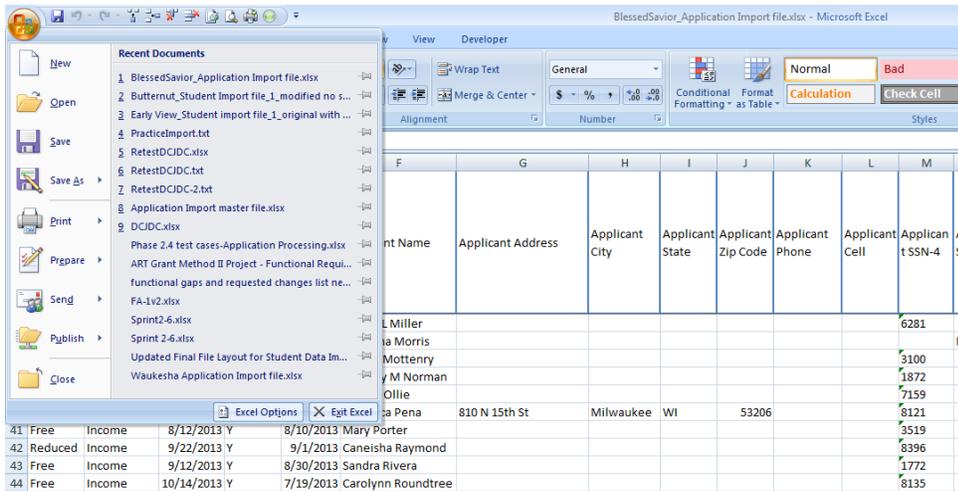


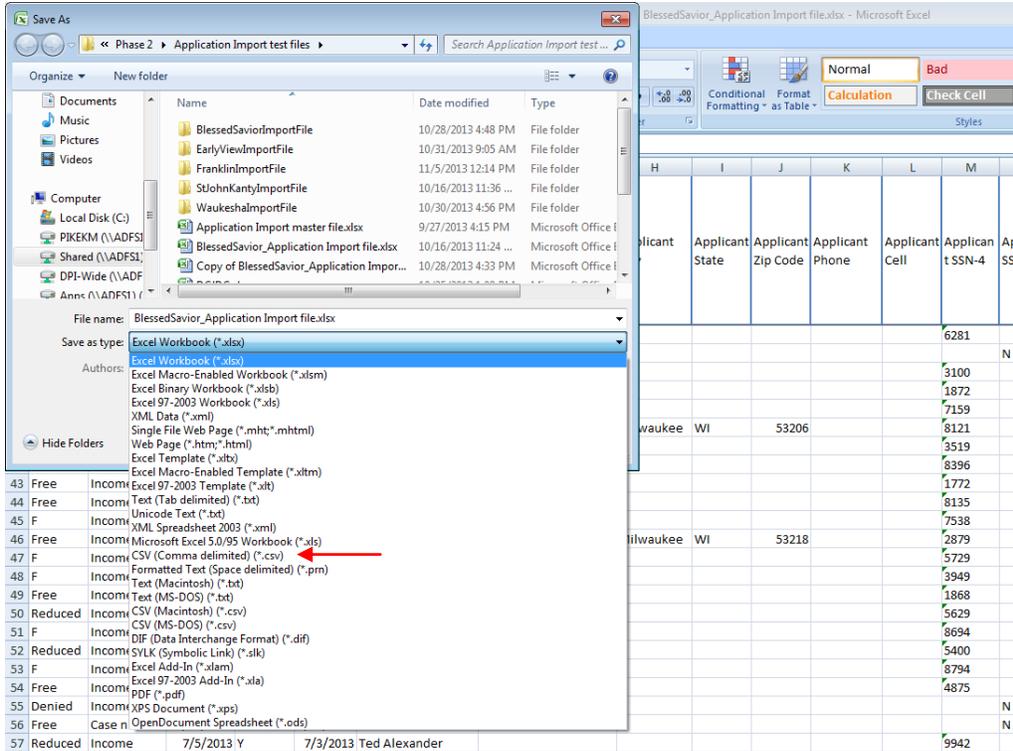
Saving a File in a CSV (Comma delimited) (*.csv) format:

This example is how to save an excel file (.xlsx or .xls) into a CSV (Comma delimited) (*.csv) format. Depending on what version of Microsoft Office you are using, the screens may look slightly different.

