

## FMS Tip #1

## Opening Downloaded Query Results in Excel

When downloading query results from FMS into Excel they may open up inside of the Internet Explorer (IE) browser window. If you prefer that the results open up in the Excel application here is the solution.

1. Open up the **My Computer** icon
2. From the **Tools** menu, choose **Folder Options**
3. Click the **File Types** tab – See Figure 1.
4. Scroll down to **XLS** (very near the bottom)
5. Click the **Advanced** button and unclick the **Browse in Same Window** checkbox – See Figure 2.
6. Click **OK** in the **Edit File Type** window
7. Click **Close** in the **Folder Options** window.

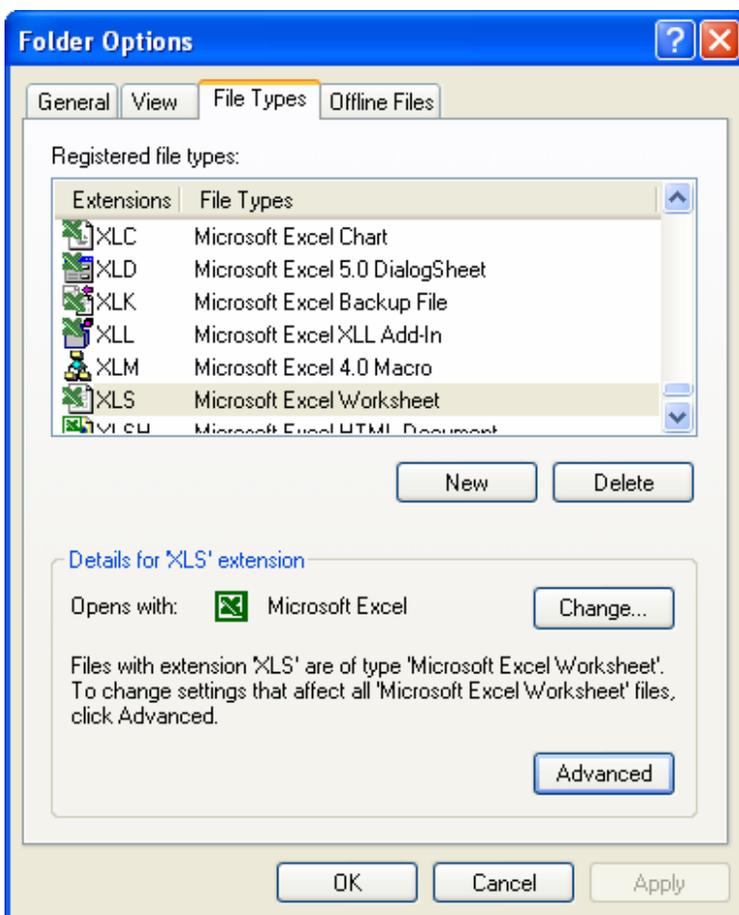


Figure 1 – Folder Options window

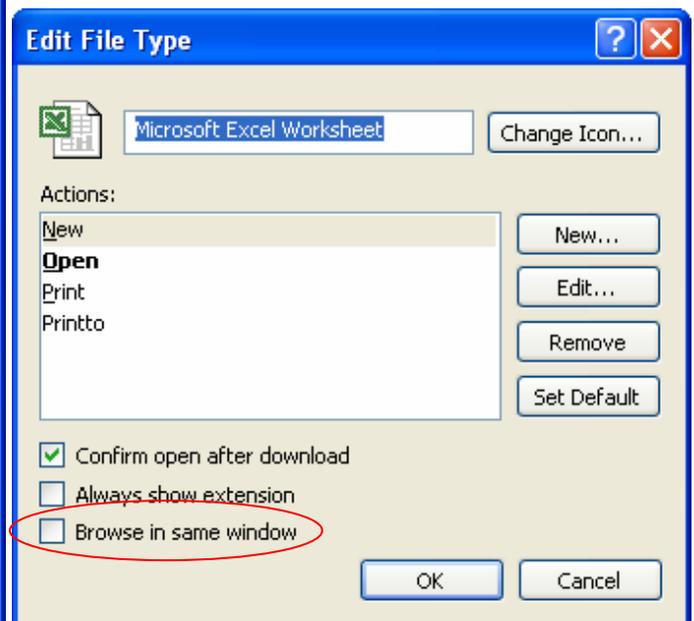


Figure 2 – Edit File Type window