

# 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).

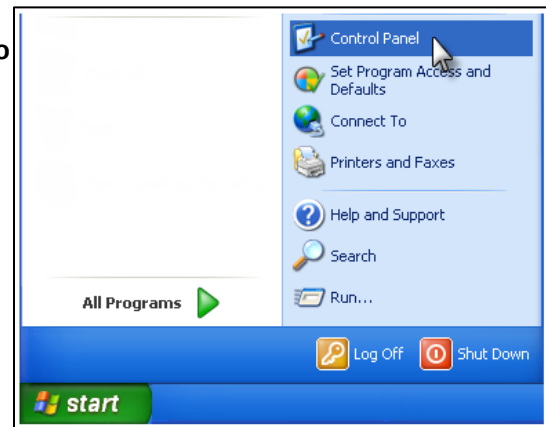


Figure 2: Control Panel, Category View

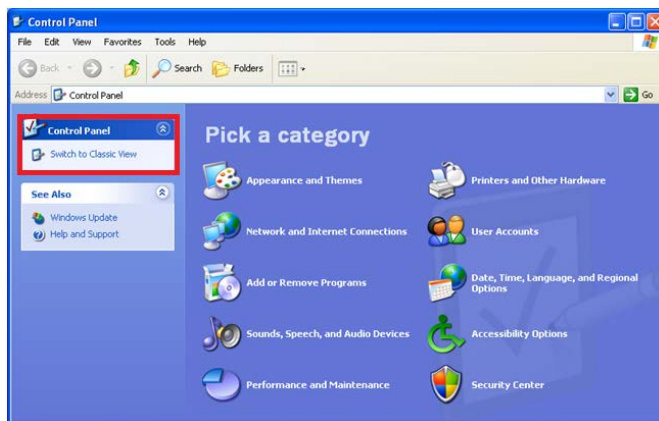
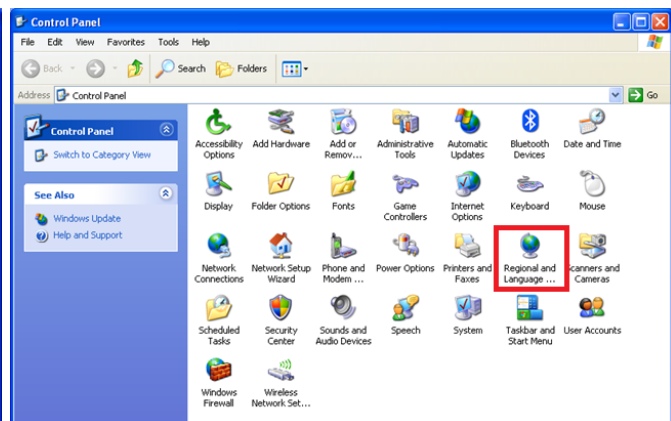


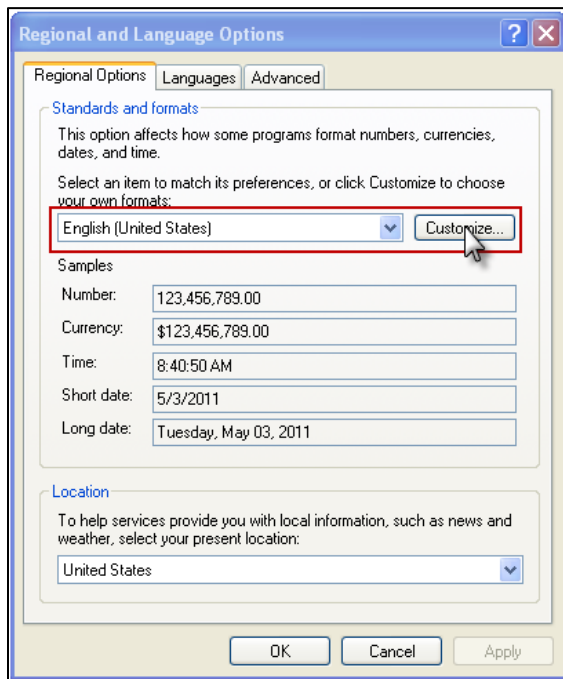
Figure 3: Control Panel, Classic View, Regional and Language Options



