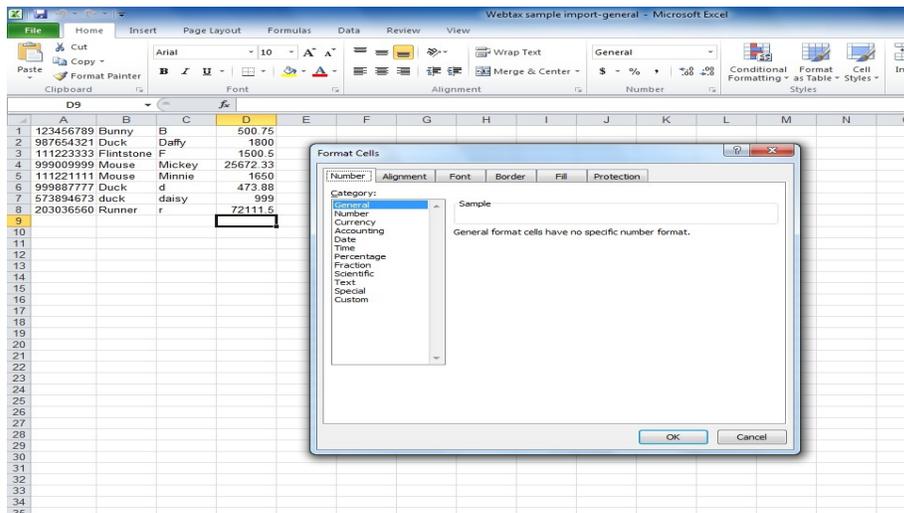


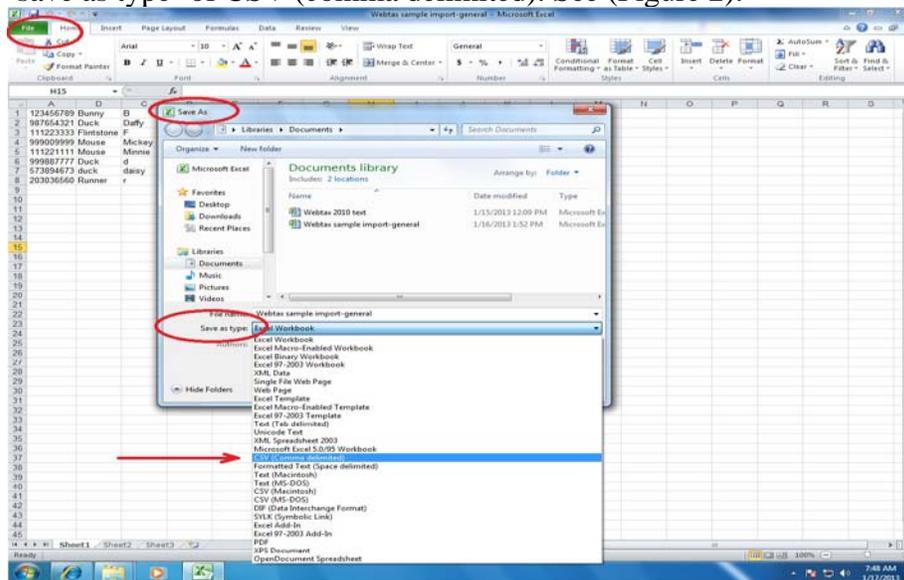
WebTax File Upload Conversion

1. The file upload modification process described in this instruction tutorial should allow users to successfully modify an existing Excel spreadsheet to the correct Text format for uploading to the WebTax application. See (Figure 1) below for a typical spreadsheet with data cells formatted as general.



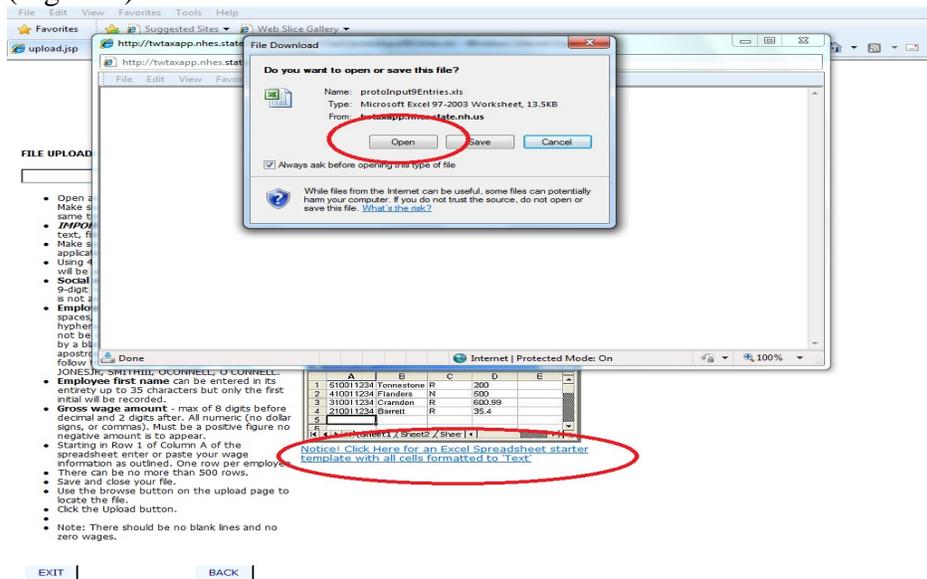
(Figure 1)

