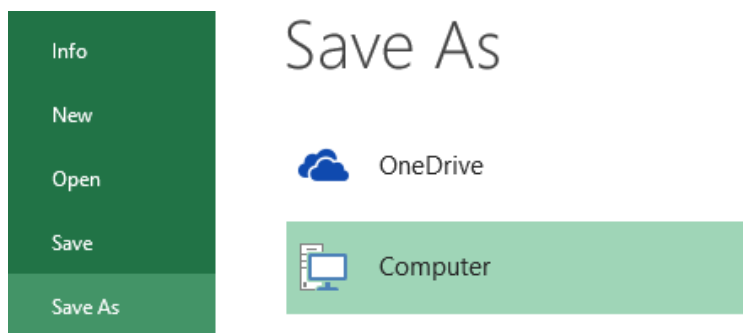
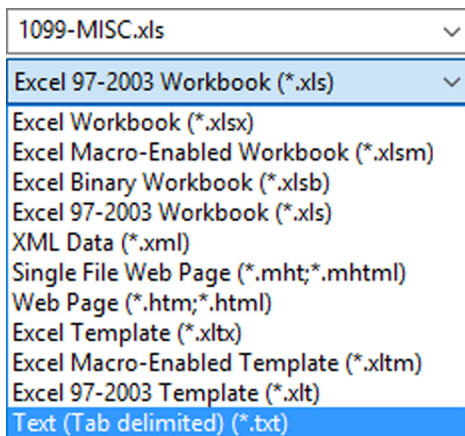


## How To Save an Excel File as Tab Delimited (.tab) or as Comma Separated Values (.csv)

1. Open the file in Excel.
2. Make sure that the information that you would like to save is the first tab of the Excel file.
  - a. If it is not, remove any other tabs that are in front of it by right-clicking on the tabs and selecting delete.
3. Click on "File" in the upper left and select the "Save As" option.



4. Choose the destination folder for saving the file.
5. Click on the "Save as Type:" drop-down menu (Just below the "File Name" selection)
  - c. To Save as Tab Delimited (.tab): Select "Text (Tab delimited) (\*.txt)"
  - d. To Save as Comma Separate Values (.csv): Select "CSV (Comma delimited) (\*.csv)"



6. Click "Save".
  - a. Click "Yes" to the pop-up that appears and says "Some features in your workbook might be lost if you save it as 'Text (Tab delimited)'. Do you want to keep using that format?"
7. Close the file by clicking the "X" in the upper right.
8. Click "Don't Save" to the pop-up that appears and says "Want to save your changes to 'File Name'".