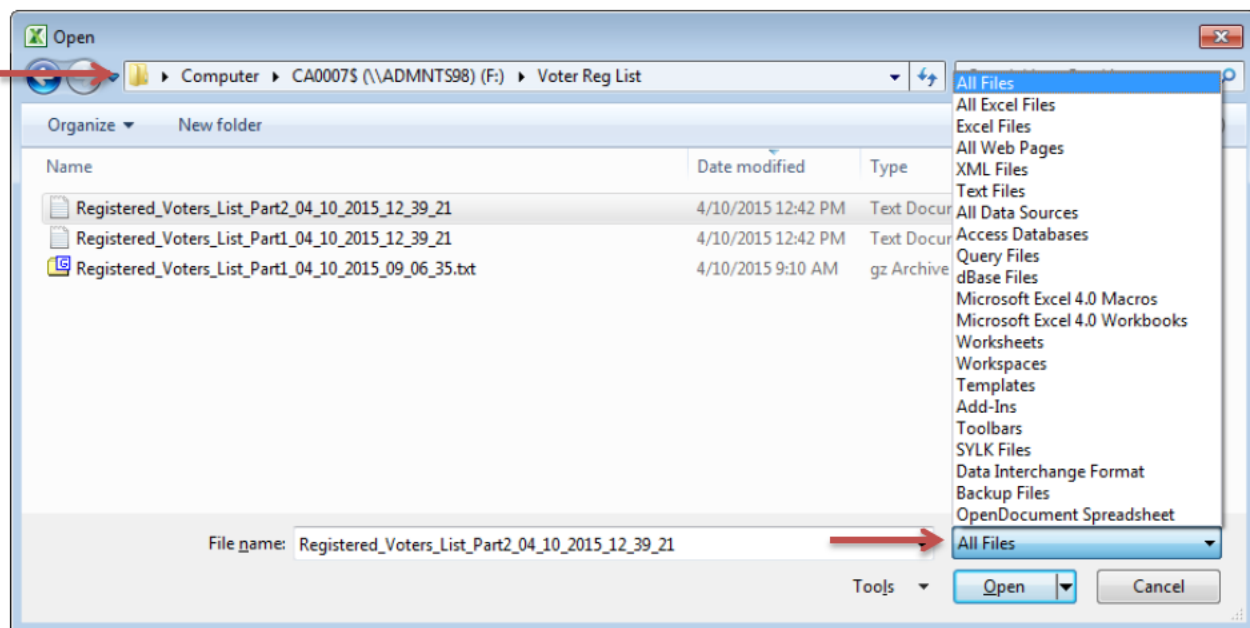


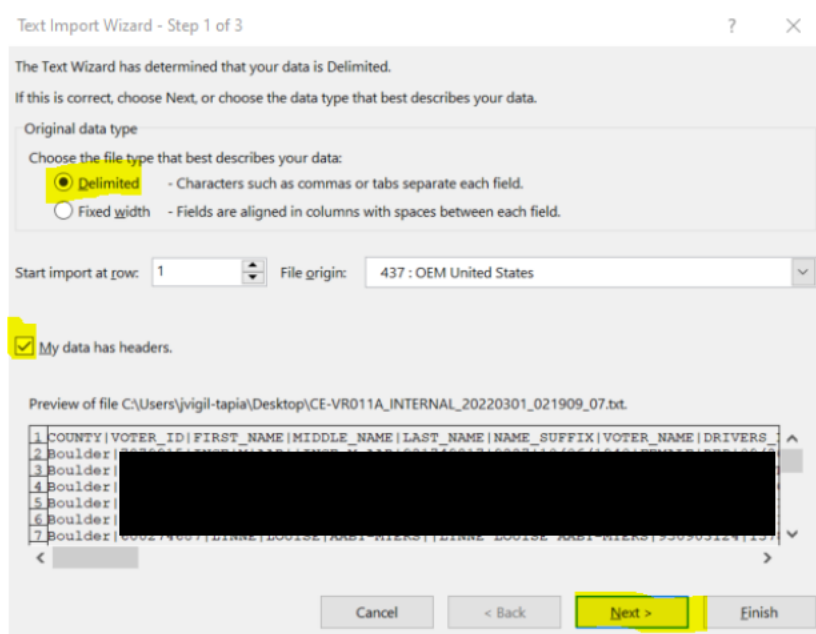
# Import a text (.txt) file into Microsoft Excel

Save the text file to a location on your computer.

