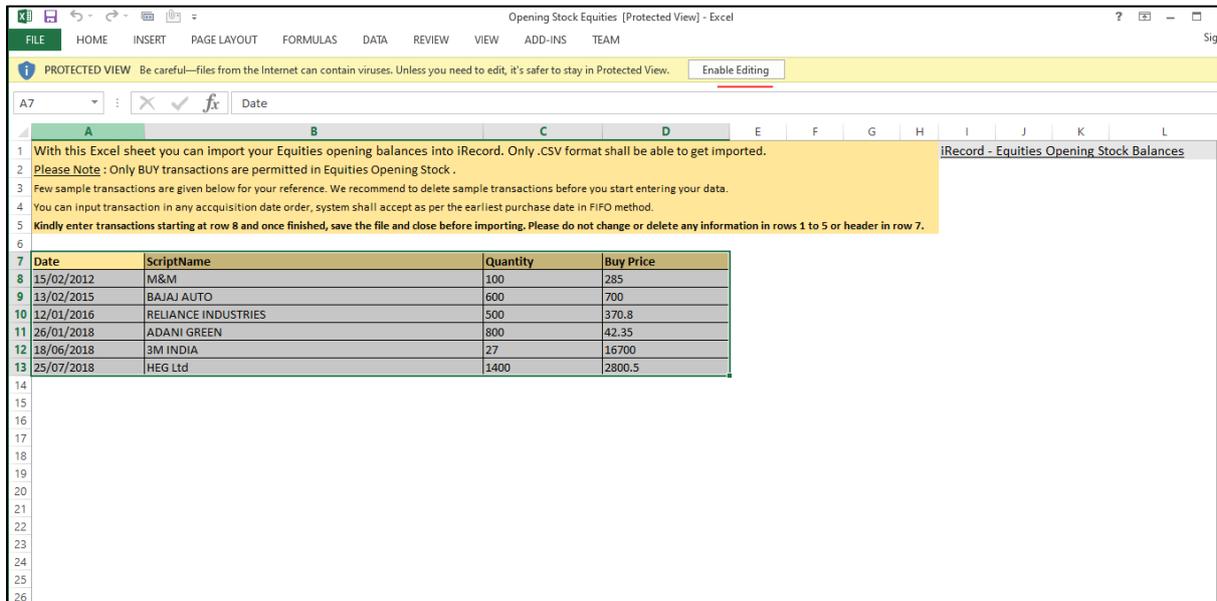


How to convert file to (.CSV) (Comma Delimited)

Step 1:

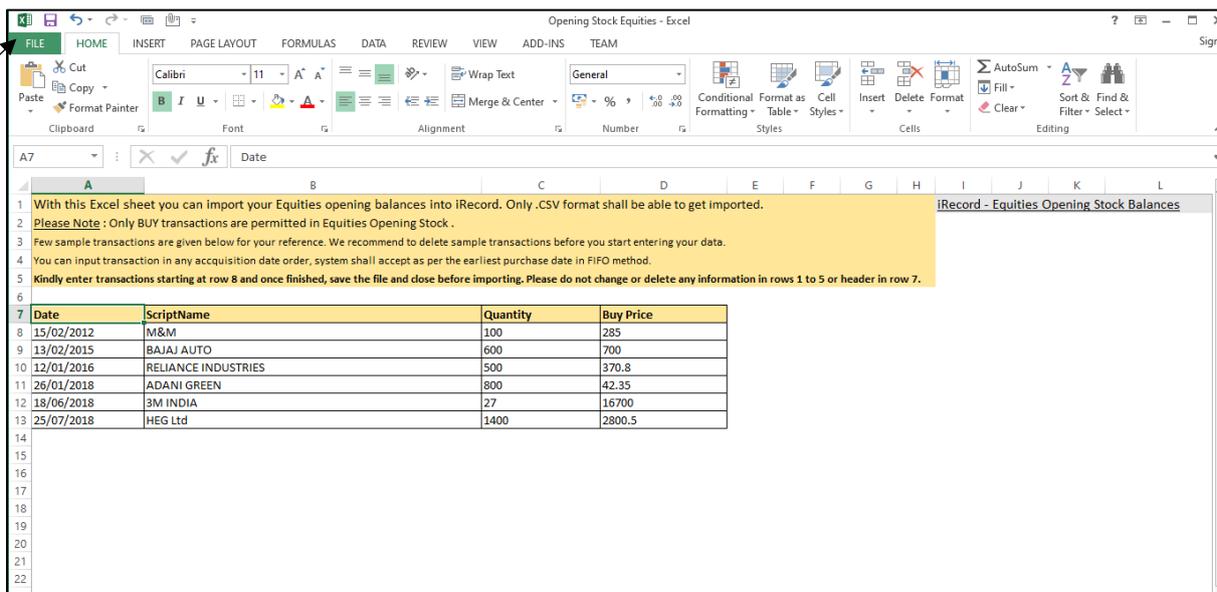
After downloading the template file, click on “Enable editing”

