

CONVERTING ZIPPED TEXT FILES TO EXCEL

After receiving the zipped text file, the way to unzip and open the document in Excel is to:

1. Click and hold your mouse on the file and drag the file from your e-mail onto the desktop.
2. Right click on file, and select **Extract All**.
3. The extraction wizard appears. Select **Next** to continue.
4. Select the folder you wish to extract the files to by clicking on Browse. (You may wish to extract them to the desktop as well.) After choosing where you want this file to reside, click **OK**. Then select **Next** to continue.
5. Checkmark the box to show **extract files** and select **Finish**.
6. Open up your spreadsheet program (such as MS Excel).
7. Select **File** in the taskbar, then **Open**.
8. Using the drop down box, select **All** from the “Files of Type” drop down box. (This is the very bottom drop down box.)
9. Locate your document in the folder where you designated and highlight it.
10. Select **Open** to open the document in MS Excel.
11. A text import wizard appears allowing you to choose parameters to view your file. The button, **Delimited**, should already be chosen, if not choose it. Click on **Next** to continue.
12. Checkmark the **Comma** box, checkmark the tab box to deselect, then select **Next** to continue.
13. Select **Finish**. Your document is now in Excel.
14. Select **File**, then **Save As**, change the Save as Type in the drop down box to **MS Excel Workbook**, then select **Save**. Your document is now saved as an Excel file.