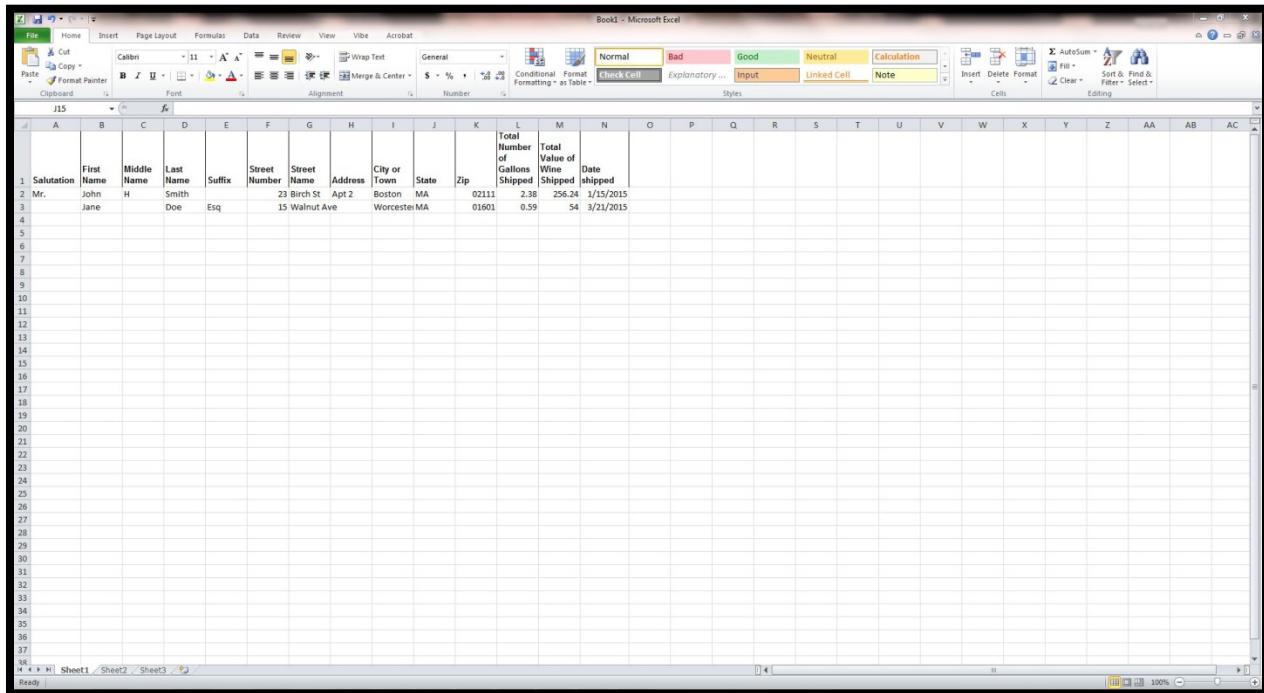
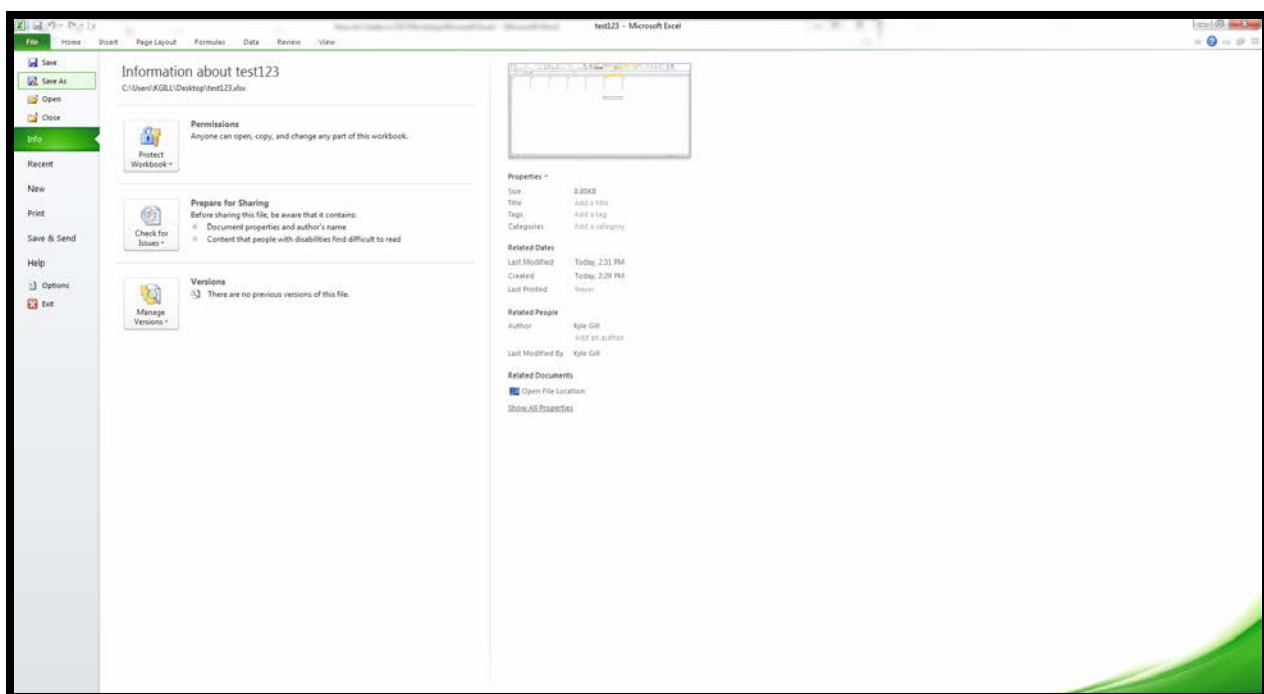


