

# 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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