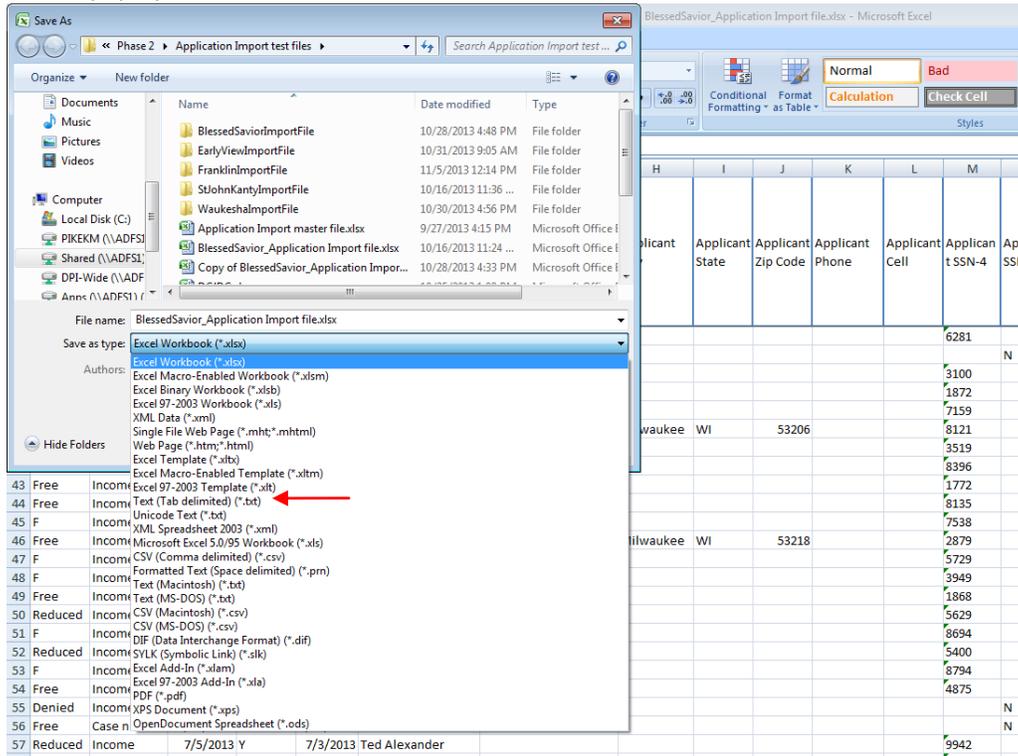
- 1) Click File and Select Save As from the drop down of options.



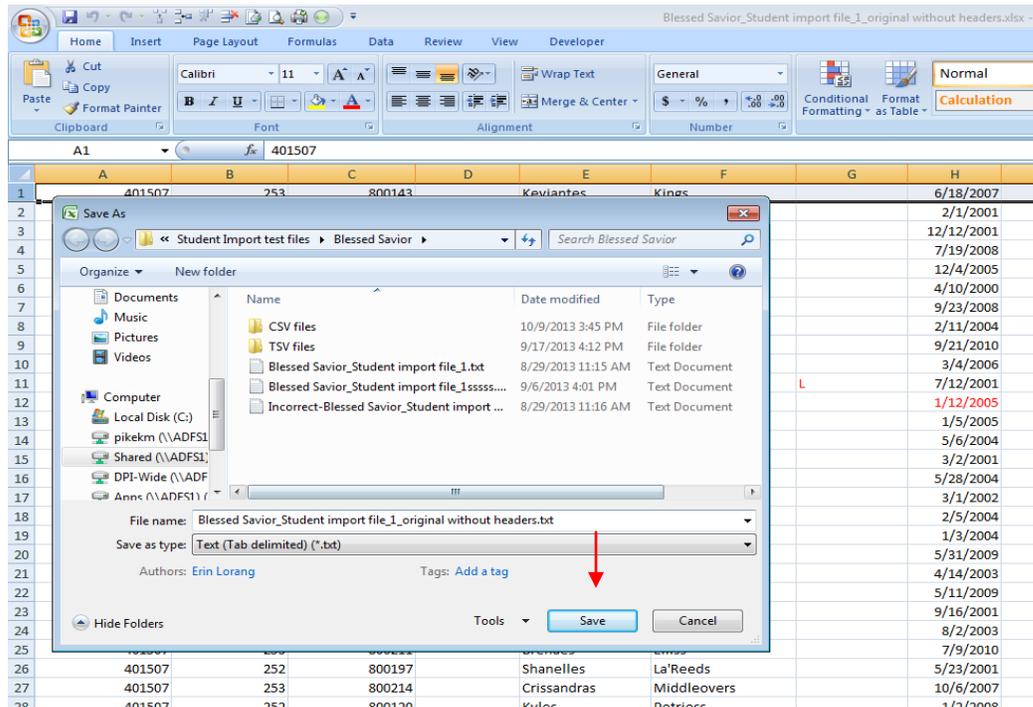
- 2) Select the new format CSV (Comma delimited) (*.csv) from the drop down box called Save as Type on the Save As pop-up window.