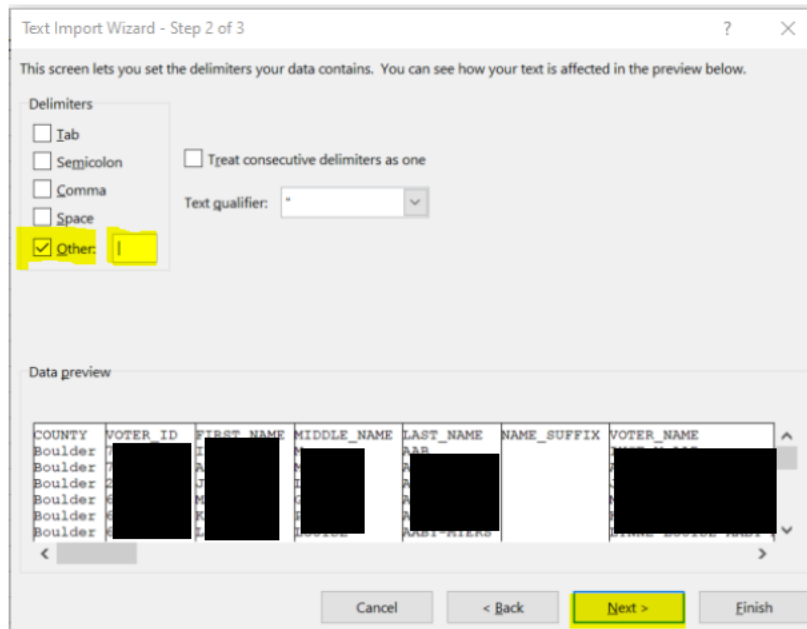
1. Open Microsoft Excel
2. Select **File > Open**
3. In the Open Pop-Up Window, browse to the folder location where you have saved the txt file.
4. Select **All Files (\*.\*)** from the drop down.
5. Click the txt file you want to open (file name ending in .txt). Click **Open**.



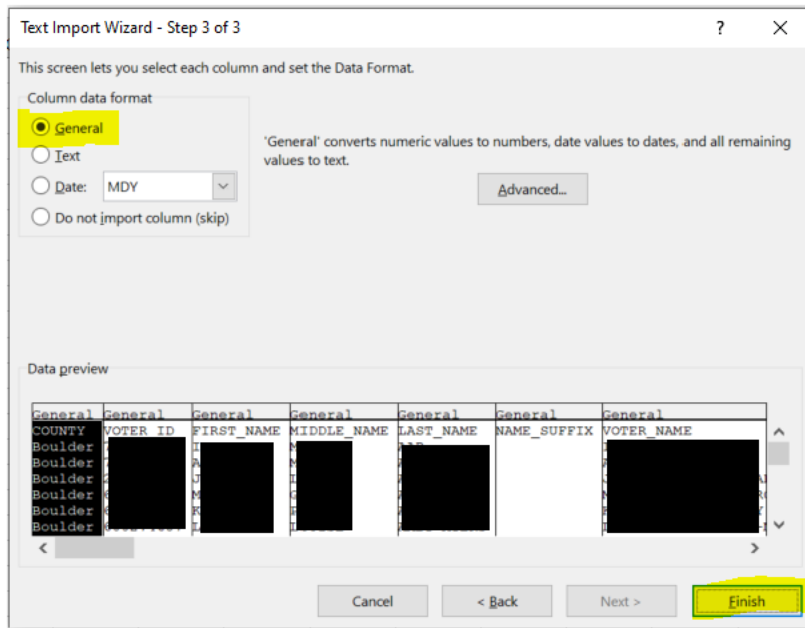
6. In the Text Import Wizard – Step 1 of 3 Pop-Up Box, choose **Delimited**. Click on box next to My data has headers. Click **Next**.



7. In the Text Import Wizard – Step 2 of 3 Pop-Up Box, click the check box for **Tab** to remove the checkmark. Click the check box for **Other** and add the pipe symbol to the white box (vertical line located above the Enter key on your keyboard). Click **Next**.



8. In the Text Import Wizard – Step 3 of 3 Pop-Up Box, keep all fields the same. Click Finish.



The text file will now appear in the Excel spreadsheet. You can use the Data toolbar in Excel to sort or filter data.

9. To save the Excel file to your computer, click File, then Save As. Browse to a folder on your computer where you would like to save the file.

- Next to File Name, type the name of the file as you would like to save it.
- Click the Save As drop down. Click Excel Workbook. Click Save.

