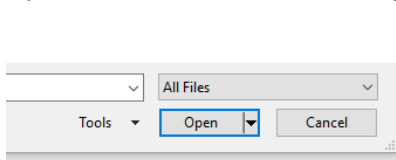


How to Convert a TSV File to EXCEL

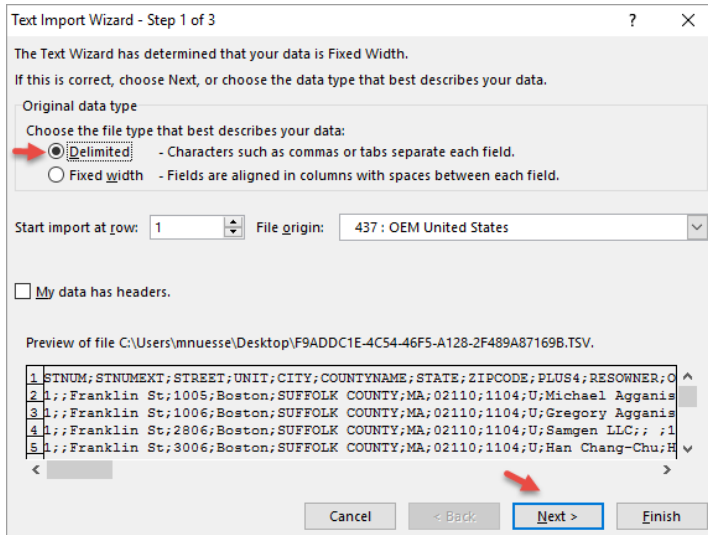
Drag the TSV file to your Desktop screen.

Open EXCEL, find files on Desktop, and select "All Files" at bottom right.

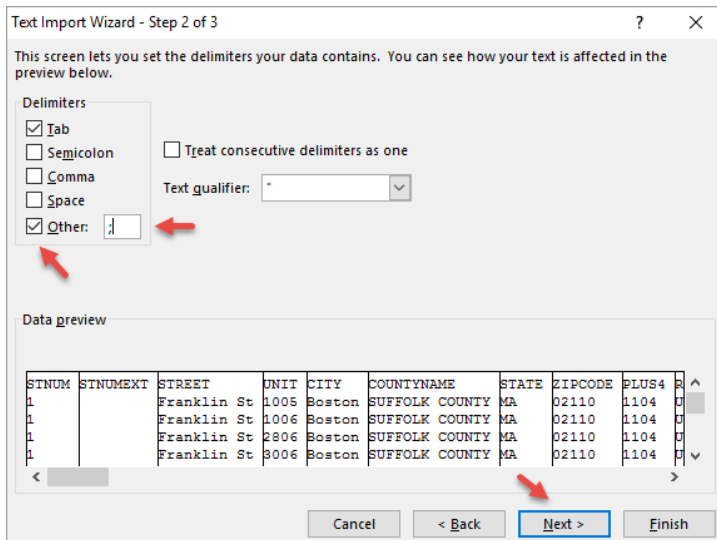


Double click the TSV file you want to open.

Check "Delimited" and click "Next."

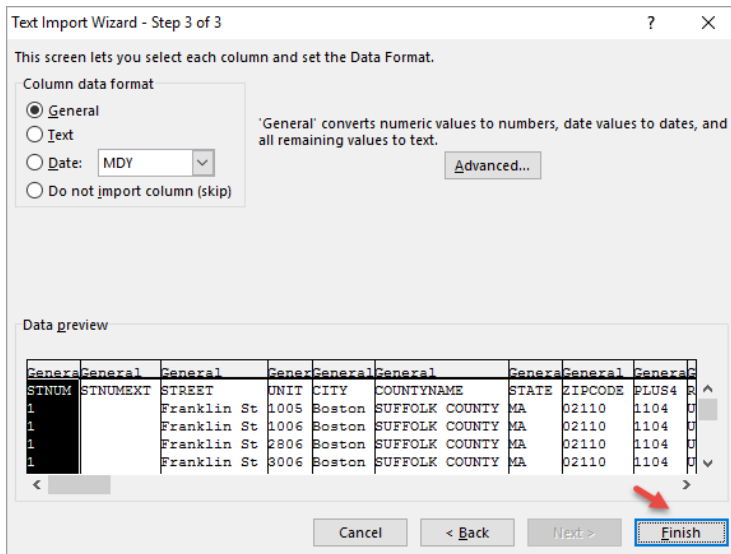


Check "Other" and type a semi-colon in the box. Click "Next."



