

Opening QCData files

To open your result file: Save file to a directory on your computer.

- 1 Open Excel
- 2 Go to (File) Top left screen (click on)
- 3 Change “Files of Type” to (**ALL Files (*.*)**) Bottom left of page
- 4 Select the file you want from directory you saved the attachment to.
- 5 Select **Delimited**
- 6 Click next
- 7 Select **Comma** only
- 8 Click next
- 9 Click finish

You will now have an imported version of the file sent to you. You can then save the file using excel format if you wish or change the file to another format.