

# Mail Merge Data Source

## **.Txt Text file to .XLS Excel file**

### **Documentation**

The attached file is a mail-merge data source in plain text (.txt) format.

BELOW are instructions for changing this file to an Excel document that can be used as a mail merge data source.

#### **Excel:**

1. Right-click on the attachment and choose "Save As".
2. In the "Save Attachment" dialog box, choose where to save the documentation (such as on your desktop). In the "File Name" field, be sure to change the file extension from ".txt" to ".xls" and click "Save".
3. Open Microsoft Excel. Go to "File-Open" and select the Excel (.xls) document you just saved to your desktop. Double-click to open it.
4. Make sure Delimited is chosen (this is the default) Click Next.
5. On the next Screen Check **"Other"** on the **Delimiters** and Uncheck **"Tab"**. In the box to the right of **"Other"** enter the **"|"** a vertical bar character. Click Next.
6. Click Finished.
7. Go to **"File - Save"** and click **"No"**. When the dialog box opens, click **"Save"**. Then click **"Yes"** to replace. Your document has now been saved as an Excel file (.xls) and can be used as your data source for Mail Merges.

If you need help saving the file or using it as a merge data source, please contact the Information Technology Support Center Helpdesk at 694-6537.