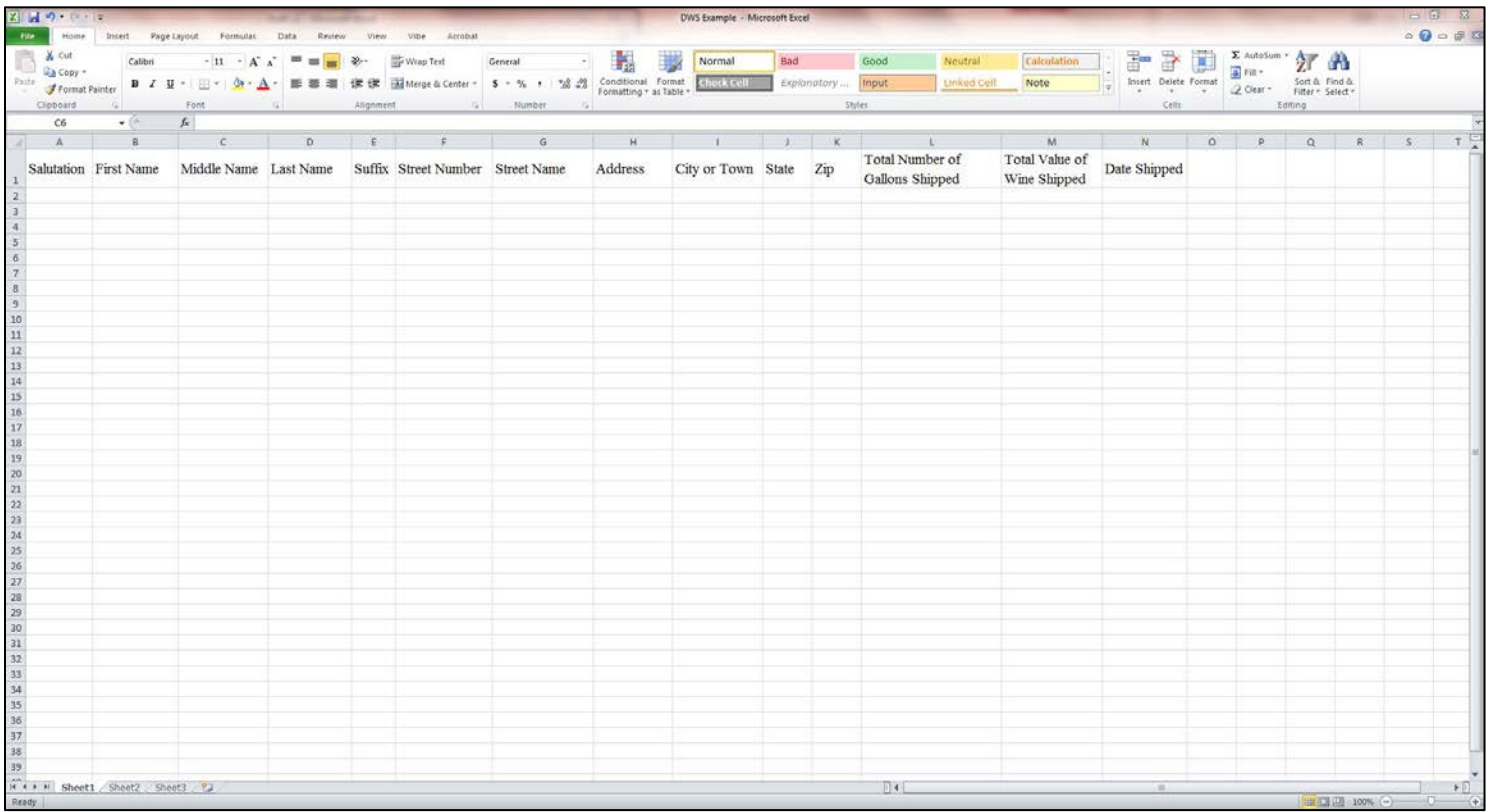# Instructions: Direct Wine Shipper Annual Report Spreadsheet
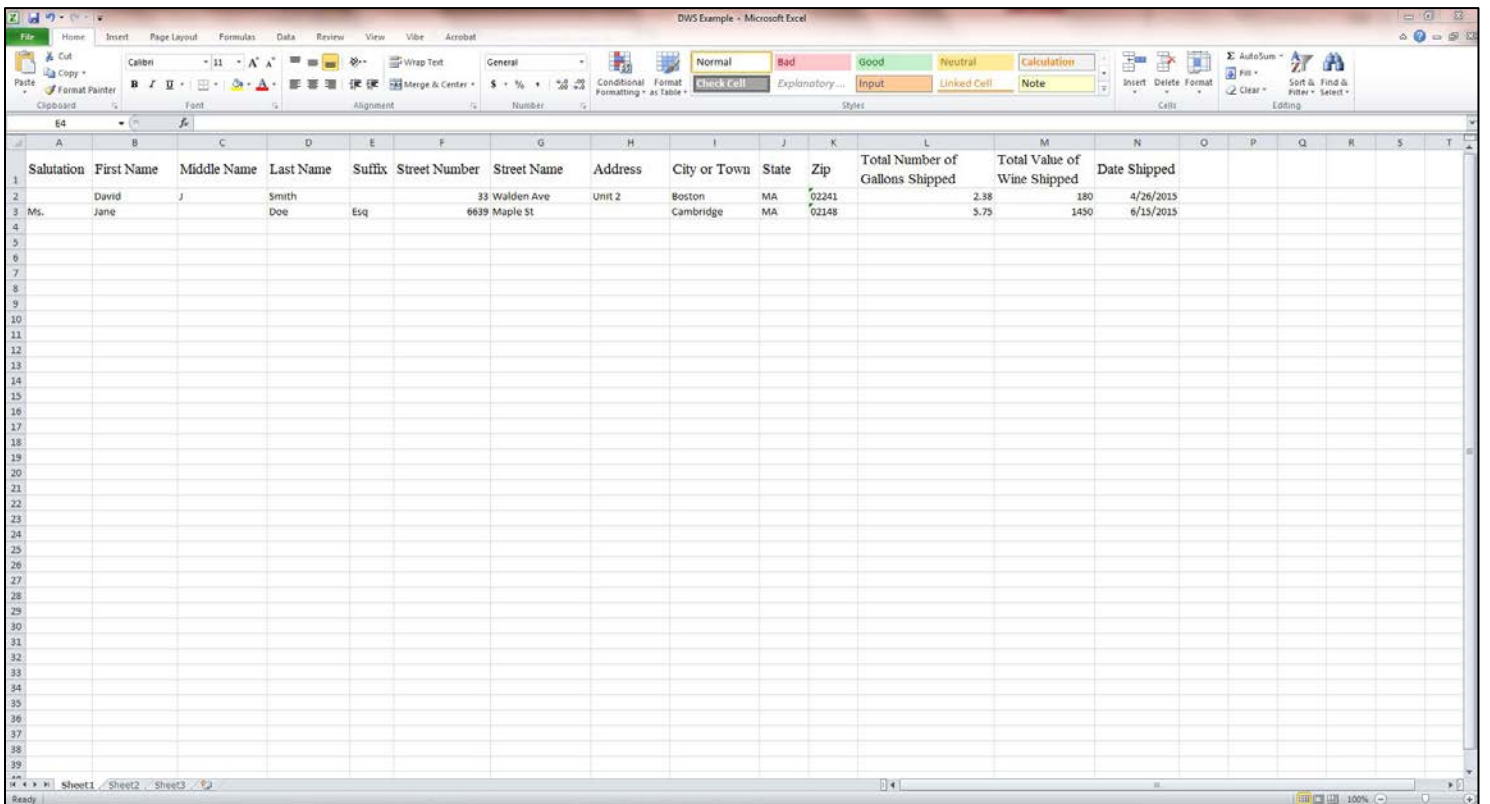
Step 1: Create a spreadsheet in Excel with these *exact* column headers:

| Salutation	First Name	Middle Name	Last Name	Suffix	Street Number	Street Name	Address	City or Town	State	Zip	Total Number of Gallons Shipped	Total Value of Wine Shipped	Date Shipped

Step 2: Fill out your customer information. (If you need assistance converting bottles to gallons, please visit: www.mass.gov/abcc/conversionform.htm)

Salutation	First Name	Middle Name	Last Name	Suffix	Street Number	Street Name	Address	City or Town	State	Zip	Total Number of Gallons Shipped	Total Value of Wine Shipped	Date Shipped
	David	J	Smith			33 Walden Ave	Unit 2	Boston	MA	02241	2.38	180	4/26/2015
Ms.	Jane		Doe	Esq		6639 Maple St		Cambridge	MA	02148	5.75	1450	6/15/2015

Step 3: Once all of your customer shipping information is in the spreadsheet, click on "File" (top left hand corner of your screen) and click "Save As" (2nd option down on left margin).
