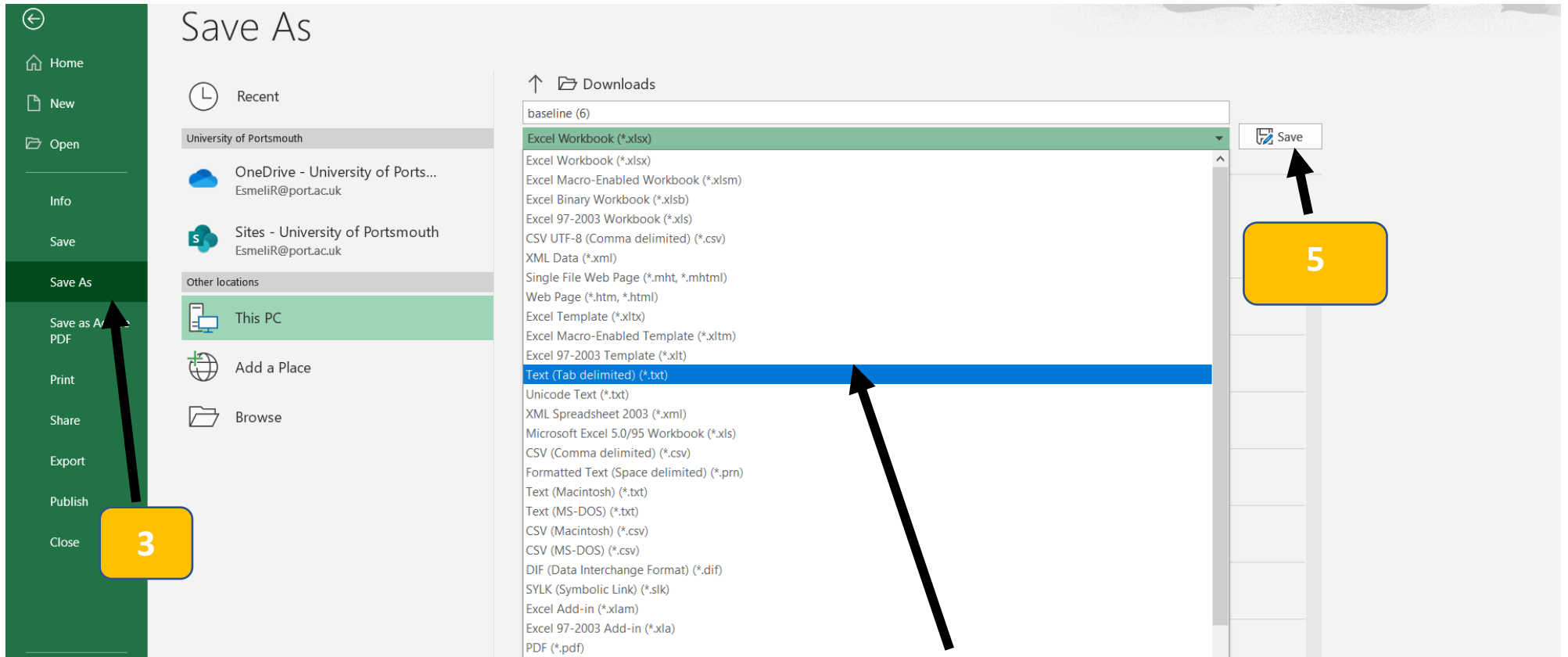


Save an Excel File as a txt File

1. In your Excel spreadsheet, click File.
2. Click Save As.
3. Click Browse to choose where you want to save your file.
4. Select "txt" from the "Save as type" drop-down menu.
5. Click Save

[See a visual step-by-step guide below.](#)



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