ERM Create a Pipe Delimited Text File Using Windows XP QRG - Employer

Use this Quick Reference Guide (QRG) to create a pipe delimited text file (txt) from a comma separated values (csv) file to upload information into the Employer Reporting and Management (ERM) application.

These instructions are for working with an Excel workbook/spreadsheet.

Pipe Delimited Text File Topics Covered

- **Setup Microsoft XP Control Panel**
- **Export from Excel**
- **Save as Text File from Notepad**

Setup Microsoft XP Control Panel

1. Left click on the **Start** button to open the *Windows Start Menu* and left click on the **Control Panel** (Figure 1).

2. If the *Control Panel* screen looks like Figure 2, click **Switch to Classic View** (Figure 3).

3. Select **Regional and Language Options** from the *Classic View* screen (Figure 3). The Regional and Language Options screen, Regional Options tab displays (Figure 4).
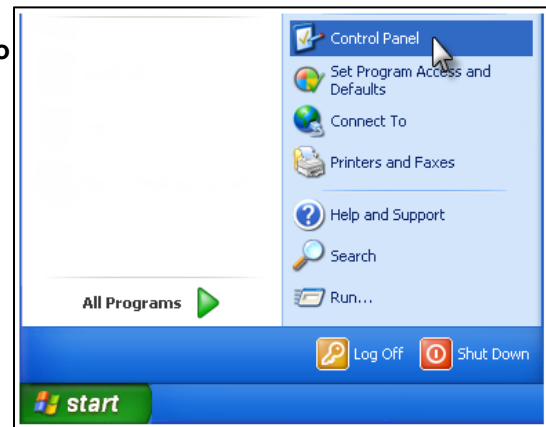
Figure 1: Access the Control Panel in XP

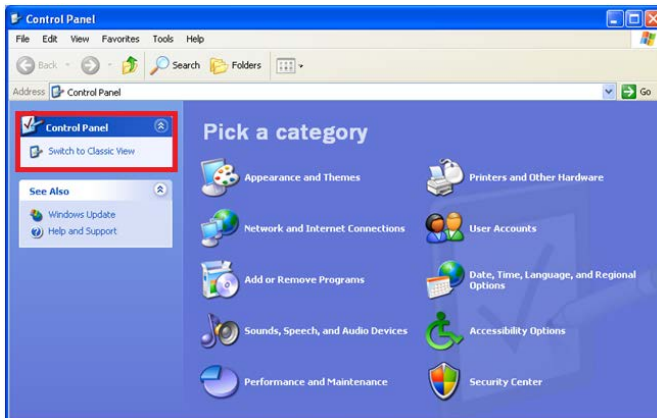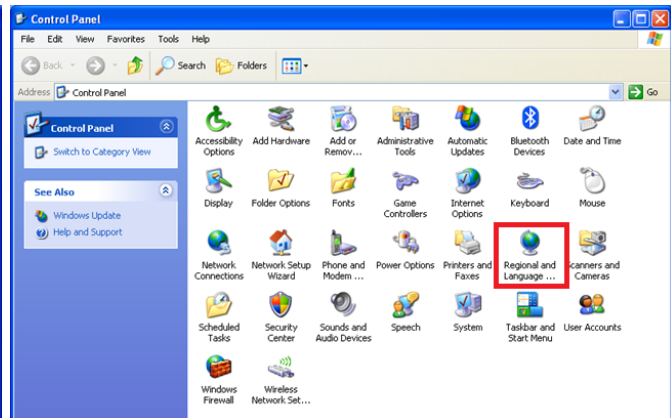**Figure 2: Control Panel, Category View**

Figure 3: Control Panel, Classic View, Regional and Language Options

4. On the *Regional and Language Options* screen, the default tab is the **Regional Options**. Click the **Customize** button (Figure 4).

5. The *Customize Format* screen displays.

6. Select the **Numbers** tab (Figure 5).

7. In the **List separator** field, enter the pipe symbol (**|**). This sets up Windows to work with a pipe-delimited file.

