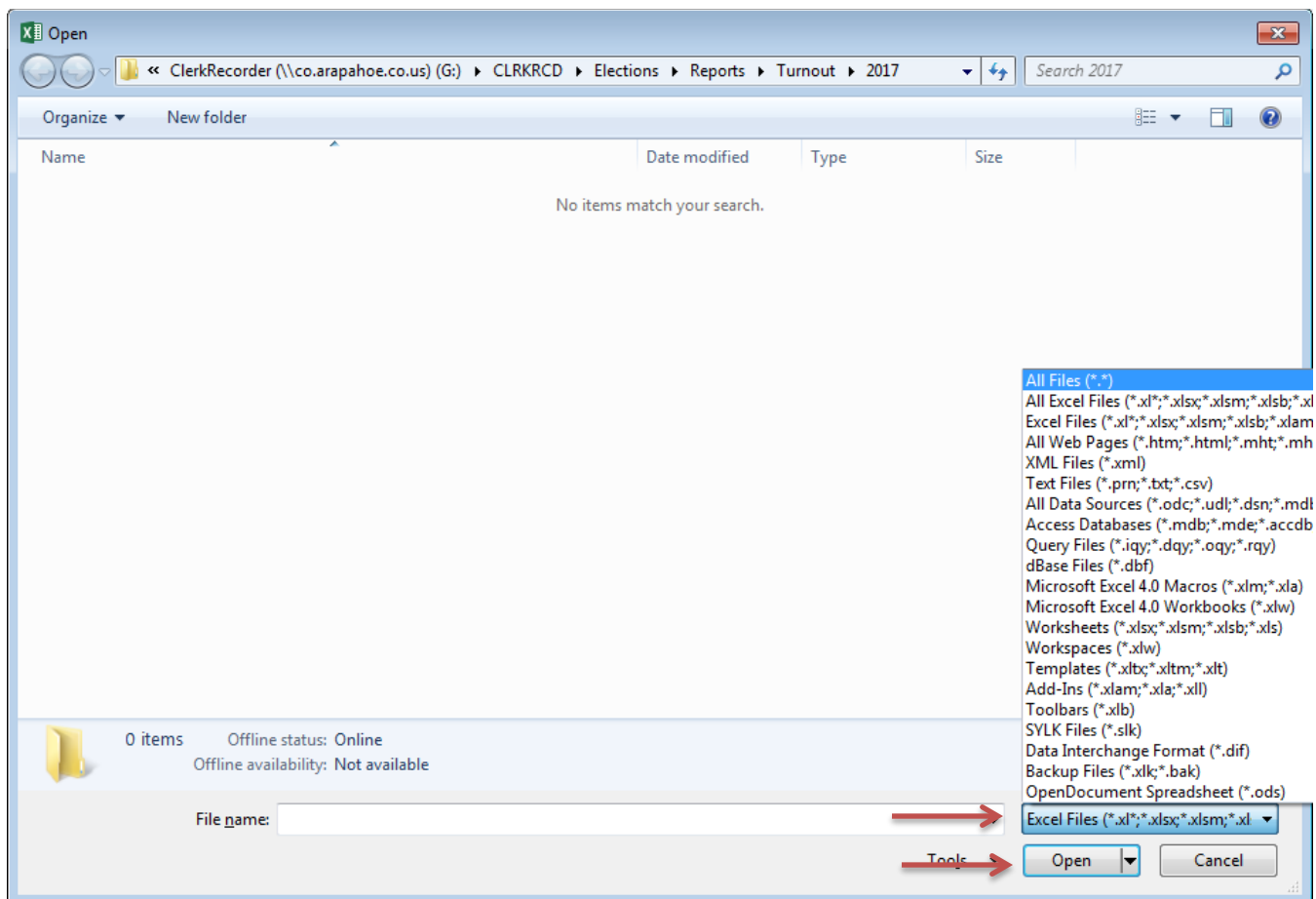
