

How to Open and Save a Pipe Delimited File in Excel

Microsoft 2007

- Follow the instructions “How Can I Review The Address Block Counts for My Entity.”
- Select “Save target as.”
- Select “Documents” then select “Save.”
- In Excel, select the file you want to open and select “Open.” The Text Import Wizard screen opens. Follow these steps:
 - Step 1—Text Import Wizard opens with the “Delimited” button highlighted. Select “Next.”
 - Step 2—Screen opens with the “Tab” box checked. Select “Other.” The pipe delimiter symbol can be entered by selecting the shift and backslash (key above Enter) keys at the same time on your keyboard.
 - For the “Text qualifier,” select “{none}.”
 - Select “Next.”
 - Step 3—In the “Data preview” section, select the first “General” column, hold the shift key and select the remaining columns.
 - In the “Column data format,” select “Text.”
 - The column headers change to “Text.” Select “Finish.”

Microsoft 2016

- Follow the instructions “How Can I Review The Address Block Counts for My Entity.”
- Double click the file you would like open.
- Use the “Open menu” selection and select the “Save page.”
- The “Save As” screen with the file name opens. Select “Save.”
- In Excel, select the file you want to open and select “Open.” The Text Import Wizard opens. Follow these steps:
 - Step 1—Text Import Wizard opens with the “Delimited” button highlighted. Select “Next.”
 - Step 2—Screen opens with the “Tab” box checked. Select “Other.” The pipe delimiter symbol can be entered by selecting the shift and backslash (key above Enter) keys at the same time on your keyboard.
 - For the “Text qualifier,” select “{none}.”
 - Select “Next.”
 - Step 3—In the “Data preview” section, select the first “General” column, hold the shift key and select the remaining columns.
 - In the “Column data format,” select “Text.”
 - The column headers change to “Text.” Select “Finish.”