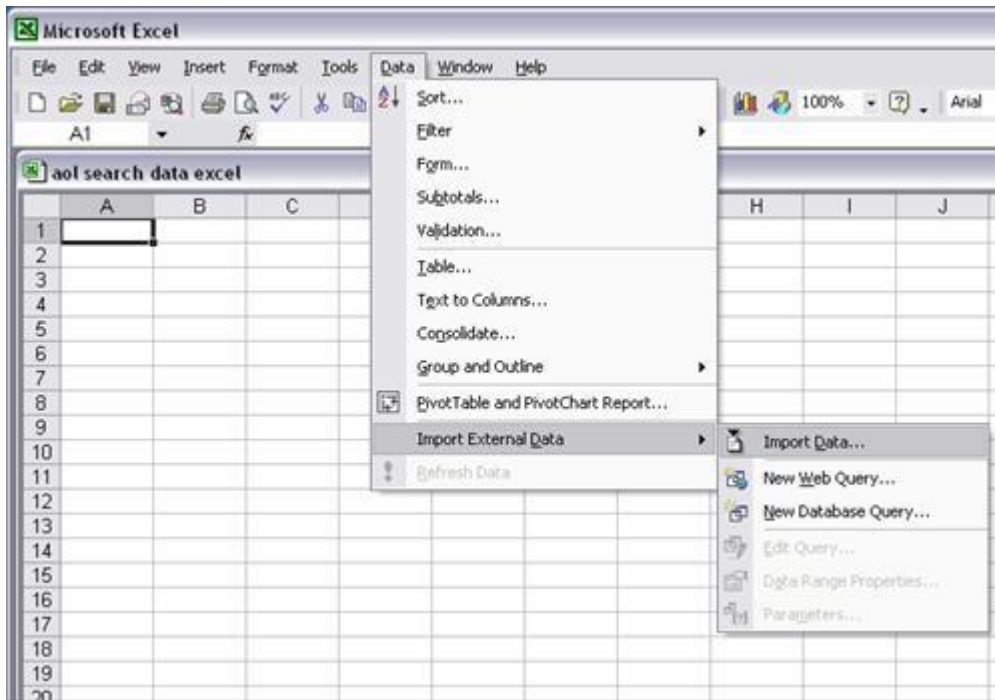
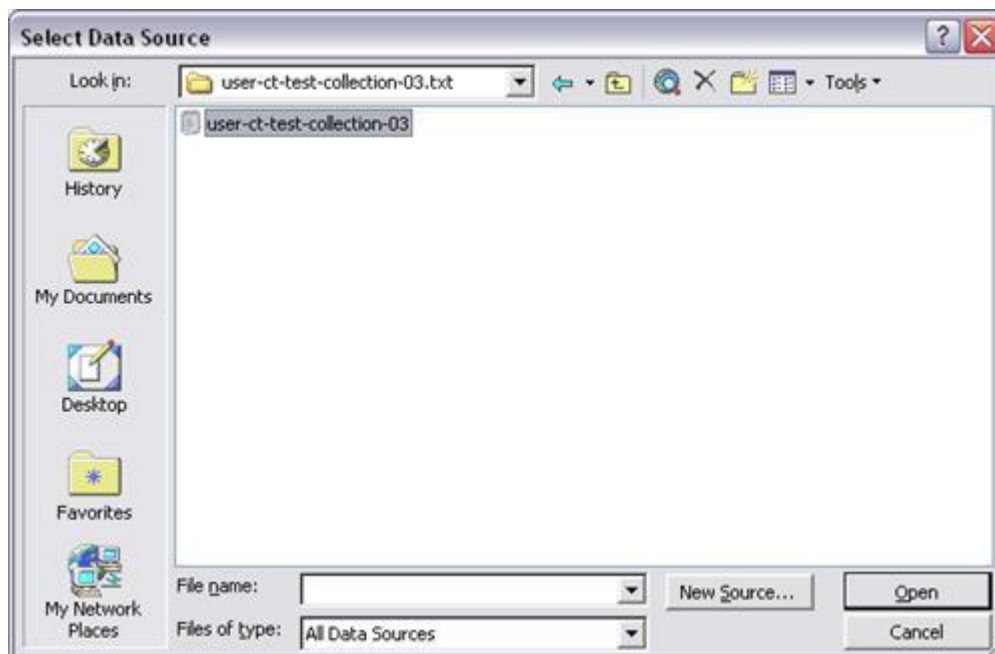


## Importing External Tab Delimited Text Files

1. Open Microsoft Excel and start a new blank worksheet.
2. Click **Data** on the Menu bar, and select **Import External Data**, then click on **Import Data**.

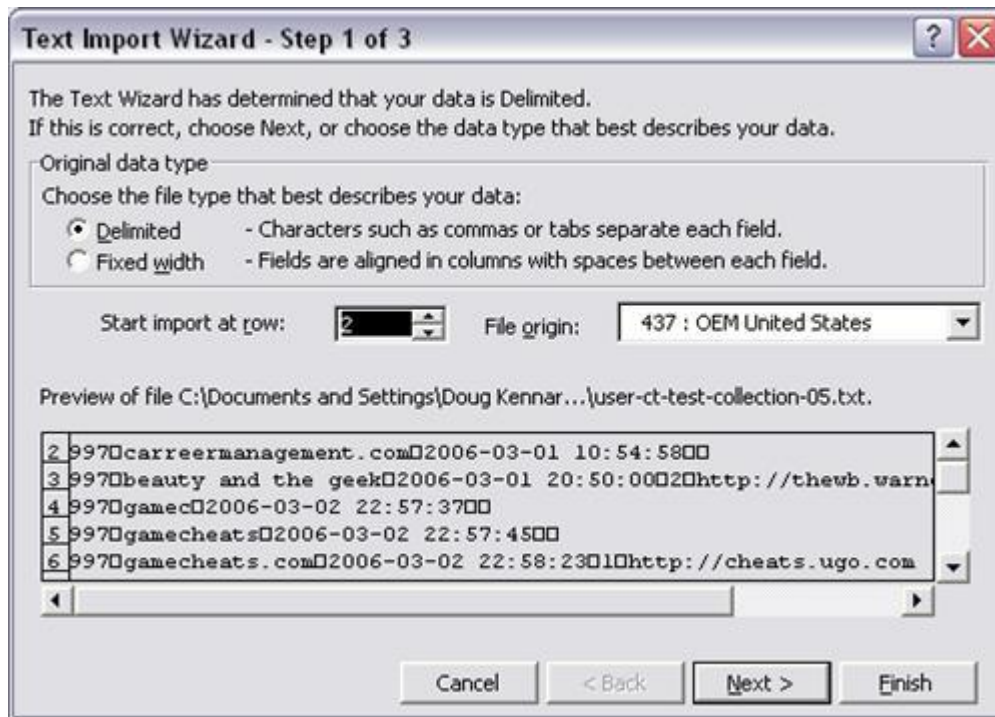


3. In the **Select Data Source** dialog box browse to the text file you want to import and once it's selected, click Open.



The Text Import Wizard dialog box will automatically pop-up.

- In Step 1 of the Text Import Wizard, choose Delimited as the file type, and select which row to start the import with. If the first row of your text file has headers, then you will probably want to *Start import at row 2*.



- Click Next to go to Step 2.
- Select **Tab** as the Delimiter and click Next to go to Step 3.



7. Choose the column format for each column if you don't want to use General as the default. Once you're done formatting the columns click Finish.



8. Now choose where you want the data to be located on your Existing worksheet or on a New worksheet, and then click OK to start the import process.