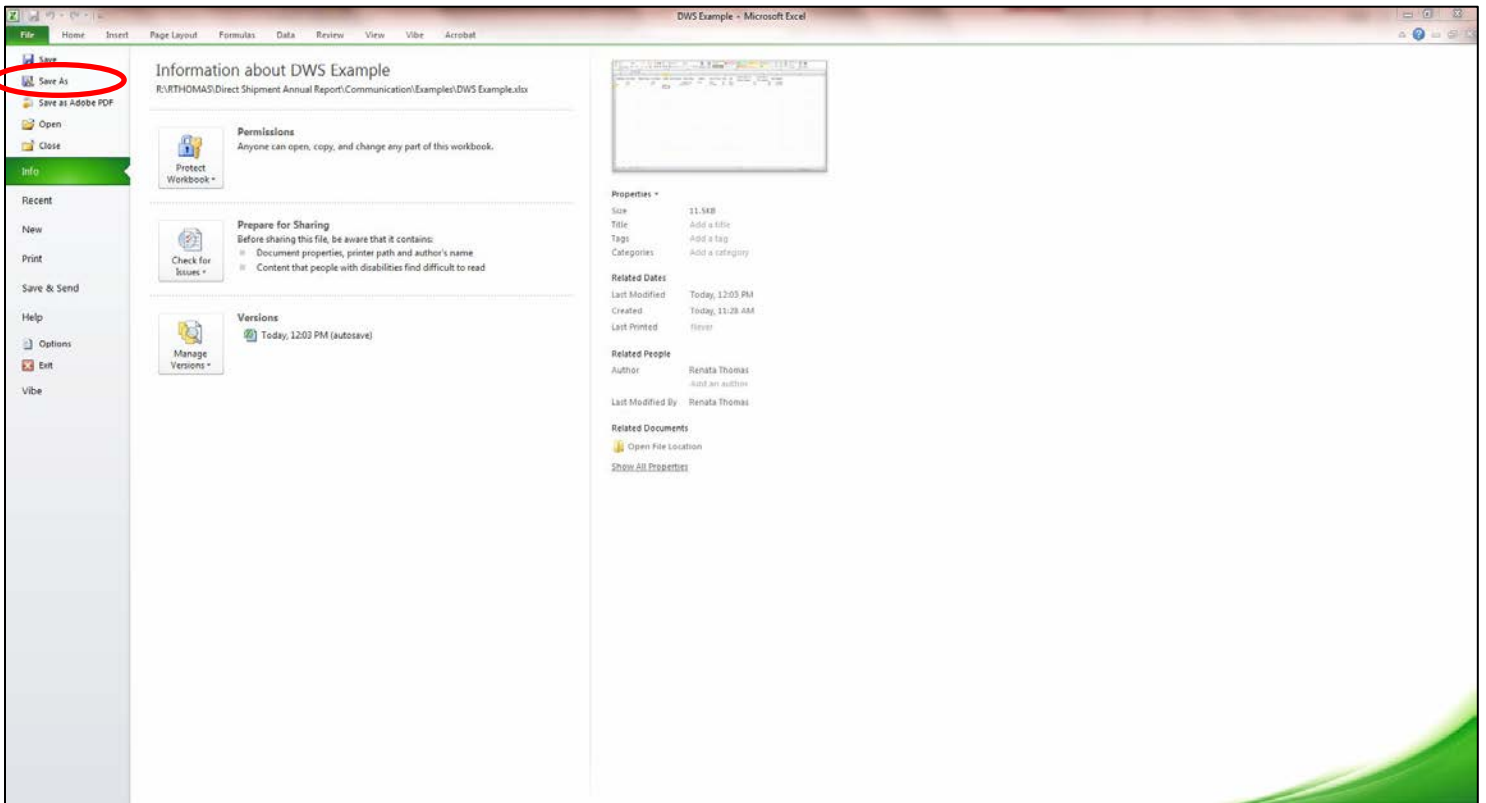
Step 4: Underneath "File name" at the bottom of the save screen you will see the option "Save as type." In this field select "CSV (Comma delimited)."