2. Save the existing file as a .CSV file type, by clicking **File>Save As**, and choosing the 'save as type' of CSV (comma delimited). See (Figure 2).

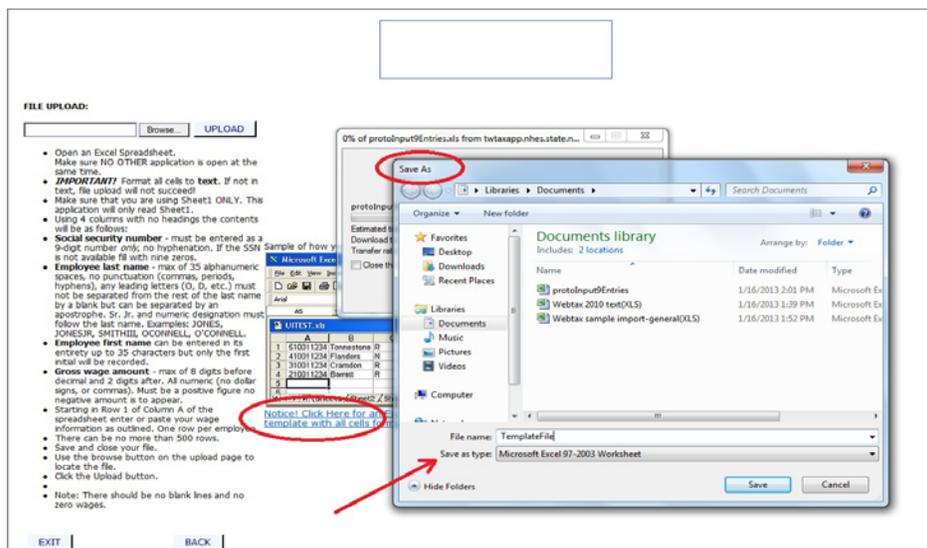


(Figure 2)

3. Open a NEW Excel Spreadsheet Starter Template from the NHES WebTax application on the File Upload page by clicking the blue hyperlink located under the Excel spreadsheet sample. A popup will be displayed asking if you want to open or save the file. Click **Open**. See (Figure 3). Click **File>Save As** to save the spreadsheet as a text formatted spreadsheet. In Excel2003, the file 'save as type' is Microsoft Office Excel Workbook(*.xls). In newer versions of Excel2007 and Excel2010, the file 'save as type' is Microsoft Excel 97-2003 Worksheet. Give the spreadsheet a desired file name. See (Figure 4).

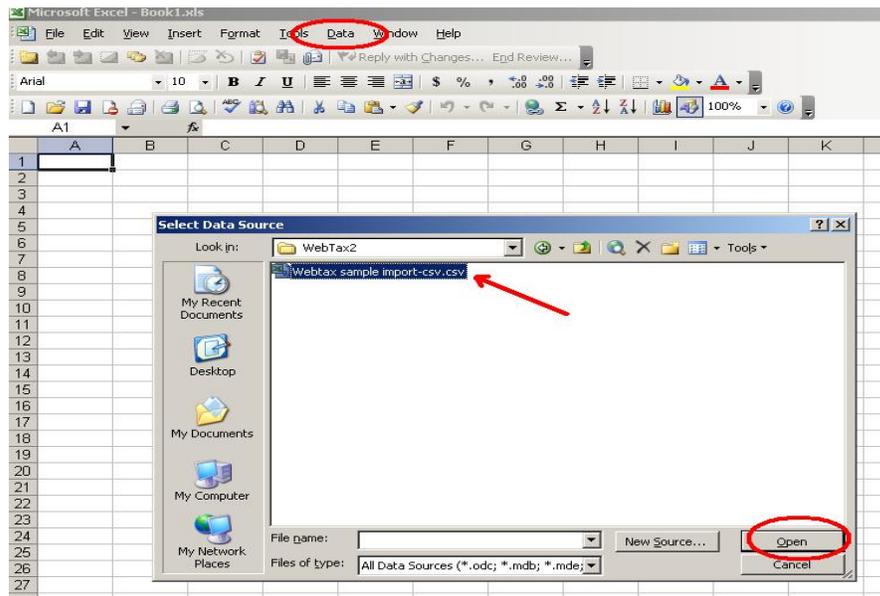


(Figure 3)

