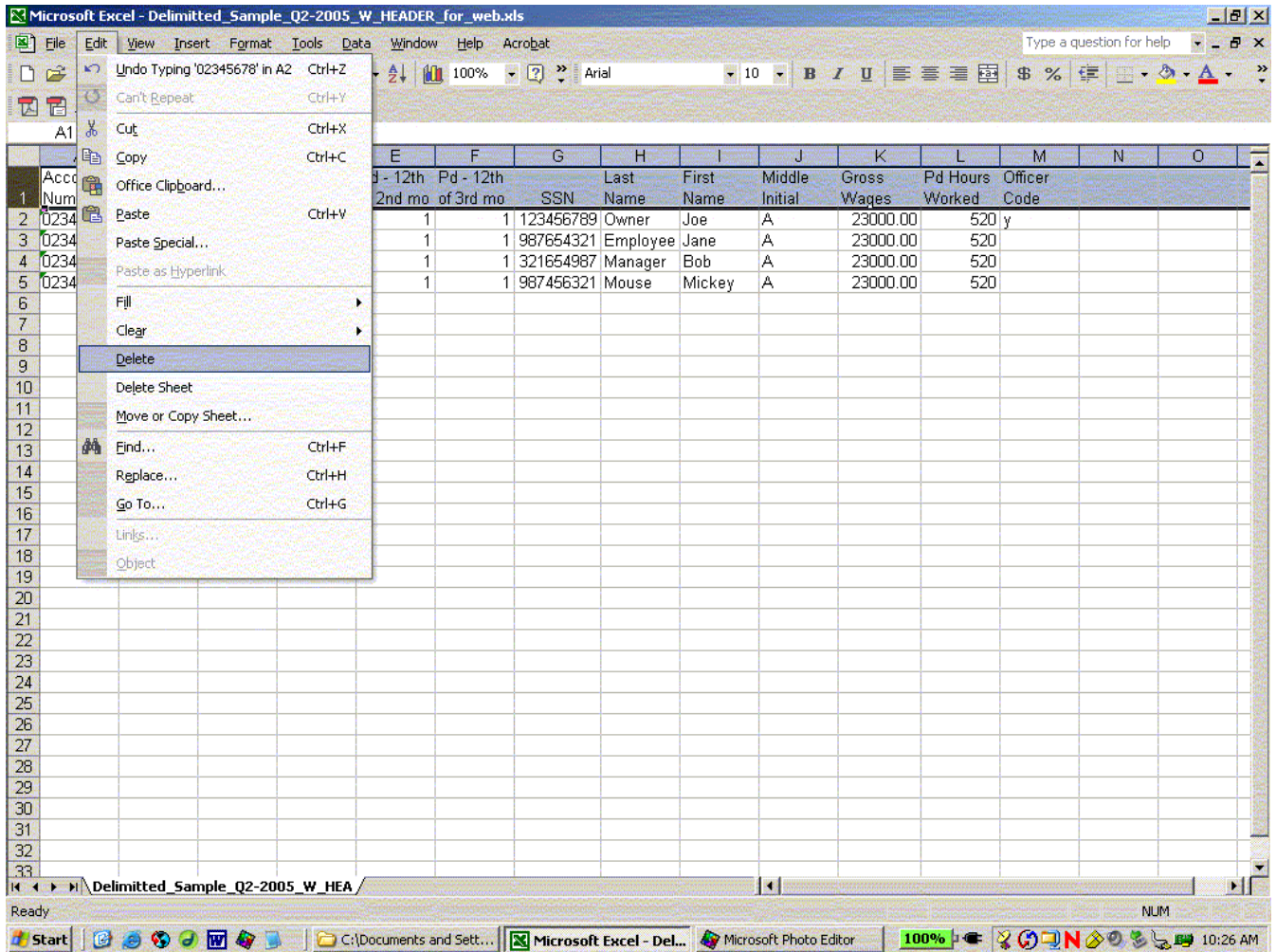


- b. Select **'Edit'** from the menu bar. A drop-down menu will appear.
- c. Select **'Delete'** from the drop-down menu.



- a. A dialogue box will appear – click the radio button next to ‘Entire row’ and then click the ‘OK’ button.