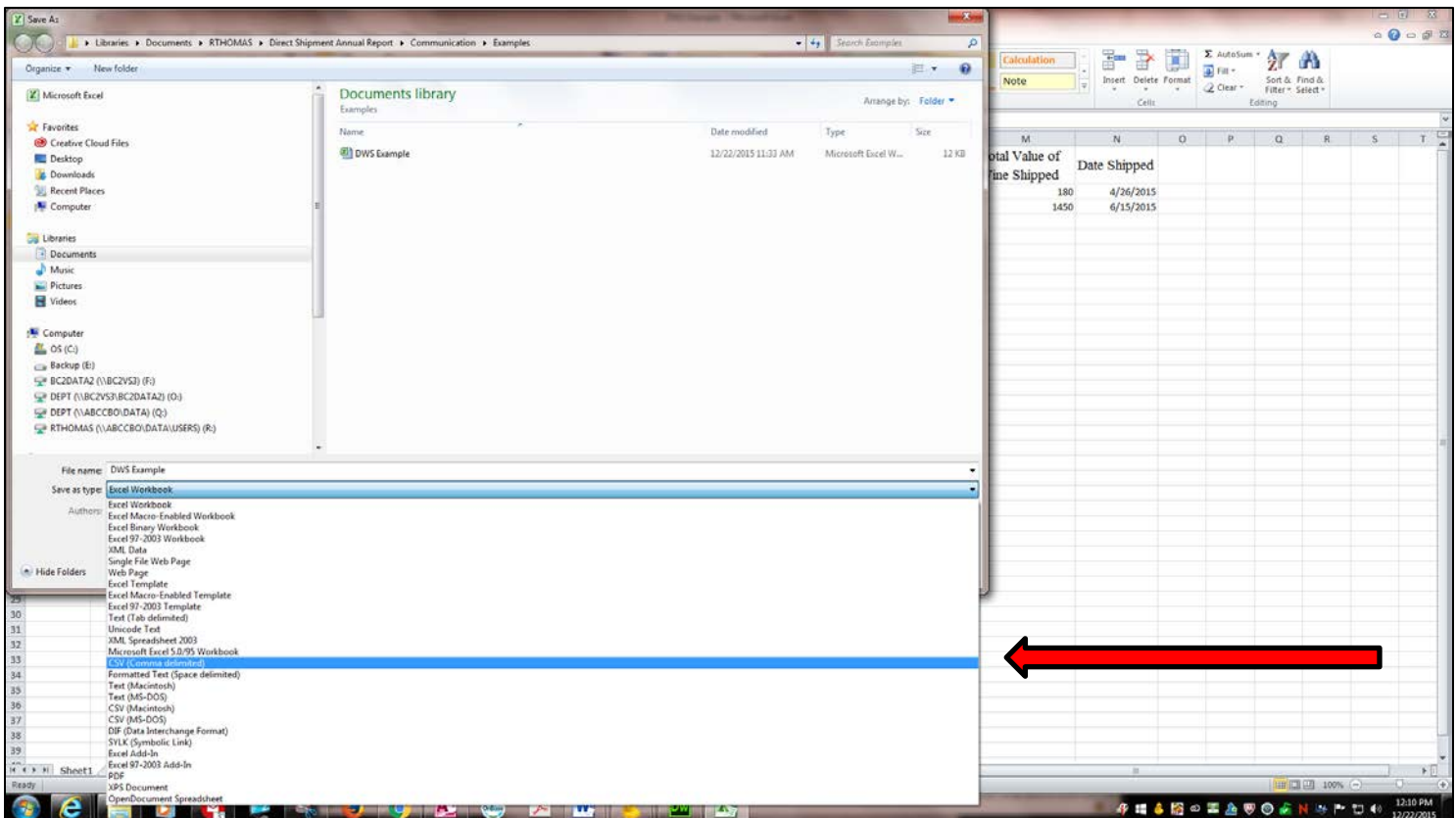
Step 5: Name your file and choose where to save it. Click "Save" (bottom right of save screen to the left of cancel).