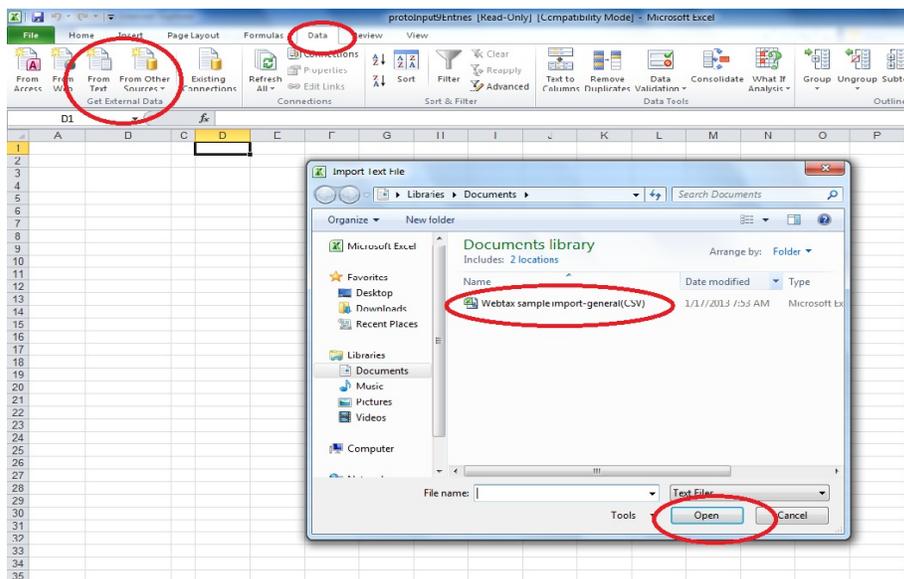


(Figure 4)

4. Within the new, formatted Excel spreadsheet, the employee wage data will be imported. In Excel 2003, click on **Data>Import External Data>Import Data**. Choose the CSV file that was previously saved. Click **Open**. See (Figure 5). In Excel2007 and Excel2010, click On the **Data** tab, in the **Get External Data** group, click **From Text**. Choose the CSV file that was previously saved and click **Open**. See (Figure 6).



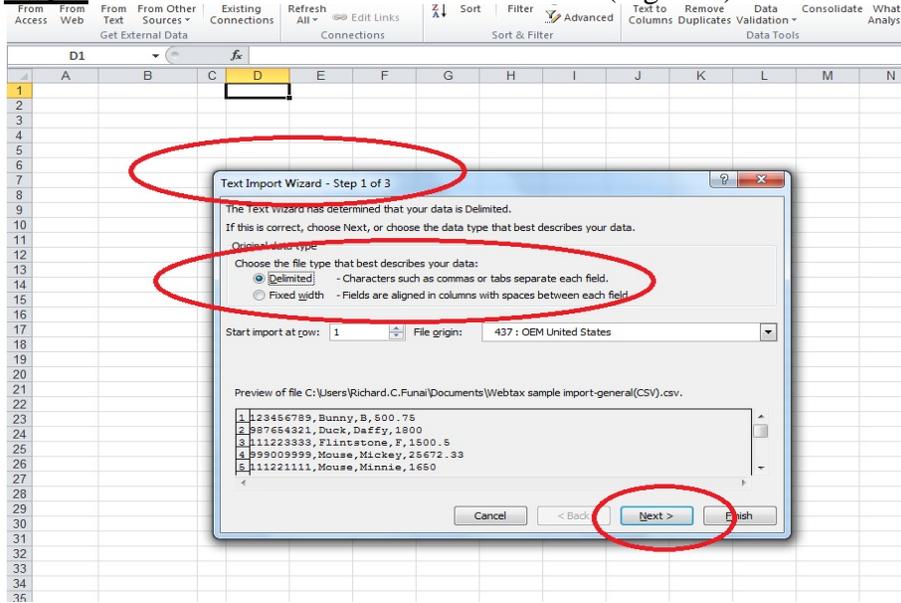
(Figure 5)



