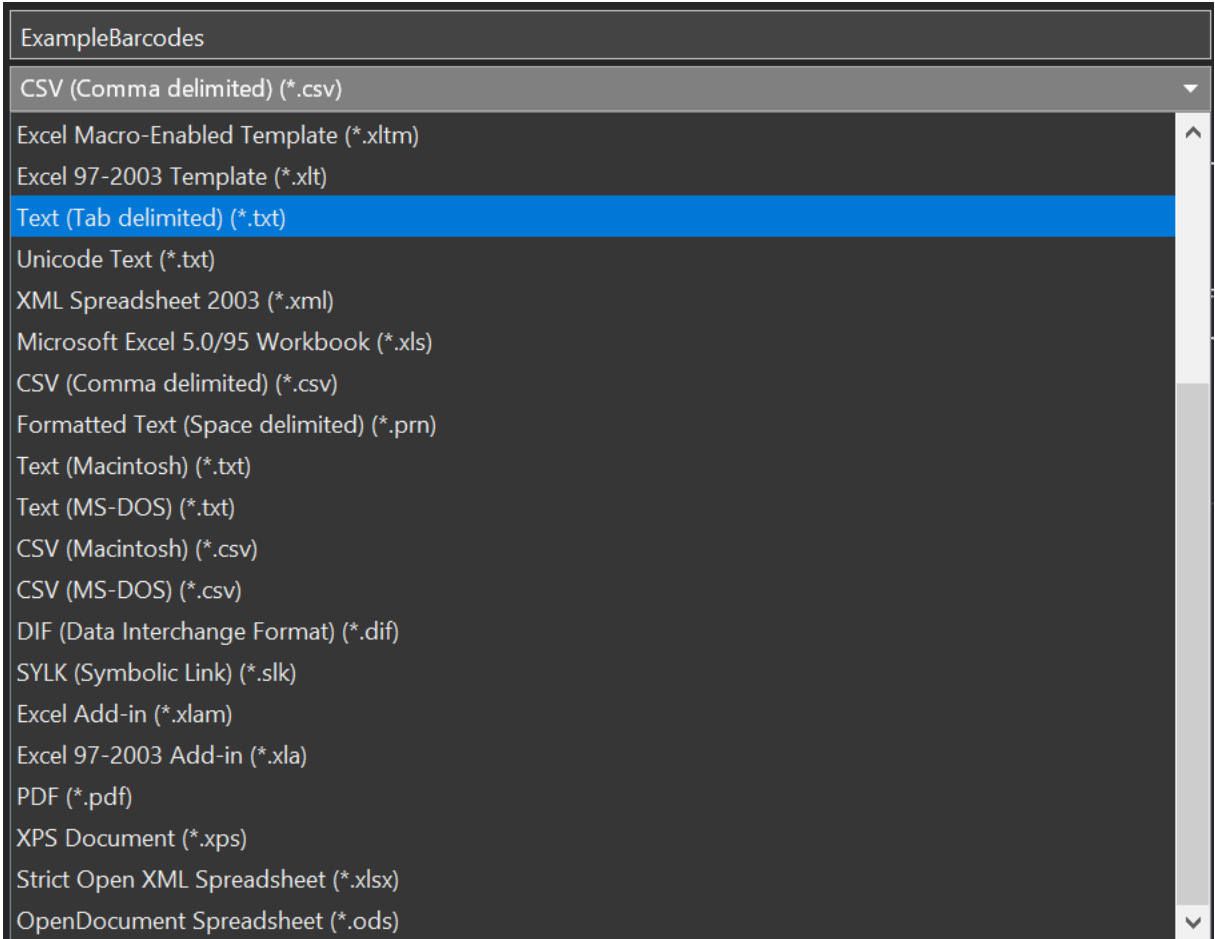


Converting .xlsx File to .txt

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.



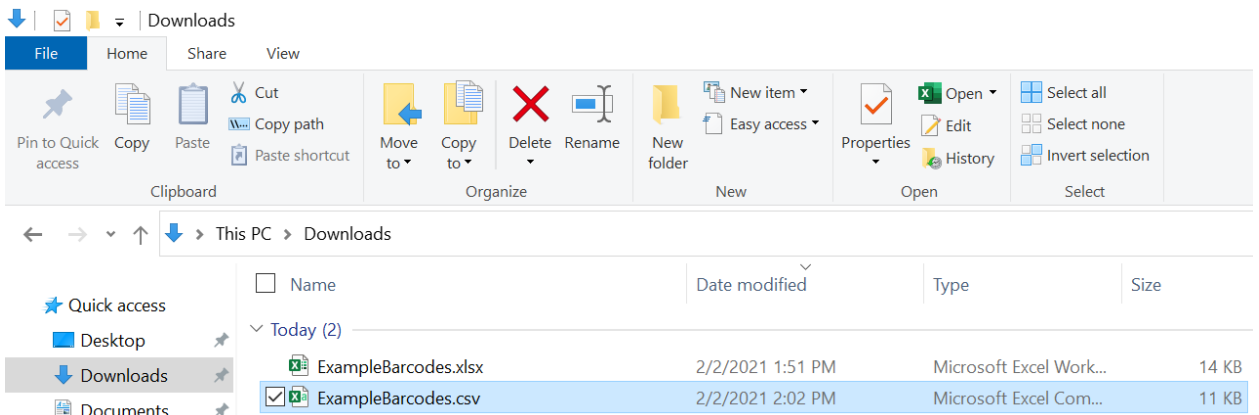
- 4.) Open .txt file and ensure that all information is formatted correctly, as in the example below:

```
0027090581400194690314424132616
0027090581400194690414424133596
0027090581400194690514424165362
0027090581400194690614424234928
0027090581400194690714424247621
0027090581400194690814424249475
0027090581400194690914424320414
0027090581400194691014424822267
0027090581400194691114424880710
0027090581400194691214424904450
0027090581400194691314424912724
0027090581400194691414425959146
0027090581400194691514534027171
0027090581400194691614534030909
0027090581400194691714534100906
0027090581400194691814534101502
0027090581400194691914534102017
0027090581400194692014534102205
0027090581400194692114534102428
0027090581400194692214534102806
0027090581400194692314534104816
0027090581400194692414534104842
0027090581400194692514534105619
0027090581400194692614534106702
0027090581400194692714534106703
0027090581400194692814534106802
0027090581400194692914534106806
0027090581400194693014534106808
0027090581400194693114534106909
0027090581400194693214534107103
0027090581400194693314534107411
0027090581400194693414534107605
0027090581400194693514534107822
0027090581400194693614534107822
0027090581400194693714534107823
0027090581400194693814534107911
0027090581400194693914534108668
```