The screenshot shows a Microsoft Excel window titled "Delimited_Sample_Q2-2005_W_HEADER_for_web.xls". The spreadsheet has the following data:

Account Number	Unit Number	Year/Quarter (YYYYQ)	Pd - 12th of 1st mo	Pd - 12th of 2nd mo	Pd - 12th of 3rd mo	SSN	Last Name	First Name	Middle Initial	Gross Wages	Pd Hours Worked	Officer Code
02345678	0000	20052	1	1	1	123456789	Owner	Joe	A	23000.00	520	y
02345678	0000	20052	1	1	1	987654321	Employee	Jane	A	23000.00	520	
02345678	0000	20052	1	1	1	321654987	Manager	Bob	A	23000.00	520	
02345678	0000	20052	1	1	1	987456321	Mouse	Mickey	A	23000.00	520	

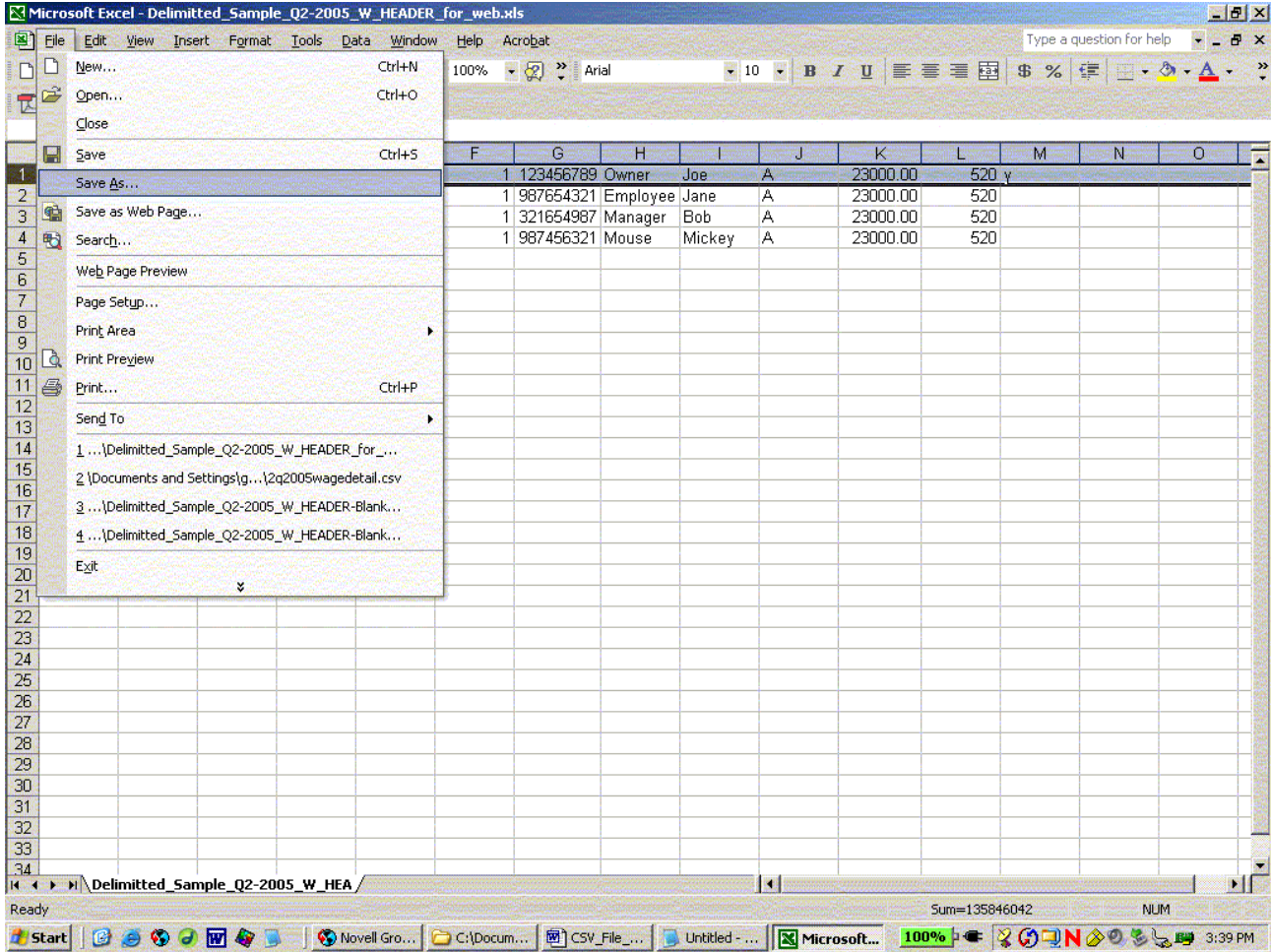
The "Delete" dialog box is open, showing the following options:

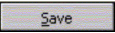
- Shift cells left
- Shift cells up
- Entire row
- Entire column