(Figure 6)

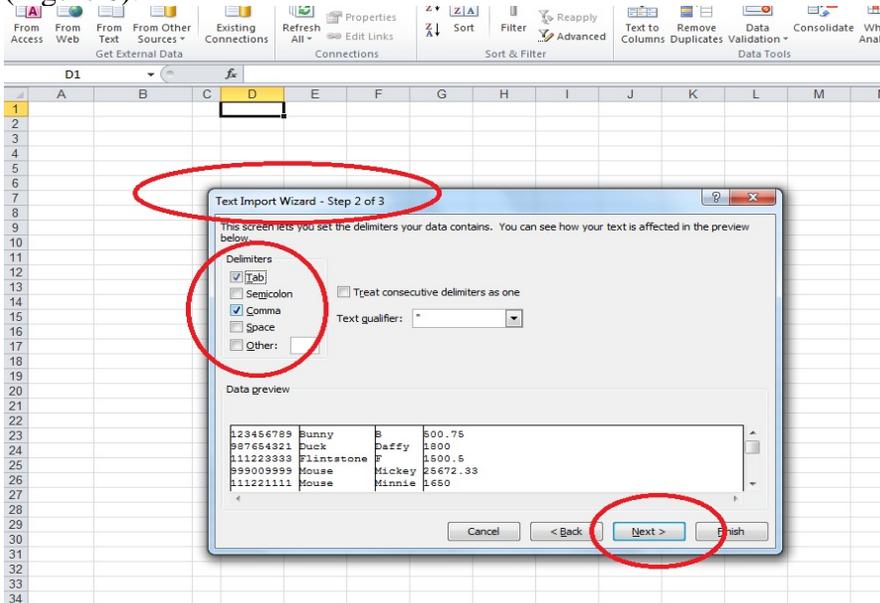
5. The Text Import Wizard will be displayed and will consist of 3 steps to follow.

Step 1: Choose **Delimited** and click **Next**. See (Figure 7).



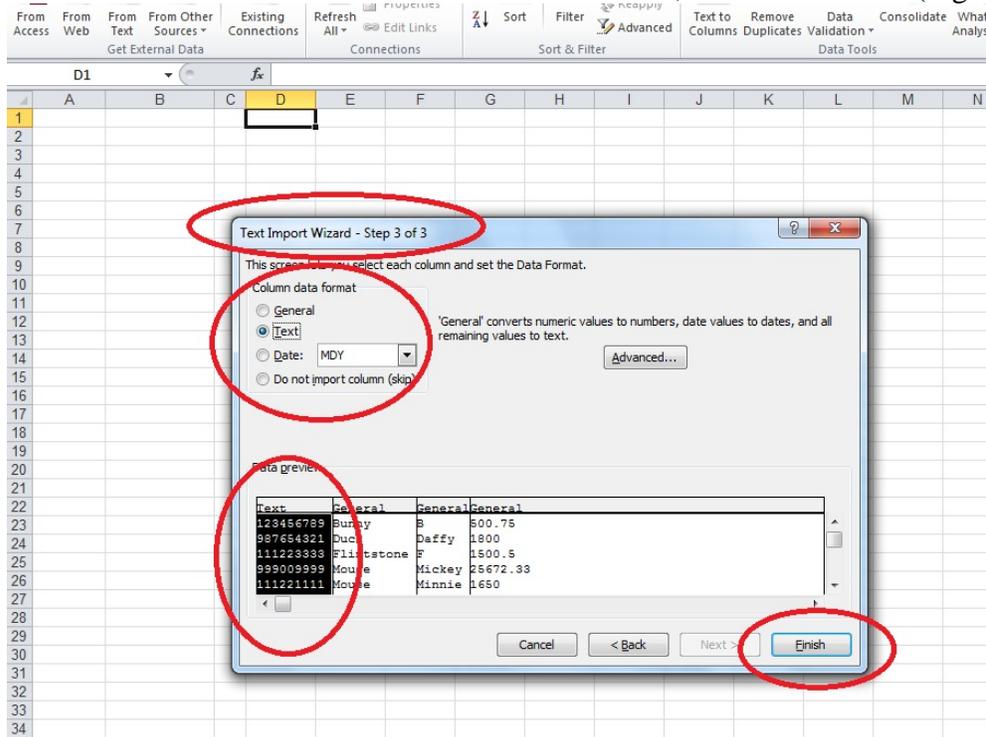
(Figure 7)

Step 2: Uncheck the **Tab** delimiter and Check the **Comma** delimiter. Click **Next**. See (Figure 8).



