

## **Transferring Multiplan Files and using them on your PC**

Load Multiplan. When it asks you for a file name, give it the name of the file you want to export to your PC.

Once the file is loaded press <F9> to bring up the key labels.

Press <F7> to bring up the Transfer Menu.

Press <F3> to Save your file, this will bring up the Save Menu.

Press <F3> to select the "SYLK" format then type in a name for your file and press <ENTER>. You don't have to type in the file ending, it will automatically save it as a text file with the ".do" ending.

Transfer your file to your PC.

On your PC change the name of you file from a ".do" file to an ".slk" file. The simplest way to do this is load it into NotePad and then save it with the ".slk" ending from NotePad.

Most PC based spreadsheets will either load ".slk" files directly or allow you to import them.

**To Transfer your spreadsheet file from your PC to your M100 and use it in Multiplan it must first be converted to "SYLK" format.**

Most PC spreadsheets will allow you to save the file in "SYLK" format directly. In the "Save" box select the ".slk" ending, or the "SYLK" file type. Then type in a name for your new file, no more than six characters, and press the <ENTER> key.

Change the file ending from ".slk" to ".do". The simplest way to do this is to load the file into NotePad and then save the file with a ".do" ending.

Transfer the file from your PC to your M100.

Multiplan will not load ".slk" files directly, they need to be imported. You open Multiplan with a new file name, comparable to the file you want to load but not the same. You begin with an empty screen.

Press the <F9> key to bring up key labels, then press the <F7> key to bring up the Transfer options. Choose <F2> to Load a file, this will bring up a new menu. Type in the name of the ".do" file that is to be imported, this is the SYLK file that you have renamed. Select <F3> for "SYLK" file format, and then hit the <ENTER> key.

If you have done everything right then your file will load into Multiplan under the new name. Once it is loaded it can be saved by hitting the <F8>, exit and save, key.

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