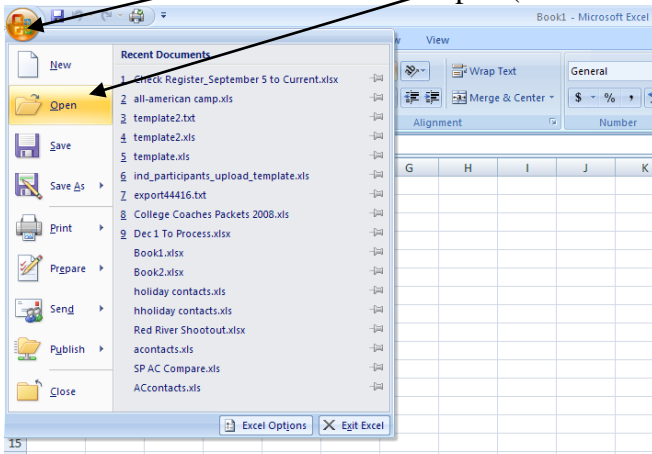
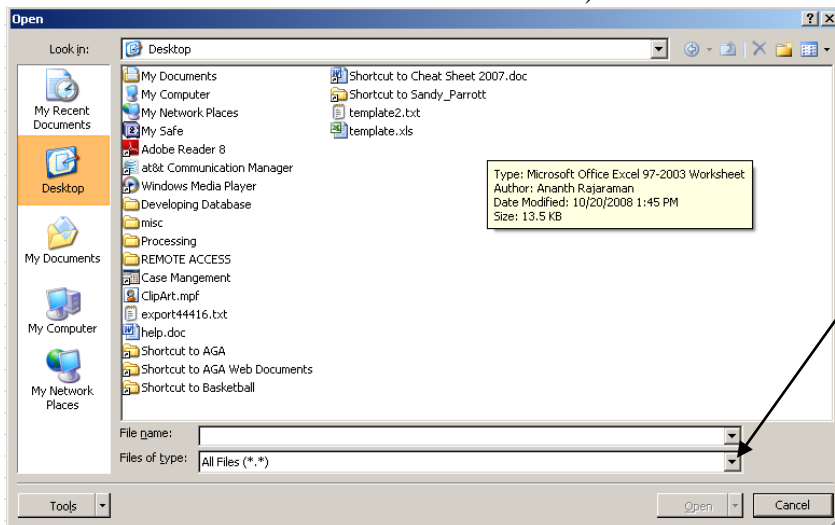


How to Open a TXT document in Word.

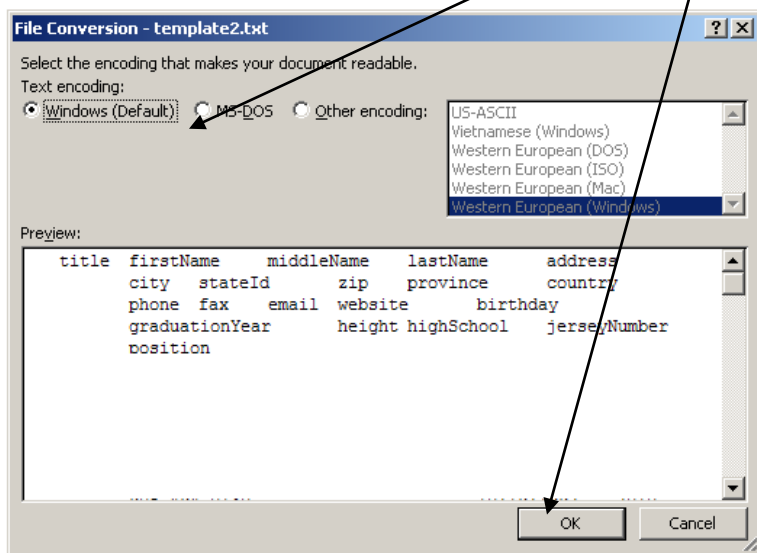
1. Open Word.
2. Go to the Window Icon and then Open (or in older versions File – Open).



3. Browse out to where you saved the file on your computer. (You will need to change the File Type drop down to All Files in order to find the .txt file.)