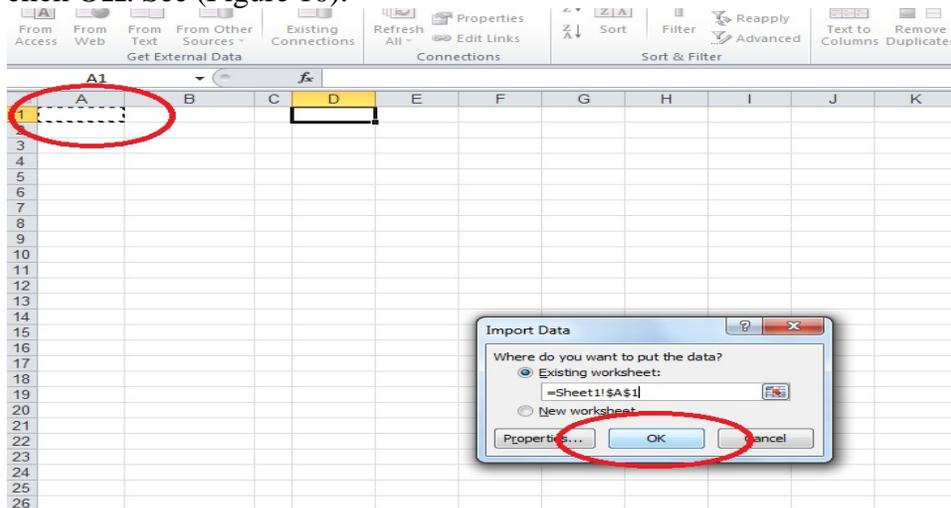
(Figure 8)

Step3: Highlight each data column individually and change the column data format to **Text**. When all columns have been formatted as text, click **Finish**. See (Figure 9).



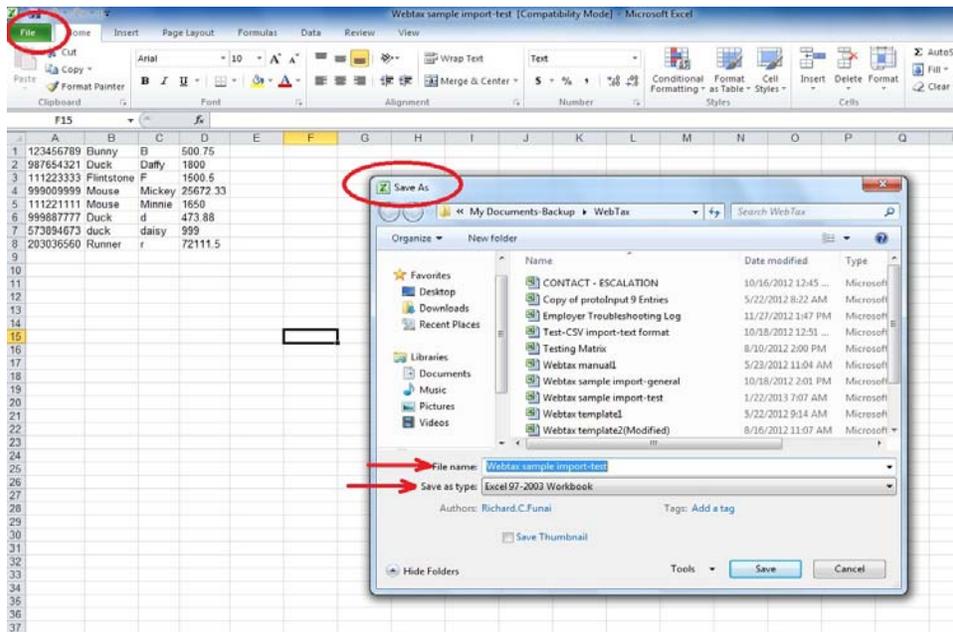
(Figure 9)

6. You will then be asked the location for the imported data. Choose the **A1** cell, then click **OK**. See (Figure 10).



(Figure 10)

7. The spreadsheet will be populated with the data imported from the CSV file. Save the excel spreadsheet with the desired name. In Excel2003, the file 'save as type' is Microsoft Office Excel Workbook(*.xls). In newer versions of Excel2007 and Excel2010, the file 'save as type' is Microsoft Excel 97-2003 Worksheet. See (Figure 11). The final Excel spreadsheet can then be uploaded using the WebTax application.



(Figure 11)