8. Click **Apply**, then click **OK**.

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Figure 4: Regional and Language Options, Regional Options Tab
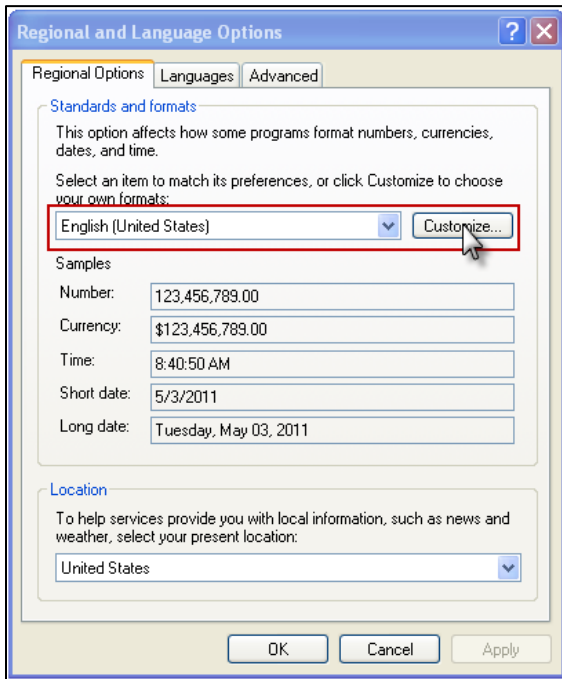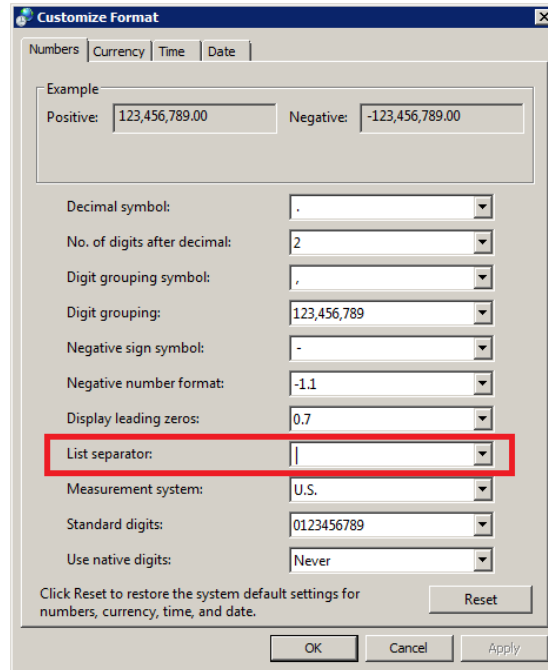
Figure 5: Regional and Language Options, Numbers Tab

NOTE:	For other files that need to be comma delimited, return to the **List separator** field and change it back to show a comma (,).

Export from Excel

1. Launch Excel. For the purposes of this exercise Figure 6 is the Excel file.

2. Save the file as a delimited file by clicking the Office button [icon] and selecting **Save As** and choosing **Other Formats** from the *Save a copy of the document* list (Figure 7). The *Other File Types* list displays. (Figure 8).

3. From the *Other File Types* list, select **CSV (Comma delimited)** from the list (Figure 8).

Figure 6: Excel File

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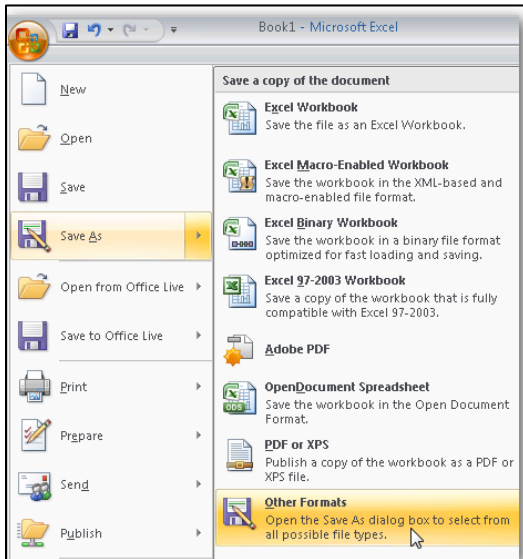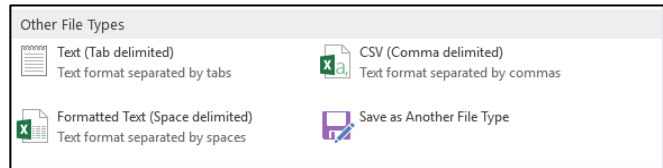Page 2 of 4

Figure 7: Save As Options

Figure 8: Other File Types

4. After selecting **CSV (Comma delimited)** from the *Other File Types* (Figure 8), the *Save As* screen displays (Figure 9).

5. On the *Save As* screen, select the directory where the file is to be saved.

6. Enter the **File name**.

7. Select **CSV (Comma delimited) (*csv)** from the *Save as type* drop down list if it has not already defaulted to that.

