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# **Tips and tricks**

## **Entering dates**

### **Expiry Dates**

- Note that the "normal" way to enter a date (dd/mm/yy or mm/dd/yy is determined by your computer, not mSupply. If you want to change it
  - Windows:
    - https://www.windowscentral.com/how-change-date-and-time-formats-windows-10
  - Mac: https://support.apple.com/kb/PH18435

# **Print preview problem**

### **Using Sumatra as XPS Viewer**

#### How to set Sumatra as default XPS viewer on Windows

- 1. Open Settings > Apps > Default apps.
- 2. Click the Choose default apps by file type link.
- 3. Scroll down to find .xps (XPS File), and click the button on the right side to select a different program as default.
- 4. Select 'Sumatra PDF' from the list to set it and click the option 'Switch anyway'.

#### Change the default XPS viewer on Windows

You might also need to do the following.

- 1. Follow the menu path Start > Devices and Printers
- 2. Right click on the Microsoft XPS Document Writer
- 3. Select Printing Preferences
- 4. On the tab XPS Documents uncheck the checkbox that says: Automatically open XPS document using the XPS viewer

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