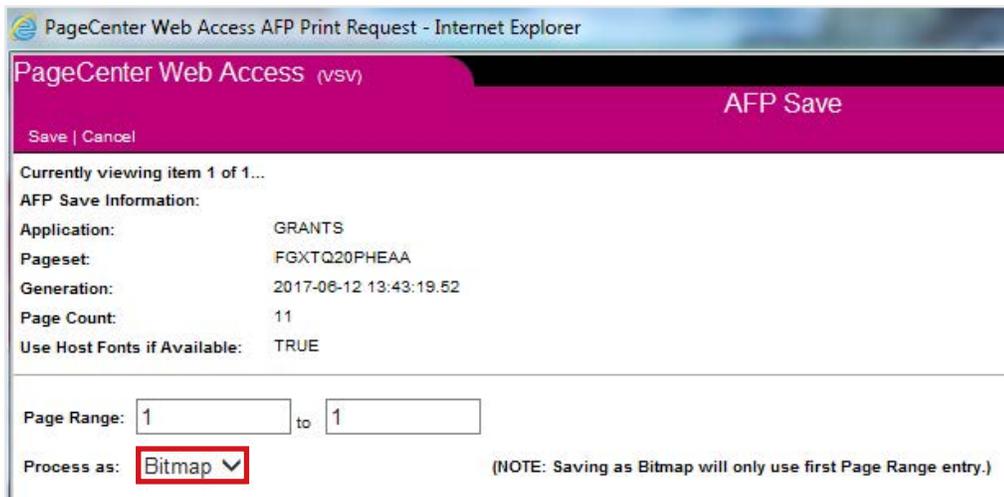
1. Complete Steps 1 and 2 as outlined above under Saving as an Excel Spreadsheet.

Mailbox: PHEAA	PHEAA UNIVERSITY
Application: GRANTS	GRANTS REPORTS

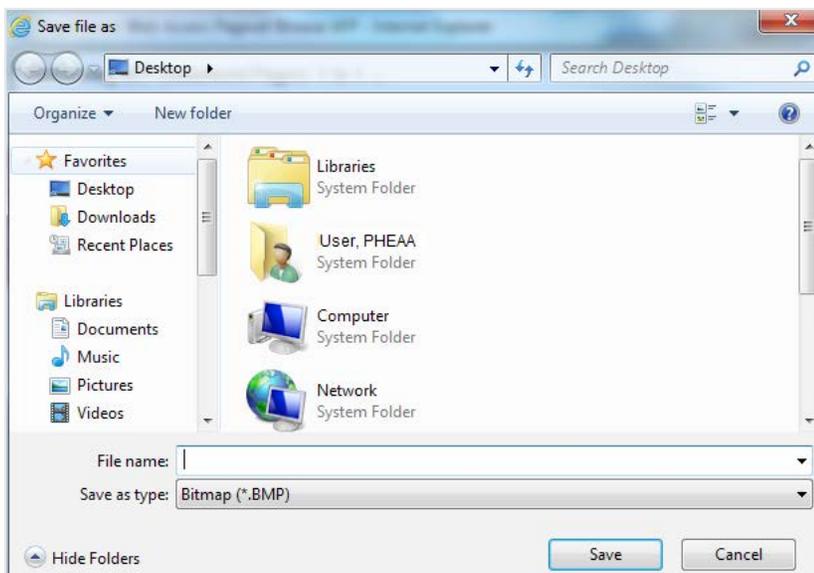
  

	Pageset	Description	Date	Time	Size	Pages	Status
AFP	<input type="checkbox"/> <a href="#">FGXLT30PHEAA</a>	IAG PAYMENT DOCUMENT	2017-08-08	09:37	UNKNOWN	1	New
AFP	<input type="checkbox"/> <a href="#">FGXLT40PHEAA</a>	IAG EFT LETTERS	2016-10-06	09:31	UNKNOWN	1	New
AFP	<input type="checkbox"/> <a href="#">FGXTQ20PHEAA</a>	PATIP COLLEGE RENEWAL FORM	2017-06-12	13:43	UNKNOWN	1	New

2. The "AFP Save" window will open. Select "bitmap" from the Process Type dropdown and select "Save."



3. After selecting "Save," you will be prompted to identify a location where you would like to store the file. The "Save as type" will default to a bitmap. Enter a file name, select a location, and then select "Save" again.



4. Locate your saved document and open it. The document will open as a picture for viewing or printing.

If you need additional assistance with PageCenter, please contact State Grant and Special Programs staff at **1.800.443.0646**.