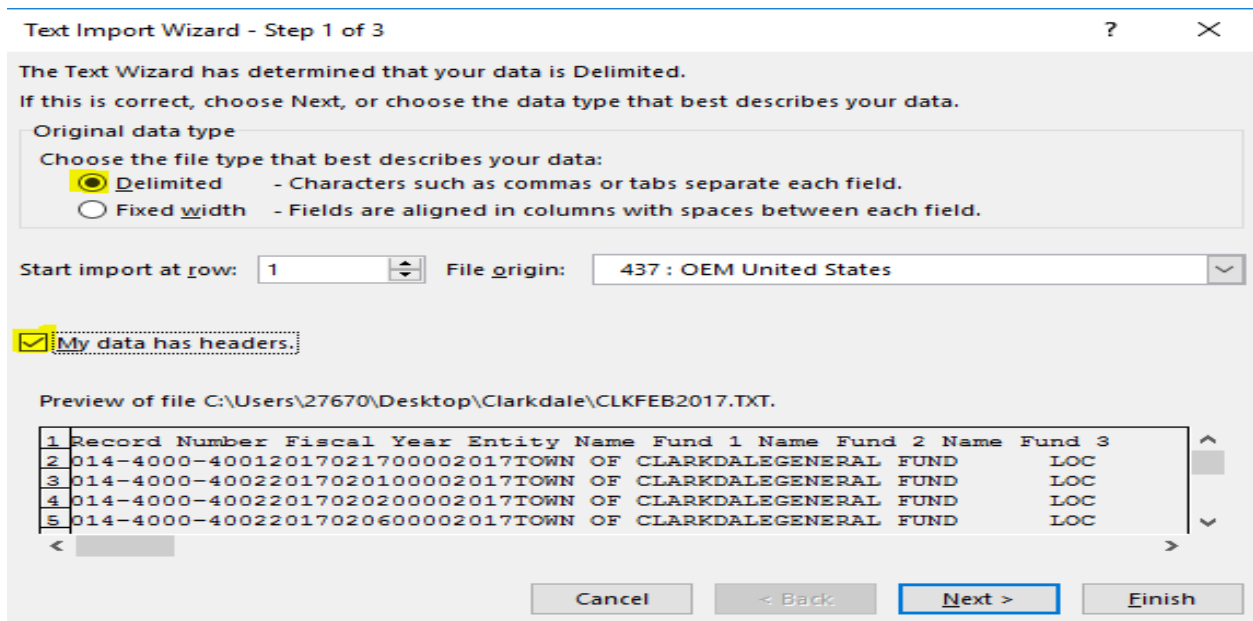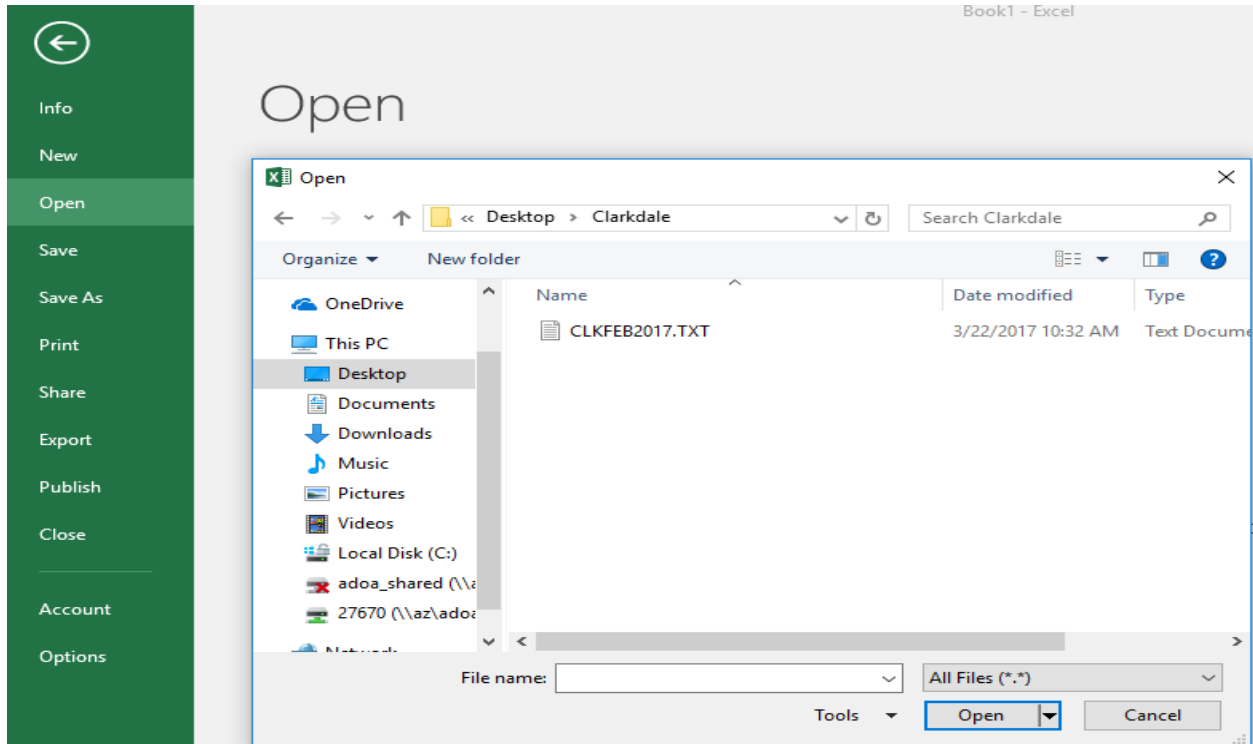# File Conversion Instructions (.txt to .xslx)

Text Import Wizard - Step 2 of 3   ?   ×

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
- ☑ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other: ____

☐ Treat consecutive delimiters as one

Text qualifier: {none} ▾

Data preview

Record Number	Fiscal Year	Entity Name	Fund 1 Name	Fund
014-4000-4001201702170000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702010000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702020000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702060000	2017	TOWN OF CLARKDALE	GENERAL FUND	

[Cancel]   [< Back]   [Next >]   [Finish]

Text Import Wizard - Step 3 of 3   ?   ×

This screen lets you select each column and set the Data Format.