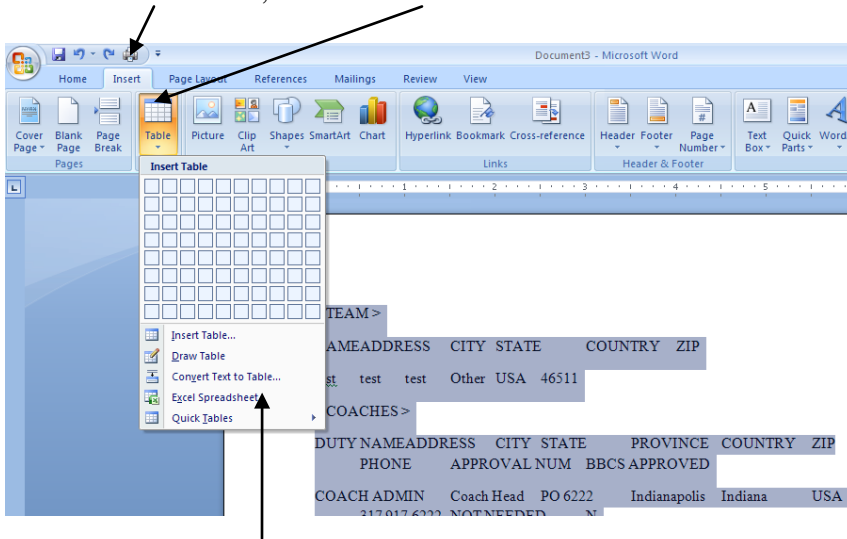


4. If you get the pop up window, select Windows and hit the Ok button.

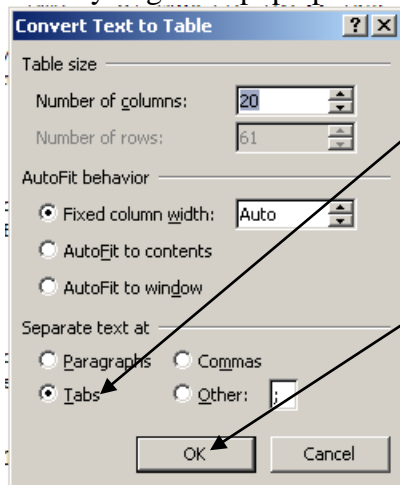


Open a TXT document in Word
Page No. 2

5. The document will open in Word, but you will still need to do some formatting. Hit the Ctrl button on your keyboard and the A key at the same time; this will "select all" of the data.
6. Under the Insert tab, roll over the Table icon.



7. Select the Convert Text to Table option.
8. When you get the pop up window, make sure Tabs is selected and hit the Ok button.



9. The data will automatically organize in appropriate columns.

<TEAM>														
NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP									
test	test	test	Other	USA	46511									
<COACHES>														
DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVAL NUM	BBCS APPROVED				
COACH ADMIN	Coach Head	PO 6222	Indianapolis	Indiana		USA	46206	317 917 6222	NOT NEEDED	N				
<TEAM>														
NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP									
test team	123 test street	Indianapolis	Indiana	USA	46204									
<COACHES>														
DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVAL NUM	BBCS APPROVED				
COACH ADMIN	Coach Head	PO 6222	Indianapolis	Indiana		USA	46206	317 917 6222	NOT NEEDED	N				
Assistant	Coach Assistant	test street	Indianapolis	Indiana		USA	46204		TEST	N				
<ATHLETES>														
NO	NAME	HT	GRAD	H.S.	BIRTHDAY	POSITION	EMAIL	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE
	Athlete Added							add athlete dr.	indianapolis	Indiana		USA	46204	666 666 6666
4	test athlete4		2009					test address	test city	Indiana		USA	46206	444 444 4444
1	test athlete		2009					test address	test city	Indiana		USA	46201	111 111 1111
2	test athlete2		2008					test address	test city	Indiana		USA	46206	222 222 2222
3	test athlete3		2010					test address	test city	Indiana		USA	46206	333 333 3333
5	test athlete5		2011					test address	test city	Illinois		USA	46207	555 555 5555