

PAGECENTER TO WORD INSTRUCTIONS

The PageCenter to Word 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 Word document.

Information contained within an **AFP** Pageset type (e.g., EFT letters, etc.) can also be saved as a Word 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 a Word Document:

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

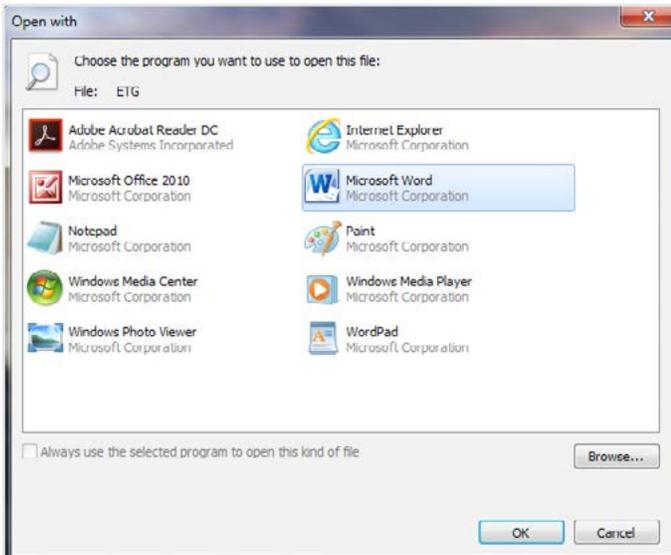
Col Range: to

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. You will also need to change the "Save As Type" to "All Files(*.*)."



5. Locate your saved document and open it. When prompted, select Microsoft Word to open the file.



6. When the document opens in Microsoft Word, perform the following changes to make the document best resemble the PageCenter version:
 - a. Reduce the Font to 9pt.
 - b. Change the Orientation to Landscape
 - c. Change the Margins to Narrow
 - d. Re-save your document

STUDENT INFORMATION		TERM AND CURRENT STATUS				DGR PRGM ENROLLMNT		UNMET		EST. MAX CERTIFIED	
INELIGIBLE REASONS		PROGRESS STATUS		NEED/COST_EFC		AWRD AMT		AMOUNT			
*STUDENT, ASHLEY		FALL	CERTIFIED	Y	1-FULL	Y	0	\$ 2,500	\$ 2,500		
XXX-XX-XXXX				Y							
GRAD DATE: 05/15/2021		SPRING	PENDING SCHOOL CERT	-	1-FULL	-	0	\$ 2,500	\$		
				-							
TOTAL AWARD DISBURSED:										\$	0

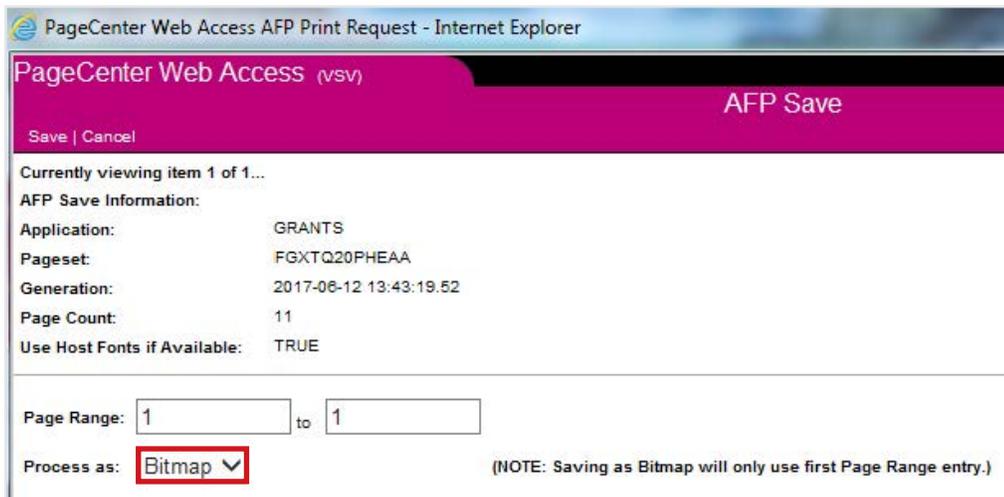
Saving AFP Documents to Bitmap:

1. Complete Steps 1 and 2 as outlined above under Saving as a Word Document.

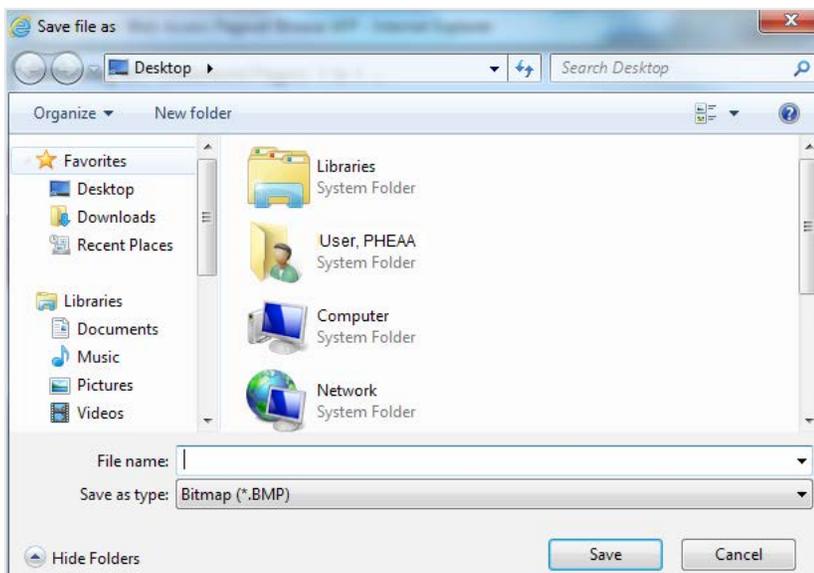
Mailbox: PHEAA	PHEAA UNIVERSITY
Application: GRANTS	GRANTS REPORTS

	Pageset	Description	Date	Time	Size	Pages	Status
AFP	<input type="checkbox"/> FGXLT30PHEAA	IAG PAYMENT DOCUMENT	2017-08-08	09:37	UNKNOWN	1	New
AFP	<input type="checkbox"/> FGXLT40PHEAA	IAG EFT LETTERS	2016-10-06	09:31	UNKNOWN	1	New
AFP	<input type="checkbox"/> FGXTQ20PHEAA	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**.