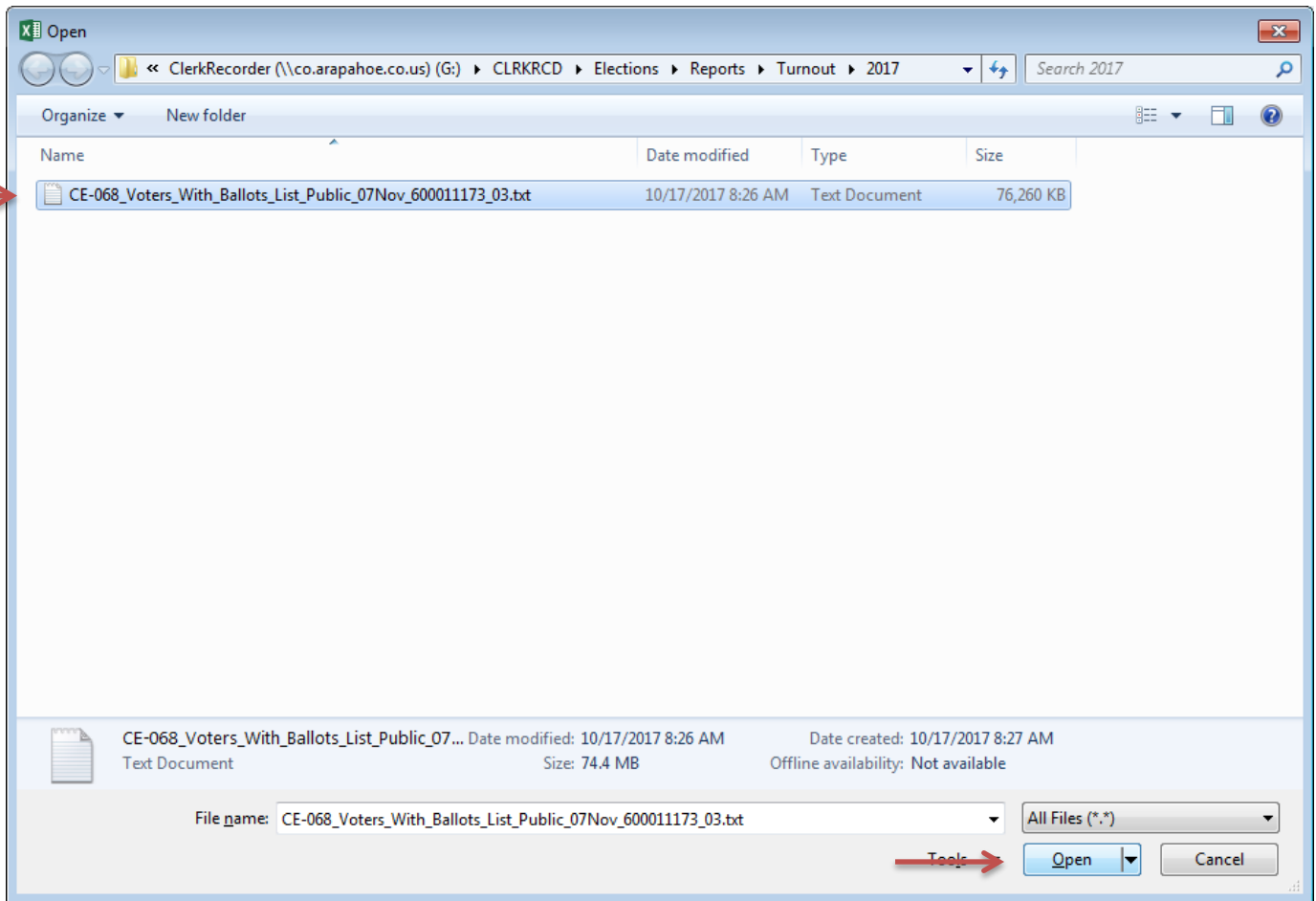