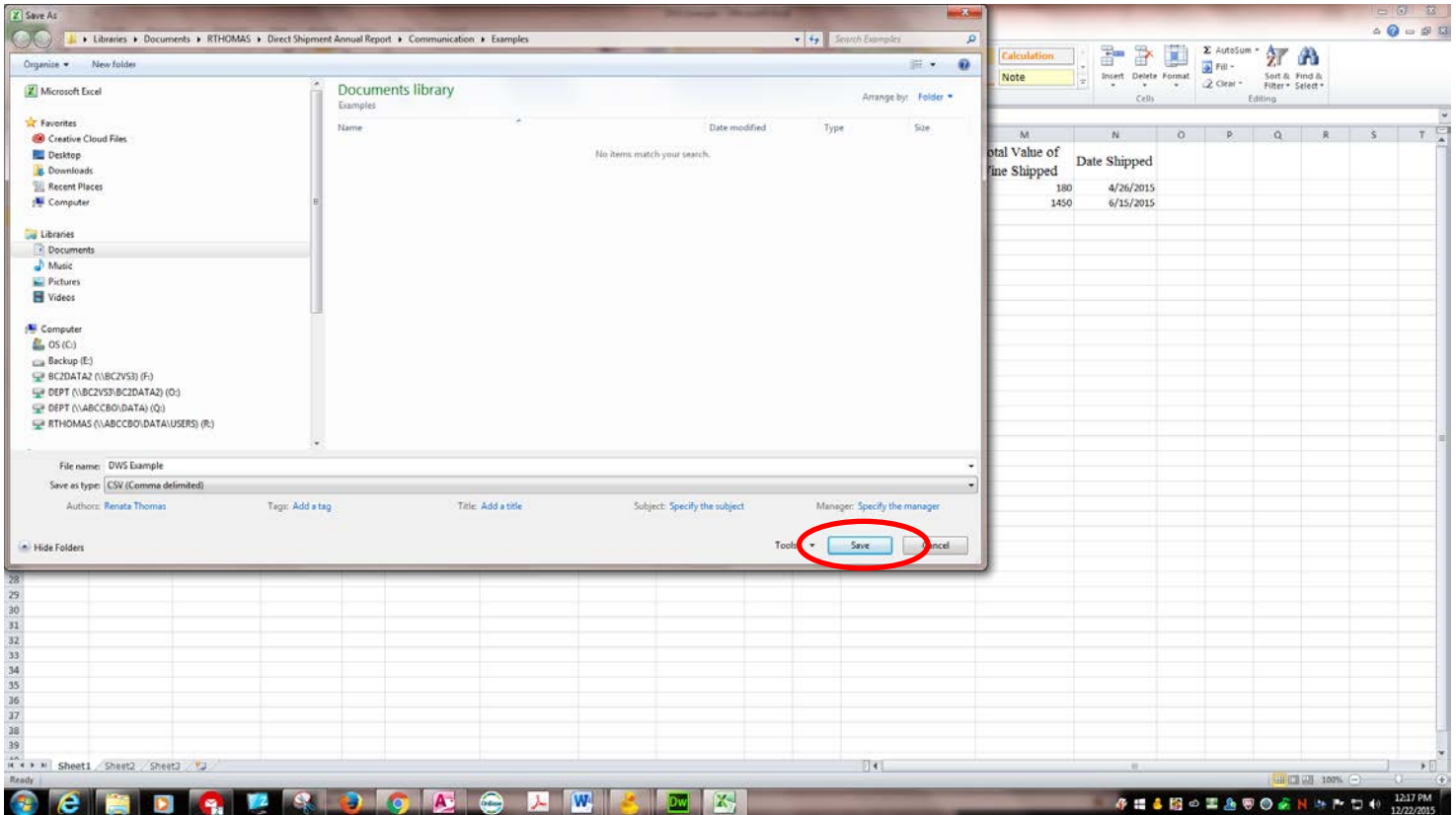
Step 6: Two dialogue boxes ("pop ups") will appear alerting you that formatting is different. Click OK to the first dialogue box and "Yes" to the second. You have then successfully saved a CSV file to your computer.