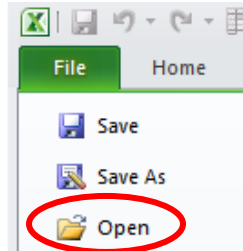


How to Save a PowerSchool Export, Import to Excel, and Format it as Text

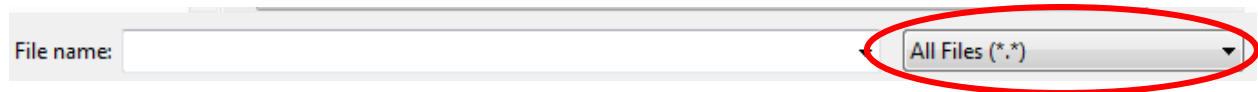
Start by running the export file in PowerSchool. Instead of opening the file, **Save** this file to a folder on your desktop.

Launch **Excel**.

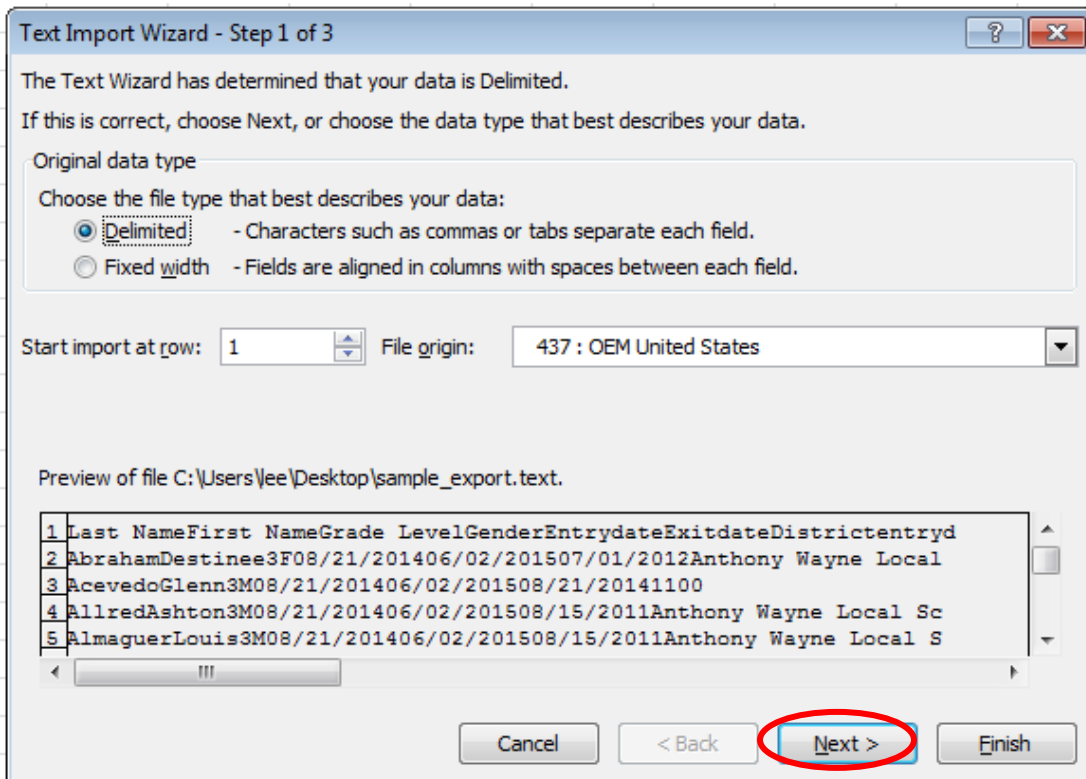
Click on "**File**", then "**Open**":



Browse for the file you saved (be sure to change the search box so it looks for "**All Files**"):

