

## Opening a “pipe-delimited” .txt file in Microsoft Excel 25-1

A “pipe-delimited” .txt file can easily be opened in Microsoft Excel as follows:

1. Save the file to your desired file location.
2. Open Microsoft Excel.
3. In Microsoft Excel, use the “Open” command (the exact process varies based on your version of Excel) and then “Browse” to the location where you saved the file.

To see the .txt file, you will need to change the file type on the “Open” dialog box from “All Excel Files” to “Text Files” or “All Files”. Select the .txt file and click “Open”.

4. A 3-step “text import wizard” dialog box within Microsoft Excel will open:
  - a. Step 1 of 3  
Under “Original data type,” select “Delimited” and click “Next”;
  - b. Step 2 of 3  
Under the heading “Delimiters,” uncheck “Tab,” and then check “Other:”. In the box to the right of “Other:” type in a “pipe” character “|”.  
  
A pipe character can be found on most keyboards between the [Backspace] key and the [Enter] key.  
  
Click “Next”.
  - c. Step 3 of 3  
Under the heading “Data preview,” select all columns (select the first column by mouse-clicking on the column data, scroll all the way to the right of the Data preview window, and hold the [Shift] key on your keyboard while you select the last column by mouse-clicking on the column data.  
  
Once all columns are selected, change the “Column data format” to “Text”.
  - d. Click “Finish” and the .txt file data will display in Excel.
5. To save the file, use the “Save as” command and then “Browse” to the location where you want to save the file.

**Important: Change the “Save as type” to “Excel Workbook” format before clicking “Save”.**