# File Conversion Instructions (.txt to .xslx)

Open the .txt file in Excel****

The Text Import Wizard should automatically open. Select Delimited and the “my data has headers”. Then select next.****

Ensure the Delimiters is set to “Tab” and the Text Qualifier is set to “{none}”. Then select next ****

Select “Finish”****

Then in excel select “File”, “Save As” and change the Save As Type to “.xlsx” format. ****

This is the file that can now be uploaded into OpenBooks.