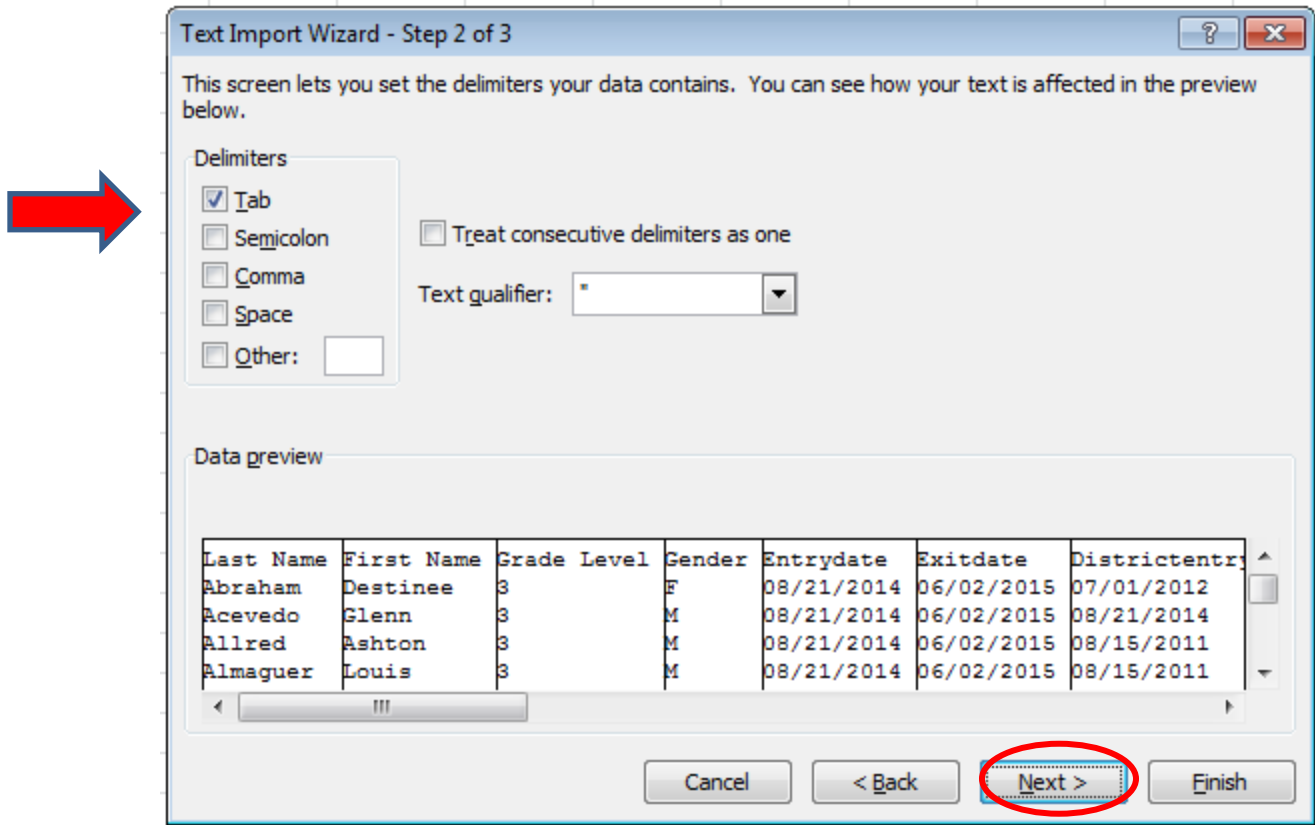


Once you have located the file you saved, a Text Import Wizard will launch and will walk you through several steps for formatting the file. You will see a box like this:



The default data type will be "Delimited". Simply click on the "**Next**" button here.