Click "Finish."

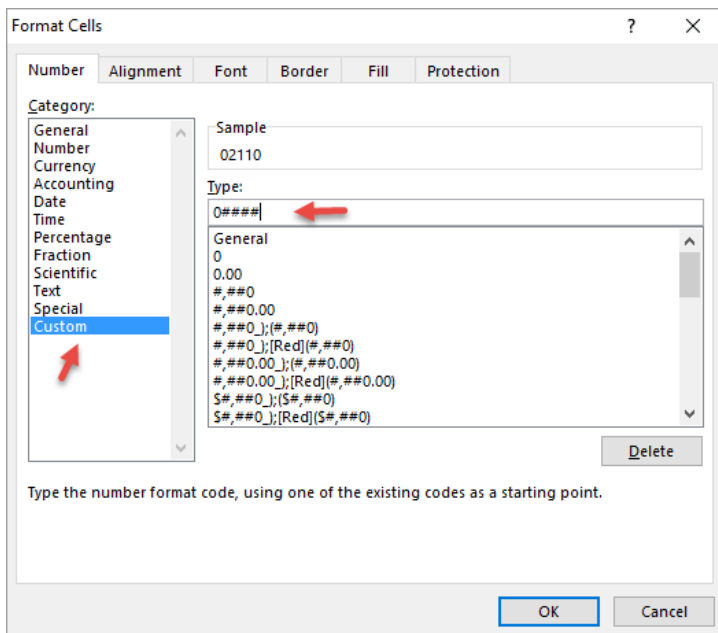
You EXCEL spreadsheet will now open.



To add a leading zero for New England zip codes, right click on the first cell in the zip code column.

	A	B	C	D	E	F	G	H	I	J
1	STNUM	STNUMEXT	STREET	UNIT	CITY	COUNTYNAME	STATE	ZIPCODE	PLUS4	RES
2	1		Franklin S	1005	Boston	SUFFOLK (MA		2110	1104	U
3	1		Franklin S	1006	Boston	SUFFOLK (MA		2110	1104	U
4	1		Franklin S	2806	Boston	SUFFOLK (MA		2110	1104	U
5	1		Franklin S	3006	Boston	SUFFOLK (MA		2110	1104	U
6	1		Franklin S	2011	Boston	SUFFOLK (MA		2110	1104	U
7	1		Franklin S	2714	Boston	SUFFOLK (MA		2110	1104	U
8	1		Franklin S	2514	Boston	SUFFOLK (MA		2110	1104	U
9	1		Franklin S	2614	Boston	SUFFOLK (MA		2110	1104	U

Highlight "Custom" and type 0#### in the "Type:" box.



Copy and paste the formula to all other cells in the zip code column.

	A	B	C	D	E	F	G	H	I	J
1	STNUM	STNUMEXT	STREET	UNIT	CITY	COUNTYNAME	STATE	ZIPCODE	PLUS4	RES
2	1		Franklin S	1005	Boston	SUFFOLK (MA		02110	1104	U
3	1		Franklin S	1006	Boston	SUFFOLK (MA		2110	1104	U
4	1		Franklin S	2806	Boston	SUFFOLK (MA		2110	1104	U
5	1		Franklin S	3006	Boston	SUFFOLK (MA		2110	1104	U
6	1		Franklin S	2011	Boston	SUFFOLK (MA		2110	1104	U

Now you can name your file and save it as type: Excel Workbook (*.xlsx)