COLORADO
Department of Education
School Nutrition

School Nutrition Unit

To Convert Excel Files into .txt Files

1. Open your student enrollment file in excel; be sure that all the required data is there. The file should have columns A-P. Some columns may be left blank due to required criteria.

2. Minimize the file.

3. Open the *Conversion Formula Excel* file: https://www.cde.state.co.us/nutrition/directcertconversionformula.

4. In the Conversion Formula file, go to Row 1 column Q. Click in the box that has "0000" in it (there will be a huge equation in the function box); go to the toolbar and select COPY; minimize the file.

ON THE STUDENT ENROLLMENT FILE:

5. Maximize the district file and click in the row 1 column "Q" box; go to EDIT and select PASTE.

6. **Copying the Formula Down: Option 1**
   After pasting the formula into cell Q1, the first row of converted data should appear. Take the cursor and hover over the little black box in the lower right corner of cell Q1 (where the formula was just pasted). [The black box is circled in red in the picture below.] When the cursor is just over the box, the cursor will become a black plus sign. Click on the black box and then drag down to the last row that has data. This will cause the formula to be copied all the way down, to each row that has student data in it.

Copying the Formula Down: Option 2

After pasting the formula into cell Q1, the first row of converted data should appear. Keep Q1 selected, and scroll down in the Excel worksheet until you can see the last row in the file that has data in it. Now, hit Shift, and keeping the Shift key down, left click with the mouse into the last row with data, in the Q column. The entire Q column will now be highlighted. Hit CTRL and "D;" this will cause the formula to be copied all the way down, to each row that has student data in it.

COPYING THE CONVERTED DATA INTO A TEXT DOCUMENT:

1. Without un-highlighting the data selected in column Q, hit the CTRL and "C" together in order to copy all of the Q column that has data in it. There will now be a fuzzy line surrounding the entire "Q" column that has data.

2. Find a location on your computer where you would like to open a text file. While there are several ways to do this, one way is to right click in a folder where you want the new text file. In the window that comes up, go to "*New*" and then "*Text Document*". Or, in your computer start menu search "*Notepad*" or "*TextEdit*" (for macs).

3. In the open text file, hit CTRL and "V" at the same time to paste the data from column Q into the text file.

4. Save the text file to save the data that was pasted in.

5. Name the file anything you want. Many SFAs name it "DC" with the date after it.

6. Use the *Uploading Instructions* () to upload your freshly formatted text file!