After inputting your data in the template file “Save” your file”



Step 2:

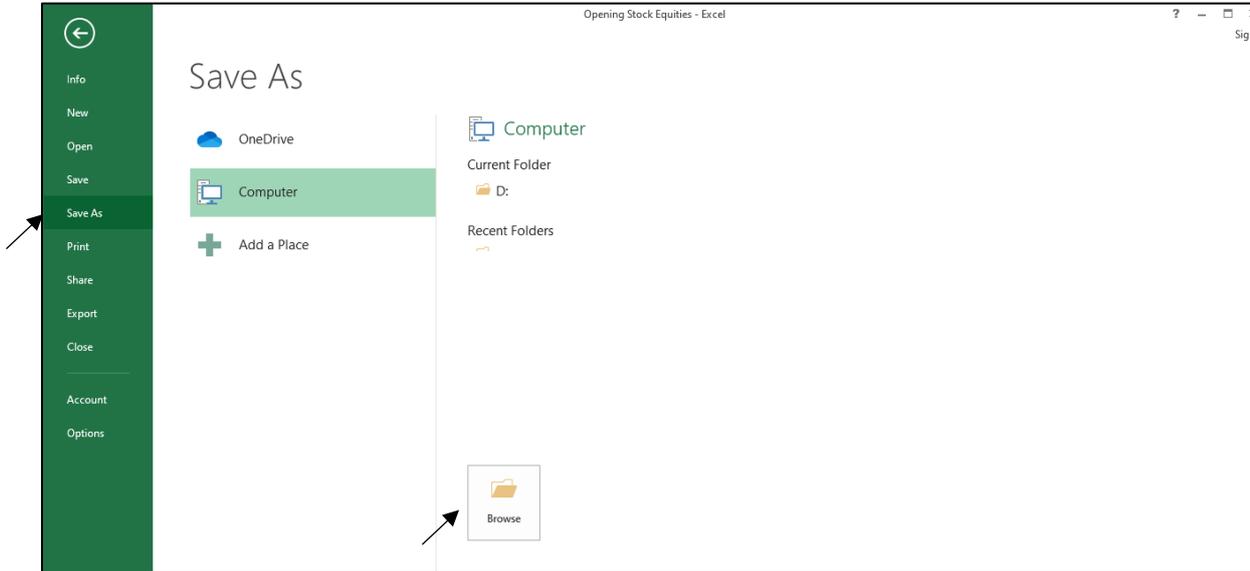
Now click on file option as highlighted below



Step 3:

After clicking on file button a following sidebar view shall open up.

Here click on “Save as “option and click “Browse”



Step 4:

After clicking on browse system will ask you where you wish to save your file

Below you'll find “Save as type” dropdown option

Click on that and you'll find CSV (Comma delimited) option as highlighted in image attached below.

Once clicked, save the file at your desired location. The converted file now is ready to be imported in iRecord Software.

