Instructions:
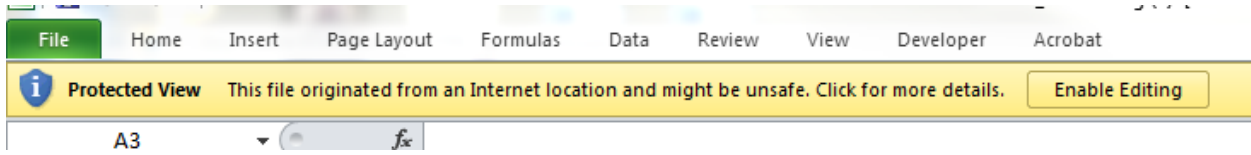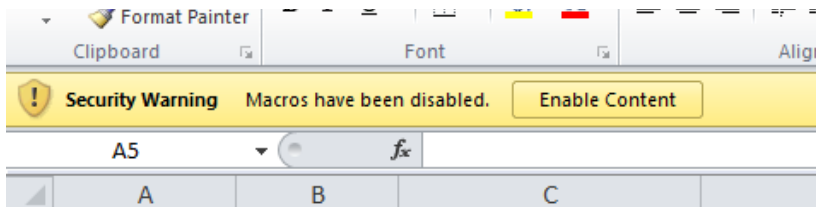
1) Using a PC, open the Microsoft Excel file named "HMDA_Formatting".
2) If the "This file originated from an Internet location and might be unsafe" message appears, click on the "Enable Editing" button.
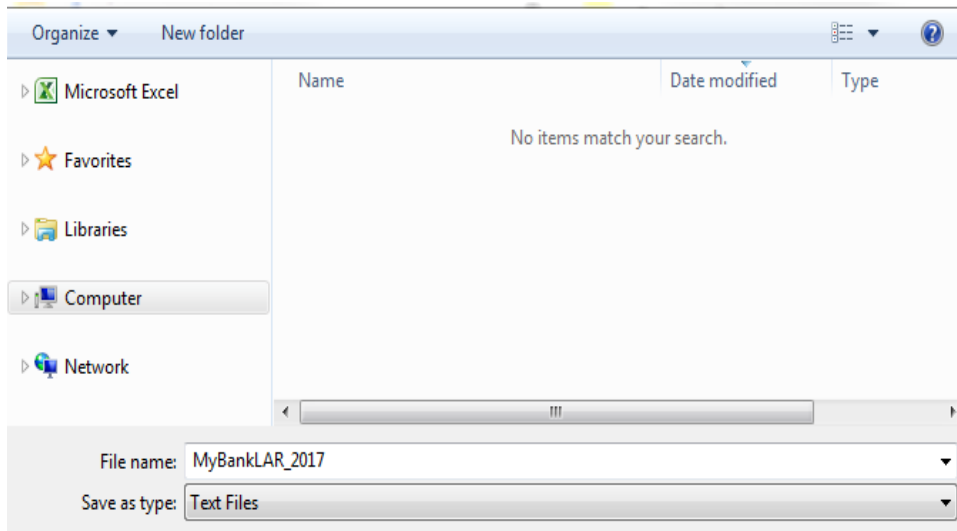

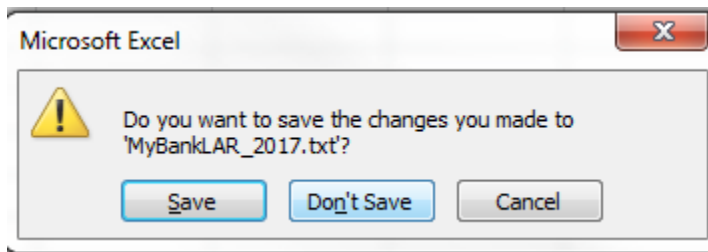3) If the "Macros have been disabled" message appears, click on the "Enable Content" button.

4) Enter the information from the transmittal sheet into the respective cells in row 3.
   a) For data that begin with zero (0), you must enter a single quotation mark as the first character in the cell. For example, for the zip code 00123, enter '00123 in cell K3.
   b) Please do not enter any commas, ",".
5) Enter loan level data beginning in row 5. Please enter information in as many rows as needed.
   a) For data that begin with zero (0), you must enter a single quotation mark as the first character in the cell. For example, for the census tract 0109.02, enter '0109.02 in cell P5.
   b) Please do not enter any commas, ",".
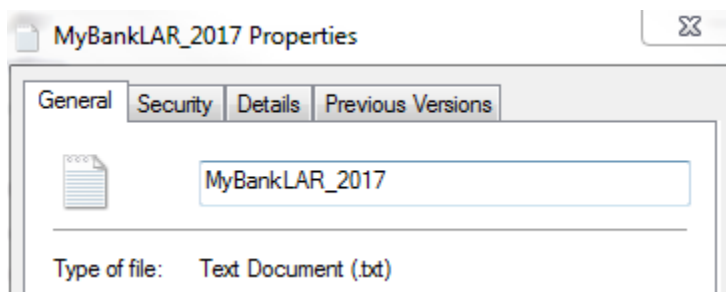6) When all the information has been entered, click on the export button.

7) Enter a new filename and save the file as a text file.

8) A message confirming whether the changes to the file should be saved will appear. Click on "Save".

9) Locate the saved file and confirm that:
   a) The file is saved as a text file (.txt)
      i) Right click on the file with your mouse
      ii) Select "Properties"
      iii) On the General Tab, look for "Type of file"
      iv) This should state "Text Document (.txt)"
      v) Click on "OK" to close the window

b) Each data field is separated by a pipe character "|"
   i)   Open the file
   ii)   Each data field should be separated by a pipe character "|".

File Edit Format View Help

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1|1|2|4||1|5|5|5|4|4|4|4|4|4|4|4|4|4|
2|1||||||3|3|3|3||3|3||3|3|3|3|3|3|3|
```