How to Create a CSV File Using Microsoft Excel

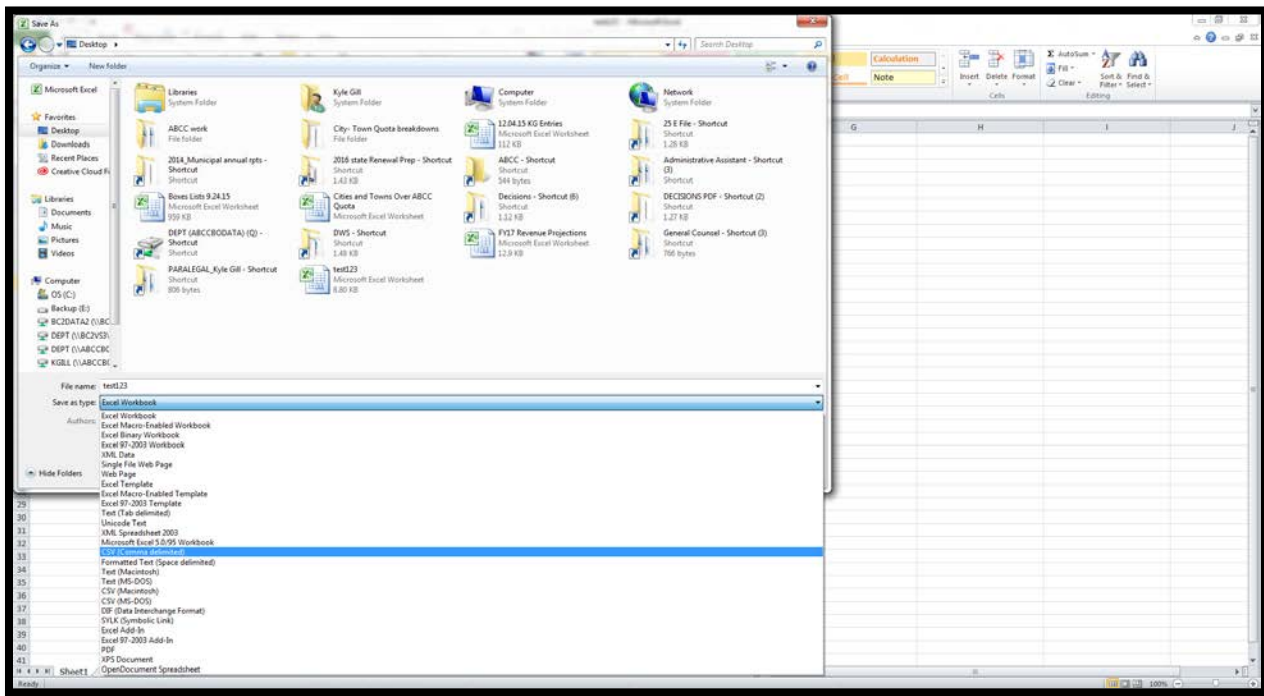
1. Open Microsoft Excel (make sure it is the Excel file you want to duplicate in CSV format).