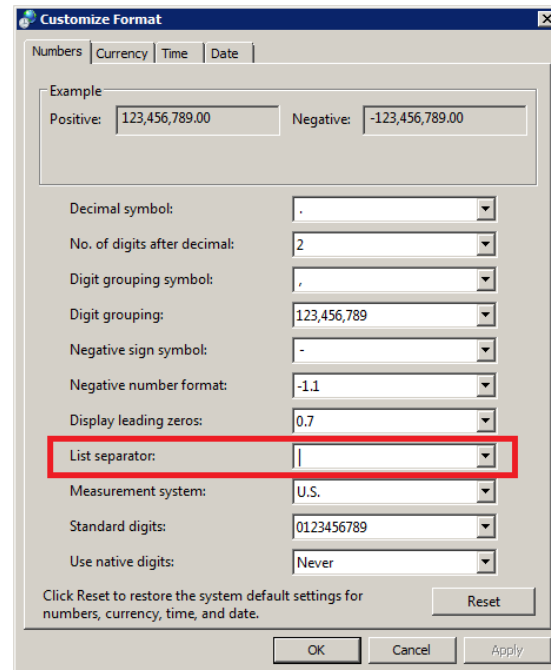
4. On the *Regional and Language Options* screen, the default tab is the **Regional Options**. Click the **Customize** button (Figure 4).
5. The *Customize Format* screen displays.
6. Select the **Numbers** tab (Figure 5).
7. In the **List separator** field, enter the pipe symbol (|). This sets up Windows 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  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**

|   | A        | B       | C    | D         | E | F      | G       | H     | I     | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z        | AA       | AB |
|---|----------|---------|------|-----------|---|--------|---------|-------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------|----------|----|
| 1 | 10312008 | 5       |      |           |   |        |         |       |       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |          |          |    |
| 2 | 80       | 9000000 | PERF | 000000000 |   | Smith  | 1300.00 | 39.00 | 81.90 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10012008 | 10312008 | R  |
| 3 | 80       | 9000000 | PERF | 111111111 |   | Warren | 1300.00 | 39.00 | 81.90 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10012008 | 10312008 | R  |
| 4 | 80       | 9000000 | PERF | 222222222 |   | Spark  | 1300.00 | 39.00 | 81.90 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10012008 | 10312008 | R  |
| 5 | 80       | 9000000 | PERF | 333333333 |   | Taylor | 1300.00 | 39.00 | 81.90 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10012008 | 10312008 | R  |
| 6 | 80       | 9000000 | PERF | 444444444 |   | Baker  | 1300.00 | 39.00 | 81.90 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10012008 | 10312008 | R  |