Import the CE-068 (.txt) file into Microsoft Excel

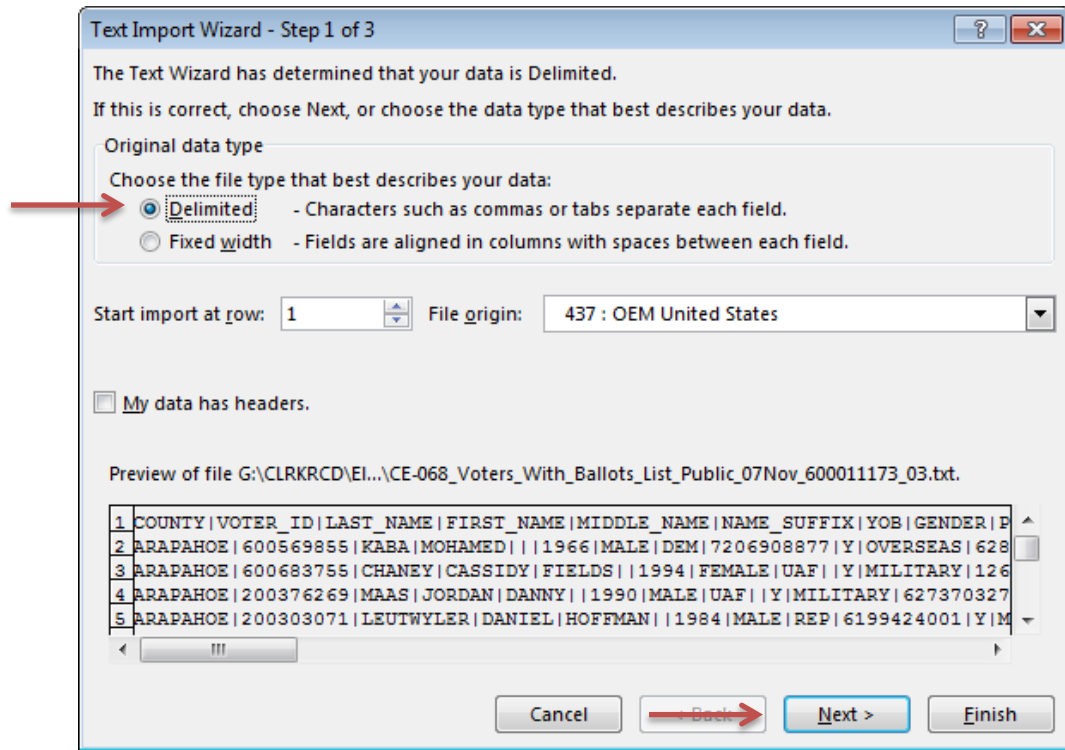
1. Save the CE-068 text file to a folder on your computer.
2. Open Microsoft Excel
3. Select **File** on the top toolbar. Click **Open**.
4. In the Open window, click **Browse**. Navigate to the folder location where you have saved the text file. You will not immediately see the text file in the folder.
5. At the bottom of the Open window, click the drop down that reads **All Excel Files**
6. Change this by selecting **All Files (*.*)**.



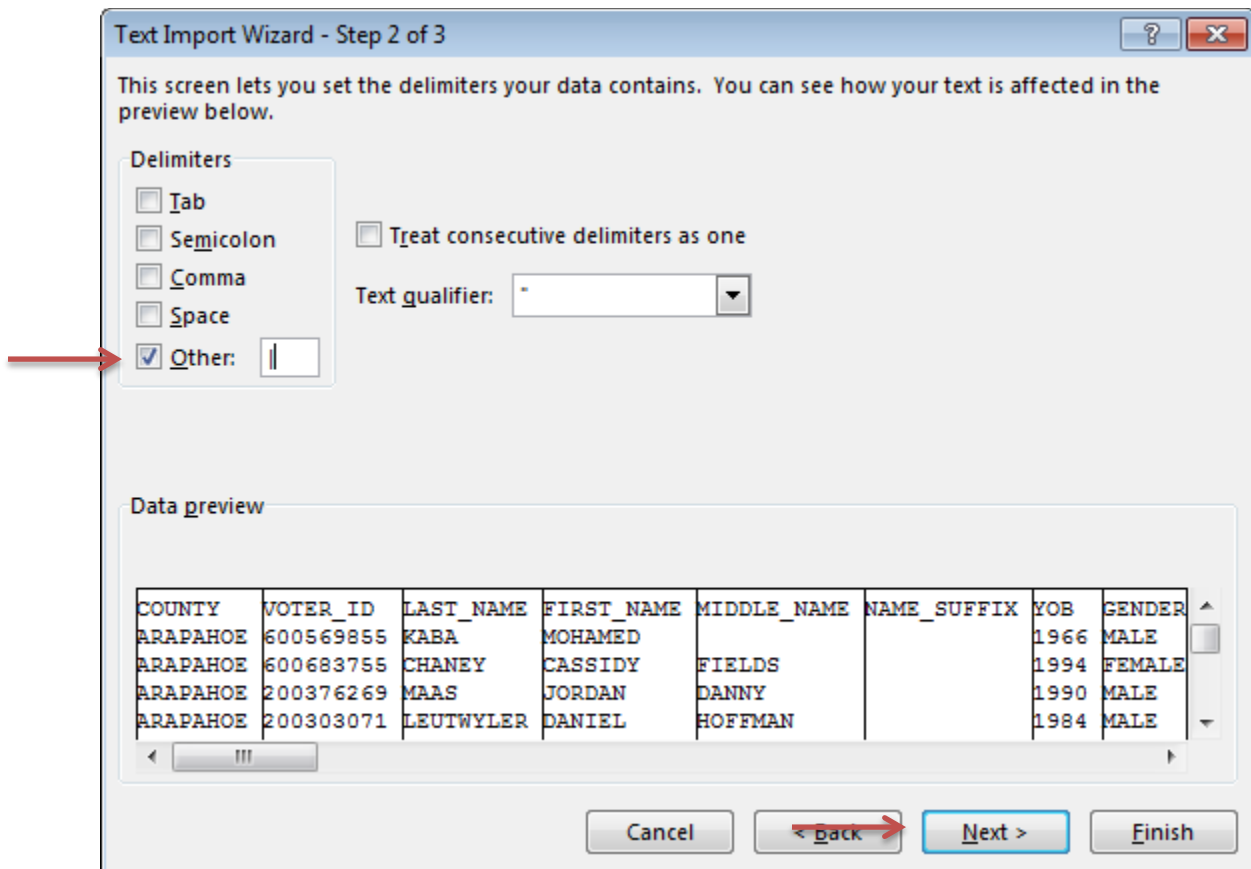
7. You will now see the .txt file in the folder. Select the .txt file. Click **Open**.