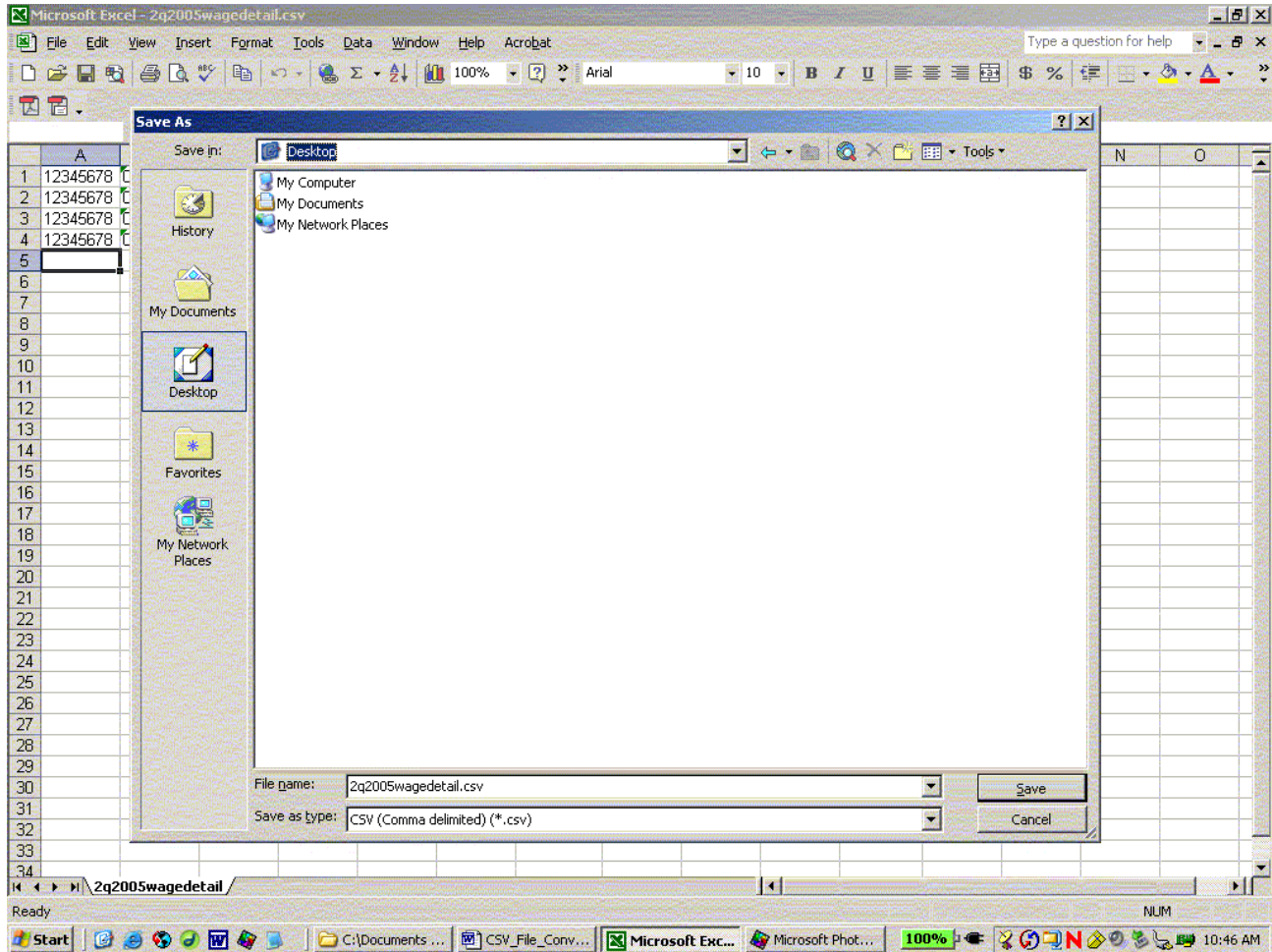
The "OK" button is highlighted.

