## Converting .xlsx File to .txt

## For .xlsx:

- 1.) Open .xlsx file and delete all rows/columns containing non-barcode information.
- 2.) Press "File" on the top left corner of the sheet, then "Save As" on the left side of the next menu.
- 3.) Name your file and select "Text (Tab delimited) (\*.txt)" in the dropdown field before saving.

ExampleBarcodes	
CSV (Comma delimited) (*.csv)	-
Excel Macro-Enabled Template (*.xltm)	^
Excel 97-2003 Template (*.xlt)	
Text (Tab delimited) (*.txt)	
Unicode Text (*.txt)	
XML Spreadsheet 2003 (*.xml)	
Microsoft Excel 5.0/95 Workbook (*.xls)	
CSV (Comma delimited) (*.csv)	
Formatted Text (Space delimited) (*.prn)	
Text (Macintosh) (*.txt)	
Text (MS-DOS) (*.txt)	
CSV (Macintosh) (*.csv)	
CSV (MS-DOS) (*.csv)	
DIF (Data Interchange Format) (*.dif)	
SYLK (Symbolic Link) (*.slk)	
Excel Add-in (*.xlam)	
Excel 97-2003 Add-in (*.xla)	
PDF (*.pdf)	
XPS Document (*.xps)	
Strict Open XML Spreadsheet (*.xlsx)	
OpenDocument Spreadsheet (*.ods)	Y

4.) Open .txt file and ensure that all information is formatted correctly, as in the example below:

ExampleBarcodes.txt - Notepad				- c	7	×
File Edit Format View Help						
0027090581400194690314424132616						^
0027090581400194690414424133596						
0027090581400194690514424165362						
0027090581400194690614424234928						
0027090581400194690714424247621						
0027090581400194690814424249475						
0027090581400194690914424320414						
0027090581400194691014424822267						
0027090581400194691114424880710						
0027090581400194691214424904450						
0027090581400194691314424912724						
0027090581400194691414425959146						
0027090581400194691514534027171						
0027090581400194691614534030909						
0027090581400194691714534100906						
0027090581400194691814534101502						
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0027090581400194692014534102205						
0027090581400194692114534102428						
0027090581400194692214534102806						
0027090581400194692314534104816						
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0027090581400194692514534105619						
0027090581400194692614534106702						
0027090581400194692714534106703						
0027090581400194692814534106802						
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0027090581400194693714534107823						
0027090581400194693814534107911						
0027090581400194693914534108668						~
< c						2
	Ln 1, Col 1	100%	Windows (CRLF)	UTF-8		

For .csv:

Please note that it may be prudent to save a copy of your file, as this method will convert your saved file and will not save an original.

- 1.) Open .csv file and delete all rows/columns containing non-barcode information.
- 2.) Close .csv file and navigate using File Explorer to the location of the file.

$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\clubsuit$ > This PC > Downloads						
14 KB						
11 KB						

3.) If file name extensions do not appear after your files (.xlsx, .csv, .txt, etc.) press "View" on the top row of File Explorer. Then, check "File Name Extensions".

🖊   🛃 📜 🗢   Downloads						
File Home Share	View					
Navigation Details pane	Extra large icons     Large icons       Small icons     List       Tiles     Content	Medium icons	Group by ▼ ∴ Add columns ▼ Sort by ▼ Size all columns to fit	<ul> <li>Item check boxes</li> <li>File name extensions</li> <li>Hidden items</li> </ul>	Hide selected items	Options
Paper	Lawout		Current view	Show/hido		

4.) Right click on the .csv file you would like to convert, and select "Rename" in the dropdown menu.

-		
	Open	
	Print	
	Edit	
S	Share with Skype	
	Move to OneDrive	
<u></u>	Edit with Notepad++	
€	Scan with Windows Defender	
٠	Eraser	>
È	Share	
	Open with	>
	Give access to	>
ą	Zip and Share (WinZip Express)	
9	WinZip	>
	Restore previous versions	
	Send to	>
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

5.) Highlight ".csv" in the file name and replace it with ".txt".



6.) You will likely receive a popup informing you that the file might become unusable if the extension is changed, and it will ask if you would like to change it. Select "Yes".

Rename	2
	If you change a file name extension, the file might become unusable. Are you sure you want to change it?
	<u>Y</u> es <u>N</u> o

7.) Open .txt file and ensure that all information is formatted correctly, as in the example below:

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