

Importing files into Microsoft[®] Excel with Correct Formatting for FedEx Ground[®] Economy Tracking Numbers

1. Save any .csv or .txt file to your desktop or your My Documents folder, but do not open the file. If you are working with a .zip file, extract the file to your desktop or your My Documents folder.
2. Open Microsoft Excel.
3. Click the Data tab.
4. Click on From Text option.
5. Make sure you choose All Files as the file type, not Text Files.
6. Select the file you want to import.
7. Click the Import button.
8. The Text Import Wizard will appear. Complete these steps to import the data:
 - Select Delimited
 - Click Next
 - Make sure the correct Delimiters option is checked, depending on the type of character separating the data fields in your file
 - Click Next
 - Highlight the columns that have the FedEx Ground[®] Economy tracking number (delivery confirmation number), the destination code (ZIP code) and any reference fields
 - Select Text as the Column data format
 - Click Finish
 - Click Ok