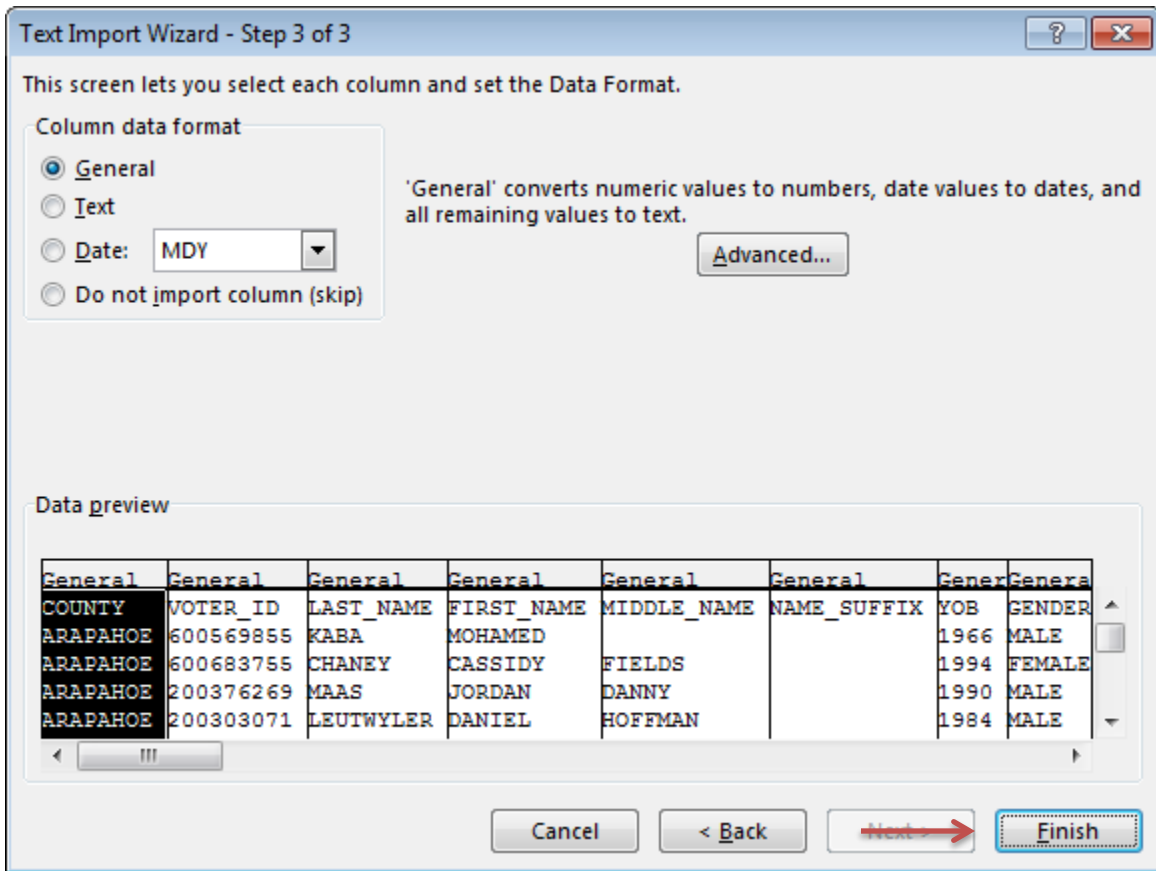
8. In the Text Import Wizard – Step 1 of 3 Pop-Up Box, choose **Delimited**. Click **Next**.



9. In the Text Import Wizard – Step 2 of 3 Pop-Up Box, click the check box for **Other**. Inside the box, type a | symbol (using the Shift + \ keys on your keyboard). Click **Next**.



10. In the Text Import Wizard – Step 3 of 3 Pop-Up Box, 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.

11. 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**.