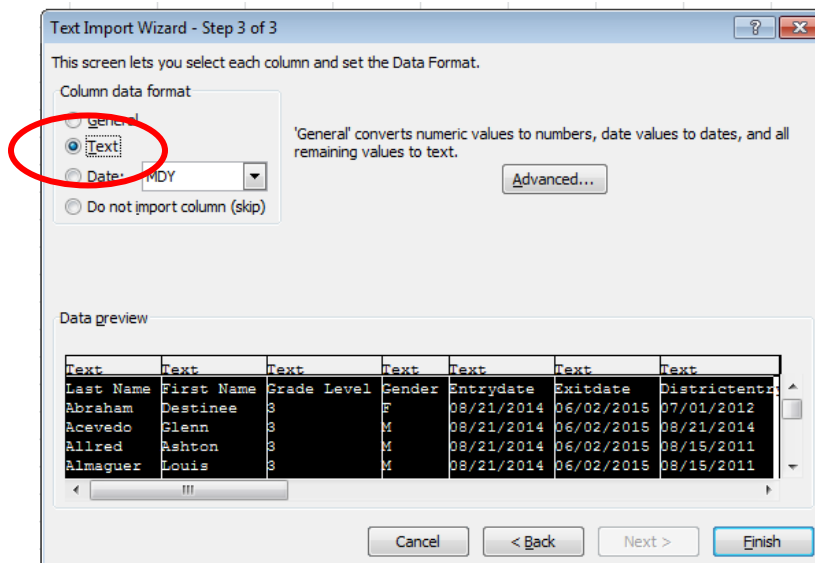
Next, another window will pop up, and you will need to **select which type of delimiter** your file has; for example, tab-delimited, comma-delimited, etc.



Since my imported file was tab-delimited, I am accepting the default checkbox for “Tab”, and then clicking “Next” again. (If your file is comma-delimited, un-check “Tab” and check “Comma”.)

Next, you need to format all columns as text, in order to preserve leading zeroes, etc.

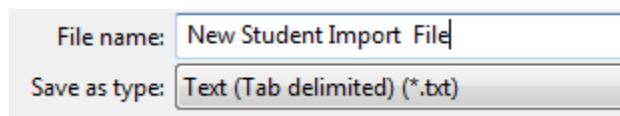
Slide the scrollbar to the far right, to include the right-most column, hold down your Shift key, and **click on that right-most column** (all columns should now be highlighted), then click “Text”. Screen shot:



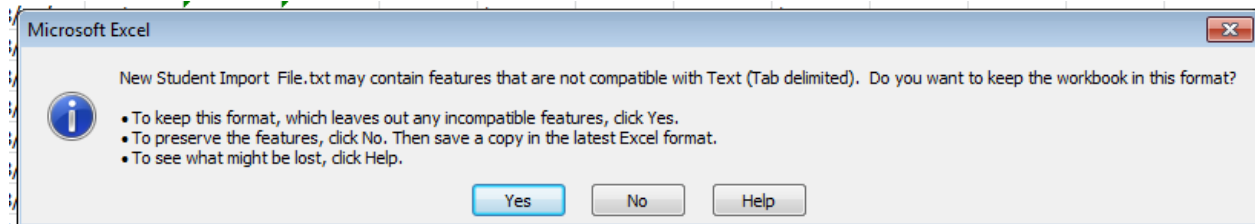
Click “Finish”. The wizard has imported the data and all columns are formatted as text.

Now you will want to save this file as either a tab-delimited text file, Excel or .csv, depending on which format is needed.

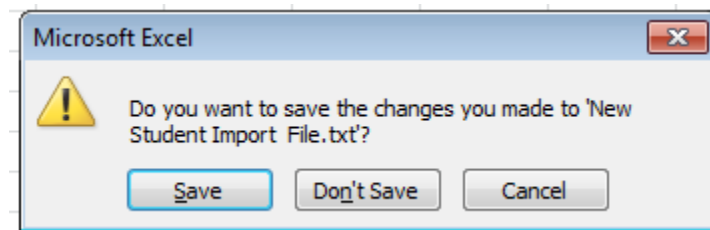
If you need a tab-delimited text file, click “File”, Save As, then select a folder and choose Text (Tab delimited) as the type:



When you click Save, you may see a warning similar to this:



Click “YES”. Then when you close out of Excel, another window will most likely appear:



Choose “**Don't Save**”. The text file will still be saved to the location you selected.