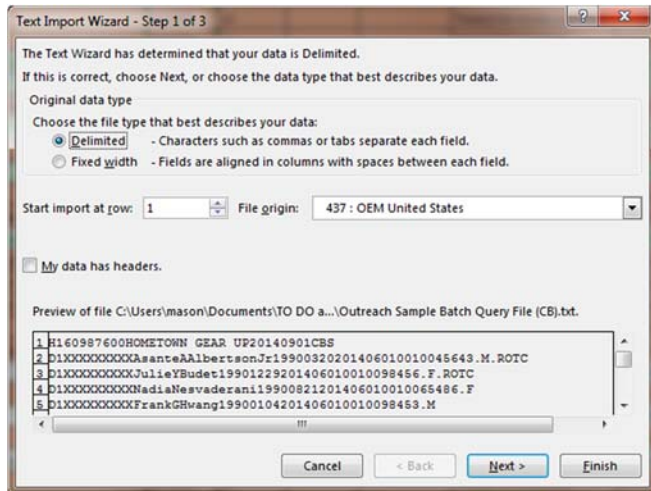


How to Open a Text File in Excel

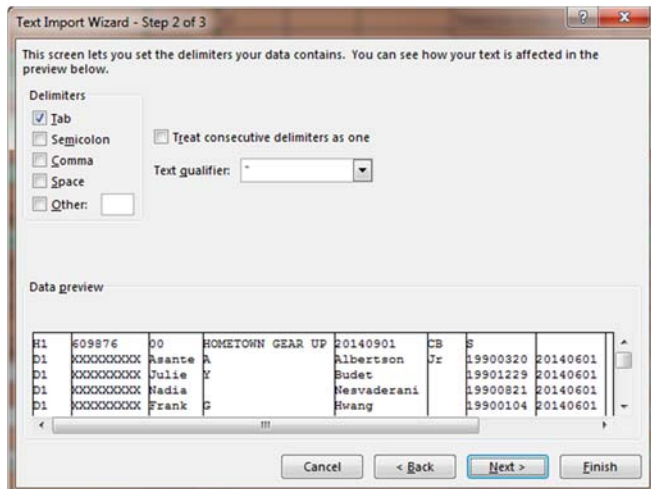


1. Open your file in Excel. When the **File Open Dialog** opens, drop down to **All Files** or **Text Files**, then select your file.

Excel automatically opens the **Text Import Wizard**, which will walk you through inputting your data.

2. Choose **Delimited** and click **Next**.

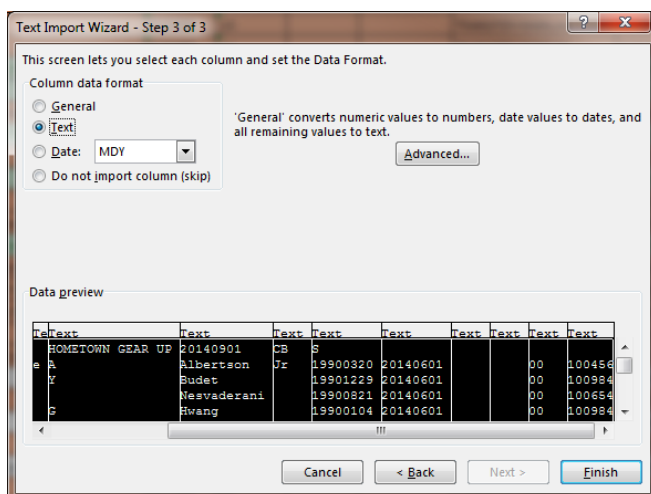
Note: Excel is set to start the import at row **1** and File Origin, **437: OEM United States**. If it does not, you should change it to this.



3. Excel should automatically choose **Tab** as your delimiter.

If it does not and you are opening a tab delimited file, please select **Tab** as the Delimiter and click **Next**.

If, instead, you are opening a comma separated file, please select **Comma** as the Delimiter and click **Next**.



4. In the final window, the default data format is set to General. Change the Column data format to **Text**.

To do this:

- a. **Highlight** all of the columns in the Data Preview by clicking on the first column
- b. Hold the shift key and scroll all the way to the right and click the last column.
- c. After all the data is highlighted, change the Column data format to **Text**.
- d. Click **Finish**.