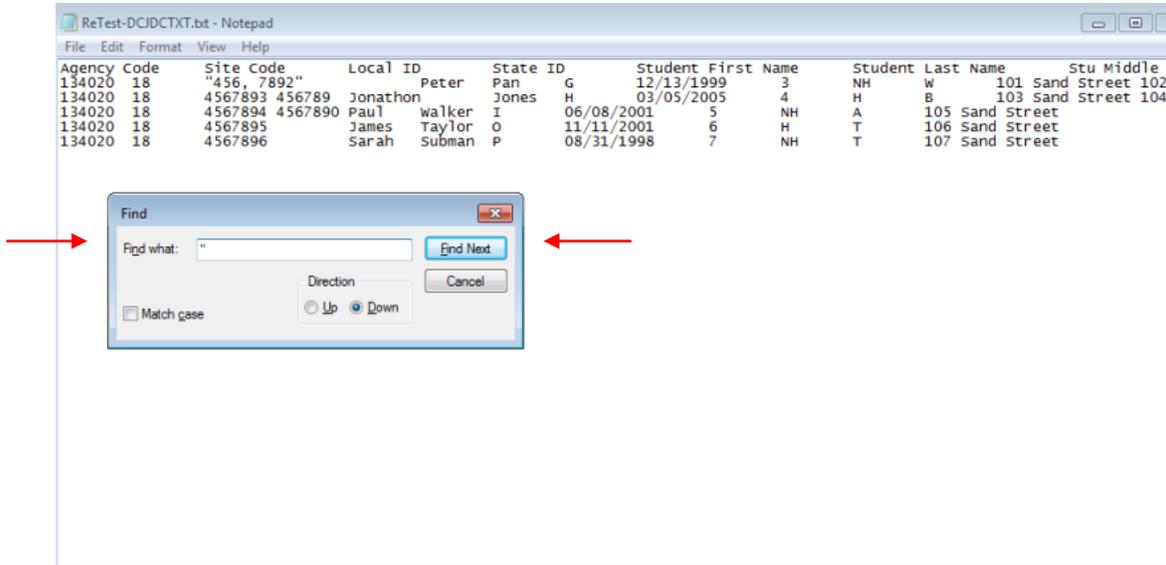
- 2) Select the new format Text (Tab delimited) (*.txt) from the drop down box called *Save as Type* on the Save As pop-up window .



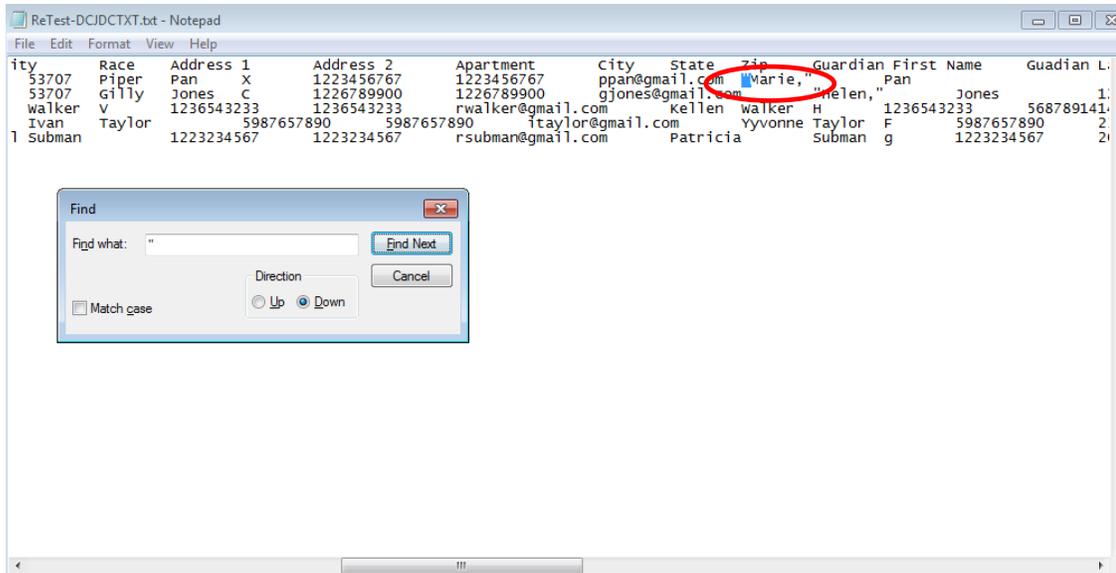
- 3) Click Save once the new format is selected:



- 4) Reopen your newly saved .txt document. If you had any commas (,) in the file, the word(s) will have a set of quotation marks (" ") around them. You will need to delete out all quotations before running the import into SNACS. To do this, open your file and click Ctrl + F (hold down the Ctrl key and then push the letter F on your keyboard) to open the *Find* pop-up window. Type in a quotation mark (") in the *Find What:* field and click *Find Next*.



- 5) The search will highlight the first quotation in the document. Once the quotation is highlighted, please delete it out and click *Find Next* until all quotations are removed from the document.



- 6) Click Save and the file is now ready to import into SNACS.