3. Then name and save your CSV file to your Desktop

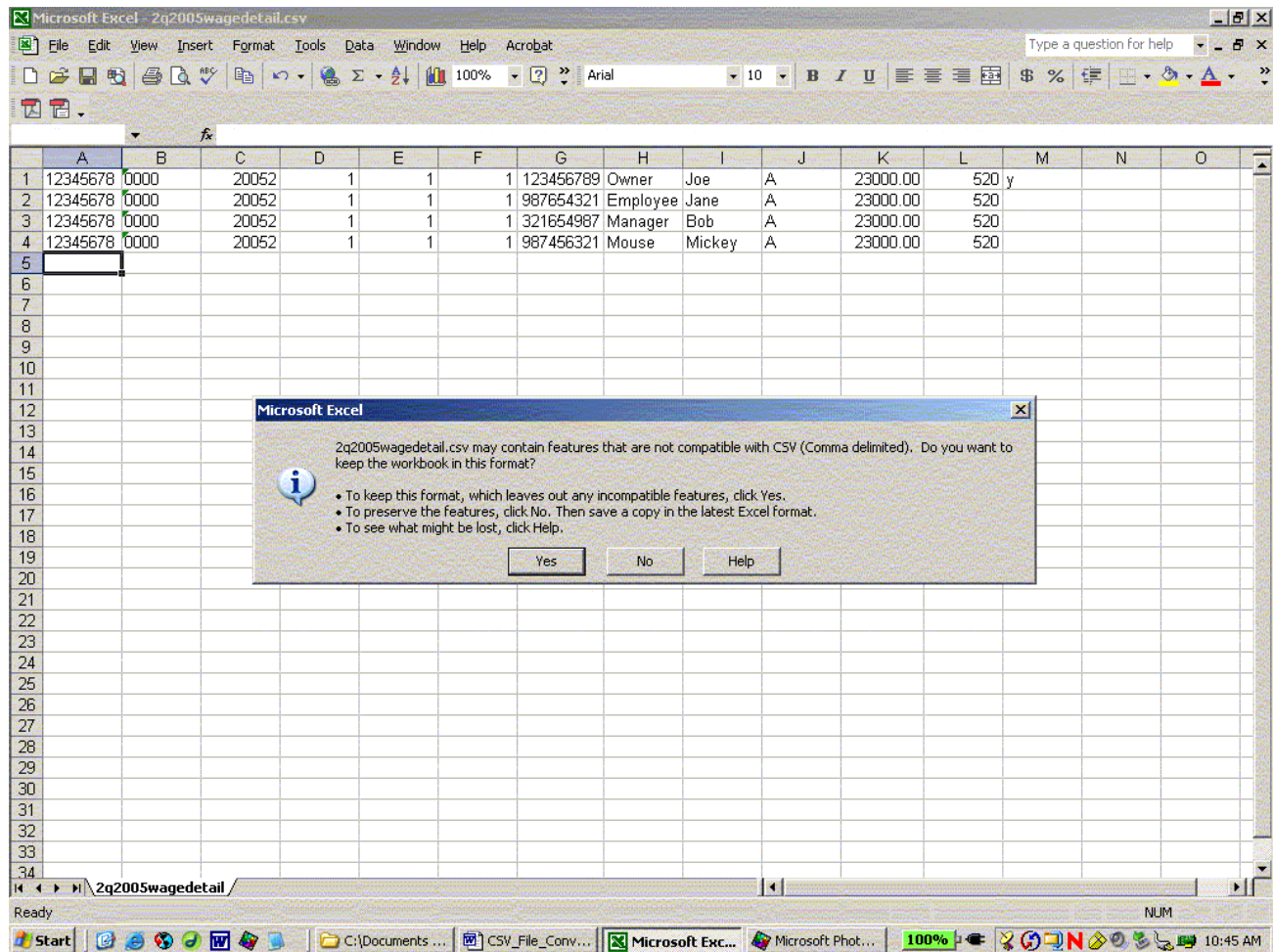
- a. Select **'File'** from the menu bar.
- b. When the drop-down menu appears, select **'Save As'**.



- c. In the “Save As” dialogue box:
- i. Select **‘Desktop’** (an icon on the left side of the dialogue box)
 - ii. Give your file a name in the **‘File name:’** area
 - iii. In the **‘Save as type:’** area, use the “down arrow” to select:
“CSV (Comma Delimited) (*.csv)”
 - iv. Click on the “Save” button 



- d. A dialogue box will appear, asking you the following question: “YourFileName.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?” You should click the “Yes” button to accept the file in CSV format.



Now, go to your desktop and find the *.csv file you just saved. Right-click on the file, choose ‘Open with’ and select ‘Notepad’ from the list (or choose ‘Notepad’ from Programs | Accessories). **Do NOT open this file in EXCEL.**

In ‘Notepad’ you can see the file just as it will be sent to e-file. Does everything look right?

- It should be comma delimited (i.e. there should be a comma separating each data field item).
- The account number should be an eight-digit number and the reporting unit a four-digit number.
- There should be **no** hyphens in the SSN.
- Does this file end with the very last character? There should be NO extra lines, spaces, tabs....NOTHING!! Also, NO TOTALS!! Remove EVERYTHING after the last character (the last character is most likely the officer code - either “Y” for yes or blank for no).

Once this file is correct, save it, close it and use file-attach online to submit it.

If it is not correct, delete this *.csv file from your desktop, make corrections to your spreadsheet file, and save it again as outlined above.