8. Click **Save**.

Figure 9: Save As screen
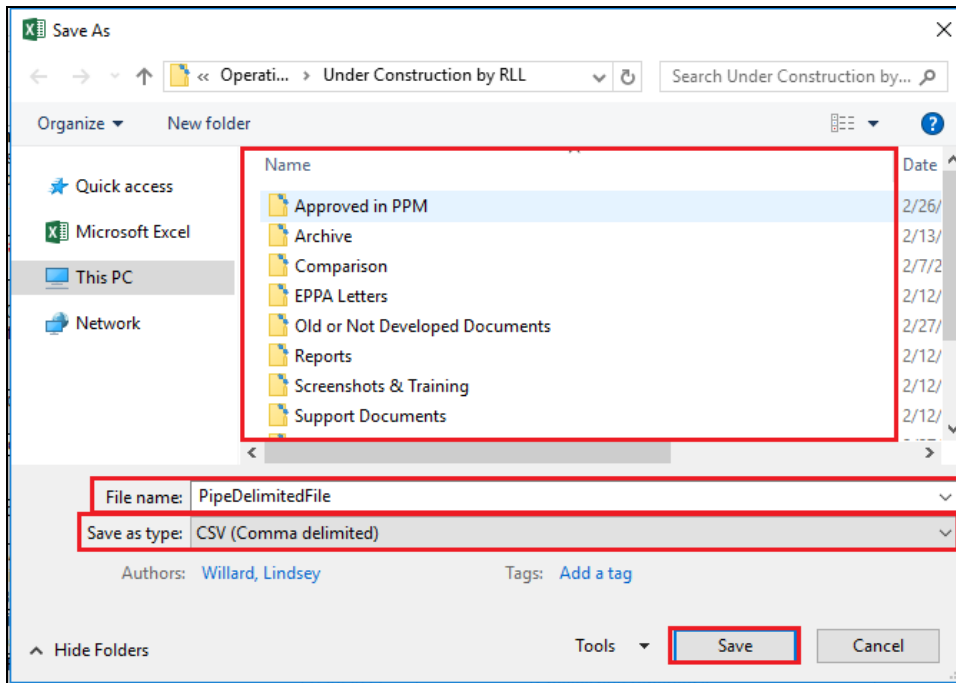
Save as Text (*.txt) File from Notepad

This can be done two ways.

1. Launch Notepad and choose File > Open and select the csv file that was saved.

2. Highlight the csv file that was saved and right click. Select Open with > Notepad.

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The results are the same, the csv file opens in Notepad (Figure 10).

Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

1. Highlight the populated lines in Notepad, stopping with the last delimiter at the end of the last populated field.

2. Use File > Copy or **Ctrl + C** to copy the selected data to the clipboard.

3. Close Notepad choosing **Do not save**.

4. Open Notepad again.

5. In Notepad click **Ctrl + V** to paste the data into the file.

6. Click File > Save as. The *Save As* window displays.

7. Make sure the correct directory is selected.

8. Make sure the **File name** is correct.

9. Make sure that **Save as type** is **Text Documents (*.txt)**.

10. Click **Save**.

*Figure 10: *.csv File in Notepad*

```
10312008|5|
80|9000000|PERF|000000000||SMITH|1300.00||39.00|81.90|||||||||||||||||10012008|10312008|R|
80|9000000|PERF|111111111||WARREN|1300.00||39.00|81.90|||||||||||||||||10012008|10312008|R|
80|9000000|PERF|222222222||SPARK|1300.00||39.00|81.90|||||||||||||||||10012008|10312008|R|
80|9000000|PERF|333333333||TAYLOR|1300.00||39.00|81.90|||||||||||||||||10012008|10312008|R|
80|9000000|PERF|444444444||BAKER|1300.00||39.00|81.90|||||||||||||||||10012008|10312008|R|
```

Figure 11: Save As, Text Documents (.txt)*
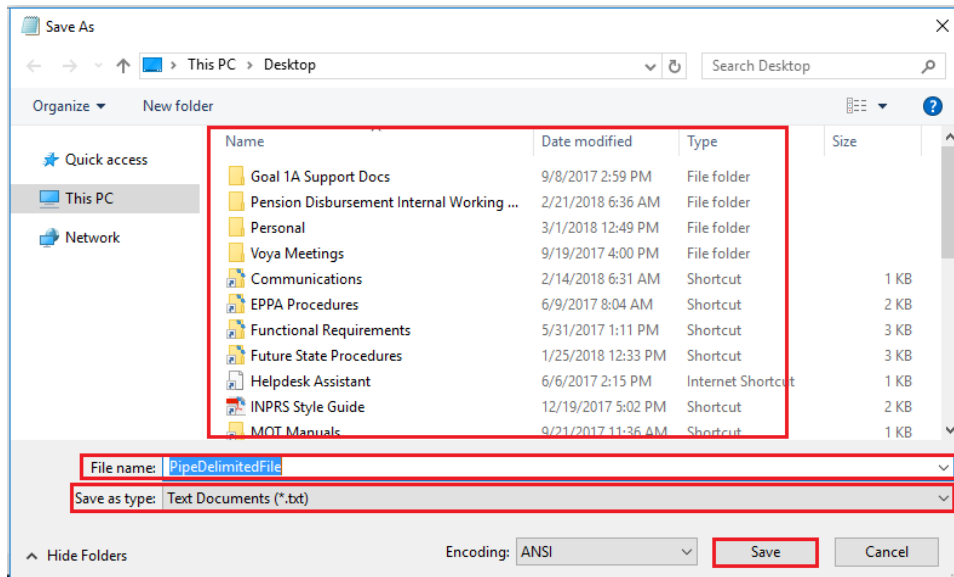
Provided all the data fields are present in the export, this file is now in the format required to use in the ERM upload.

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