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Figure 7: Save As Options

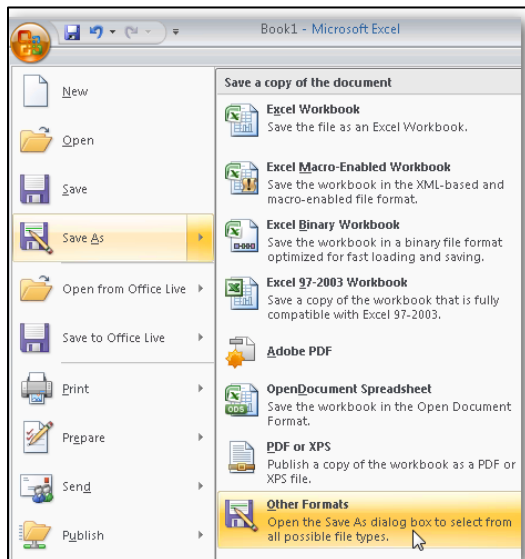
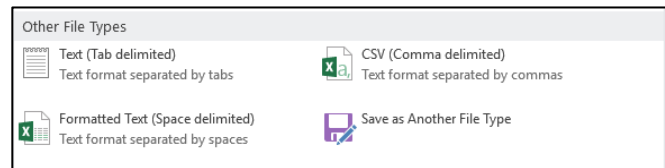
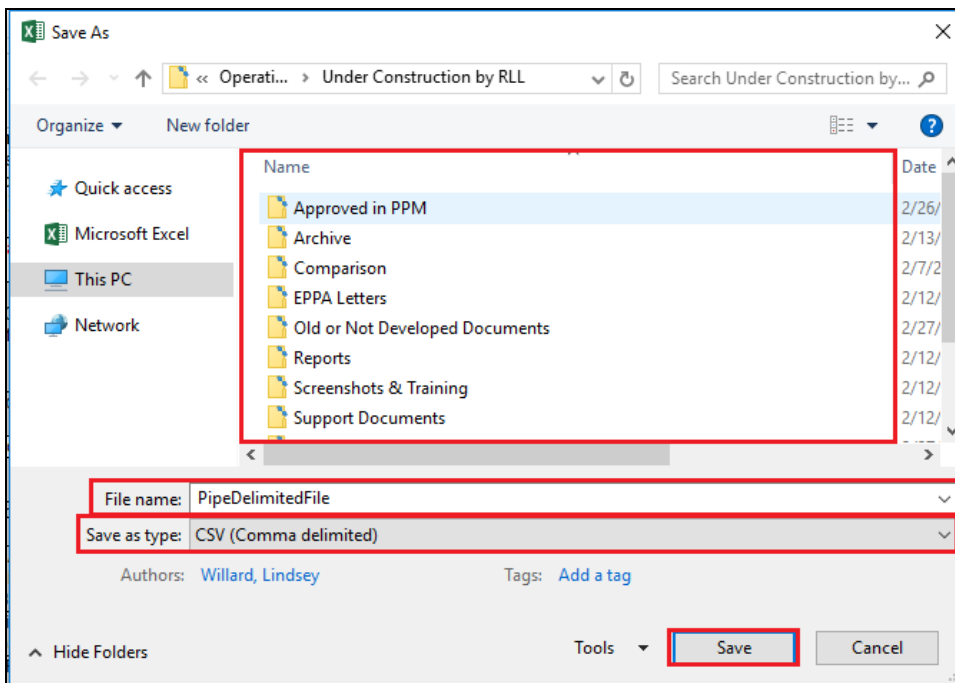


Figure 8: Other File Types



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).

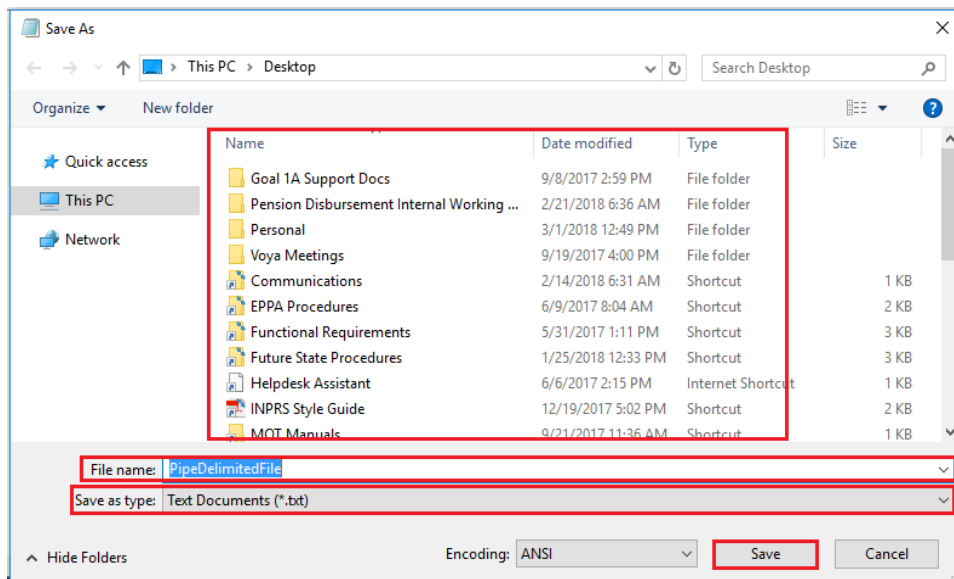
Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

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.