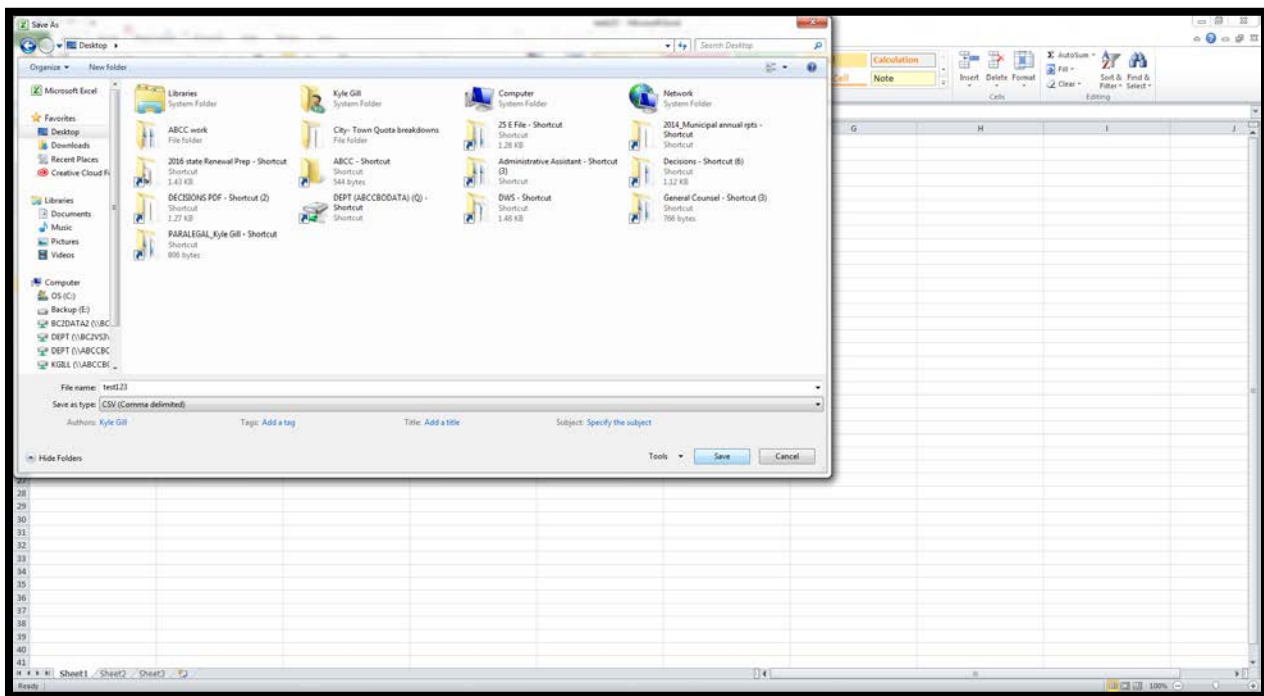
2. Once Excel is open click on “File” (top left hand corner of your screen) and click “Save As” (2nd option down on left margin).



3. Underneath file name at the bottom of the save screen you will see option “Save as type.” In this field select “CSV (Comma delimited).”



4. Name your file and choose where to save it. Click “Save” (bottom right of save screen to the left of cancel).



5. Two dialogue boxes “pop ups” will appear alerting you that formatting is different. Click OK on the first dialogue box to appear and “Yes” on the second. You have then successfully saved a CSV file to your computer.