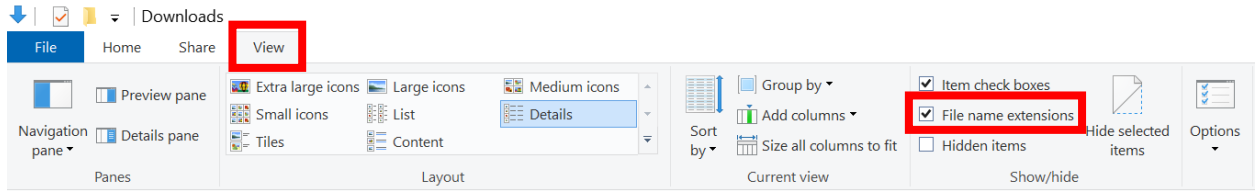
For .csv:

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.

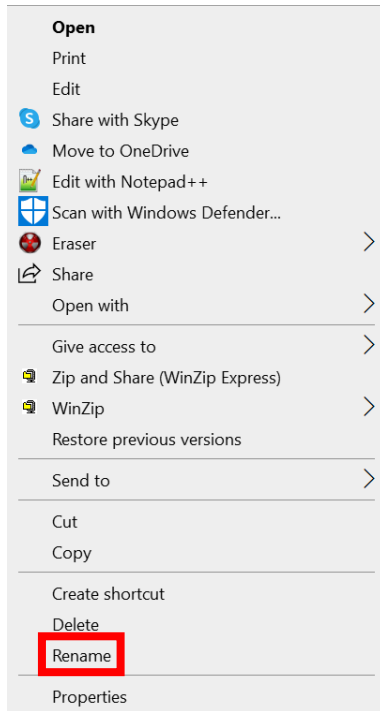
- 1.) Open .csv file and delete all rows/columns containing non-barcode information.
- 2.) Close .csv file and navigate using File Explorer to the location of the file.



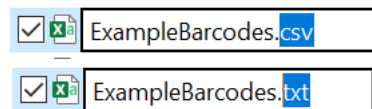
- 3.) If file name extensions do not appear after your files (.xlsx, .csv, .txt, etc.) press “View” on the top row of File Explorer. Then, check “File Name Extensions”.



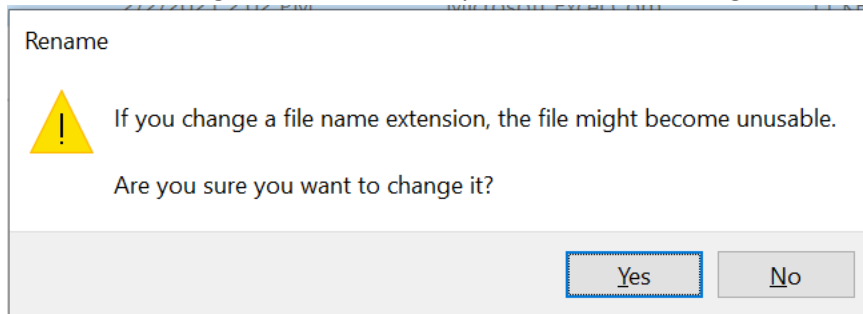
- 4.) Right click on the .csv file you would like to convert, and select “Rename” in the dropdown menu.



- 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”.



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

0027090581400194690314424132616
0027090581400194690414424133596
0027090581400194690514424165362
0027090581400194690614424234928
0027090581400194690714424247621
0027090581400194690814424249475
0027090581400194690914424320414
0027090581400194691014424822267
0027090581400194691114424880710
0027090581400194691214424904450
0027090581400194691314424912724
0027090581400194691414425959146
0027090581400194691514534027171
0027090581400194691614534030909
0027090581400194691714534100906
0027090581400194691814534101502
0027090581400194691914534102017
0027090581400194692014534102205
0027090581400194692114534102428
0027090581400194692214534102806
0027090581400194692314534104816
0027090581400194692414534104842
0027090581400194692514534105619
0027090581400194692614534106702
0027090581400194692714534106703
0027090581400194692814534106802
0027090581400194692914534106806
0027090581400194693014534106808
0027090581400194693114534106909
0027090581400194693214534107103
0027090581400194693314534107411
0027090581400194693414534107605
0027090581400194693514534107822
0027090581400194693614534107822
0027090581400194693714534107823
0027090581400194693814534107911
0027090581400194693914534108668