Column data format
- ◉ General
- ○ Text
- ○ Date: MDY ▾
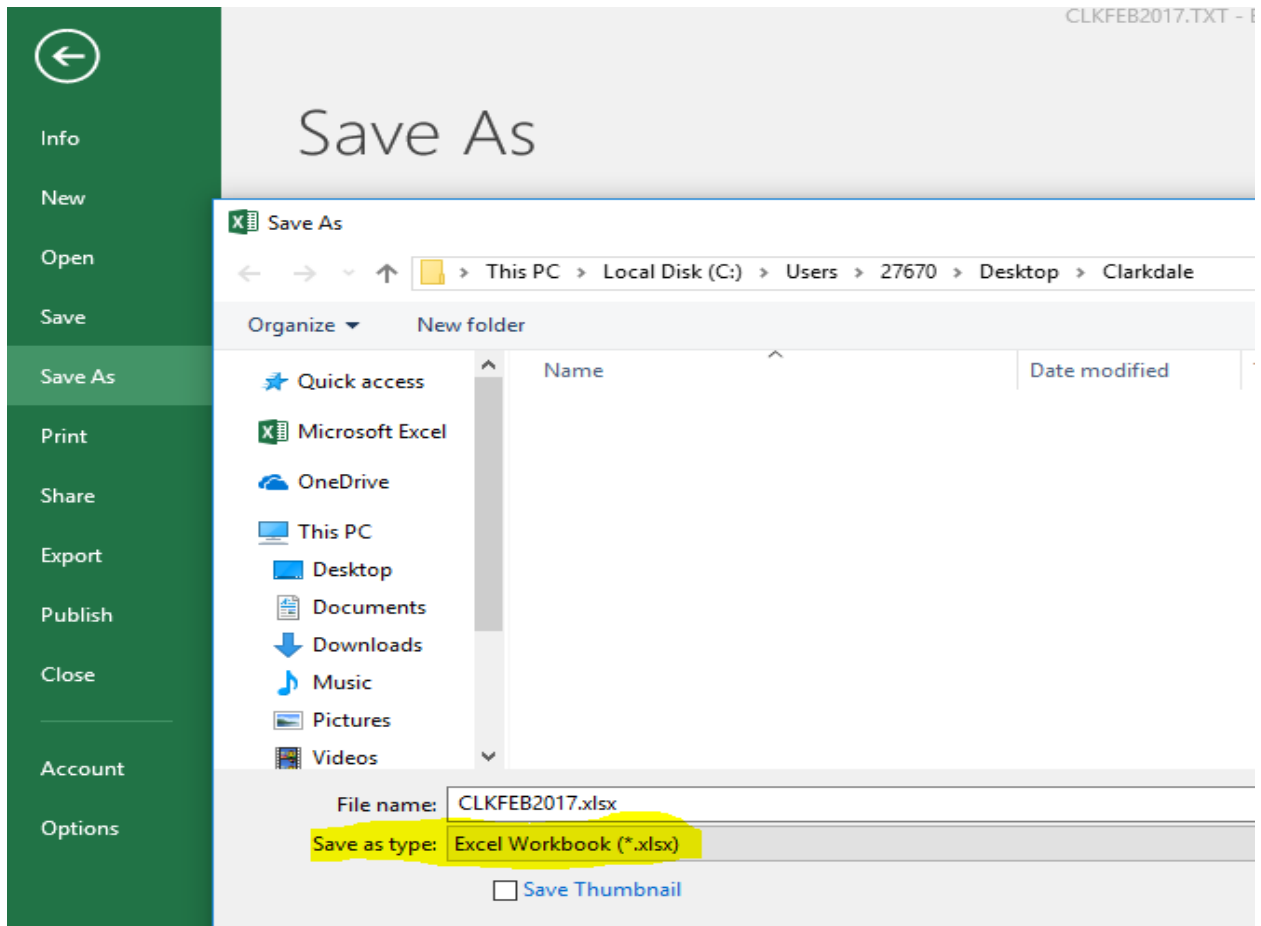- ○ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

[Advanced...]

Data preview

General	General	General	General	Gener
Record Number	Fiscal Year	Entity Name	Fund 1 Name	Fund
014-4000-4001201702170000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702010000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702020000	2017	TOWN OF CLARKDALE	GENERAL FUND	
014-4000-4002201702060000	2017	TOWN OF CLARKDALE	GENERAL FUND	

[Cancel]   [< Back]   [Next >]   [Finish]

Save As

Info	
New	
Open	
Save	
Save As	
Print	
Share	
Export	
Publish	
Close	
Account	
Options	

Save As

This PC > Local Disk (C:) > Users > 27670 > Desktop > Clarkdale

Organize ▼   New folder

Name	Date modified

Quick access

Microsoft Excel

OneDrive

This PC
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos

File name: CLKFEB2017.xlsx

Save as type: Excel Workbook (*.xlsx)

☐ Save Thumbnail

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