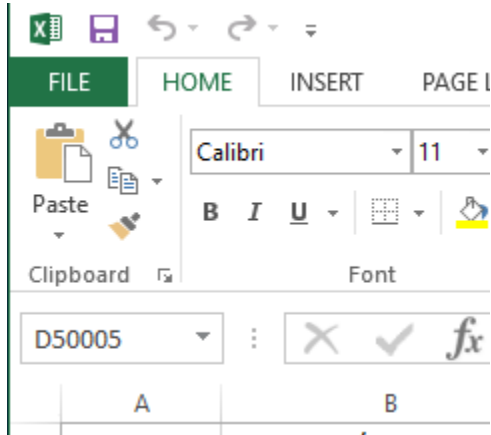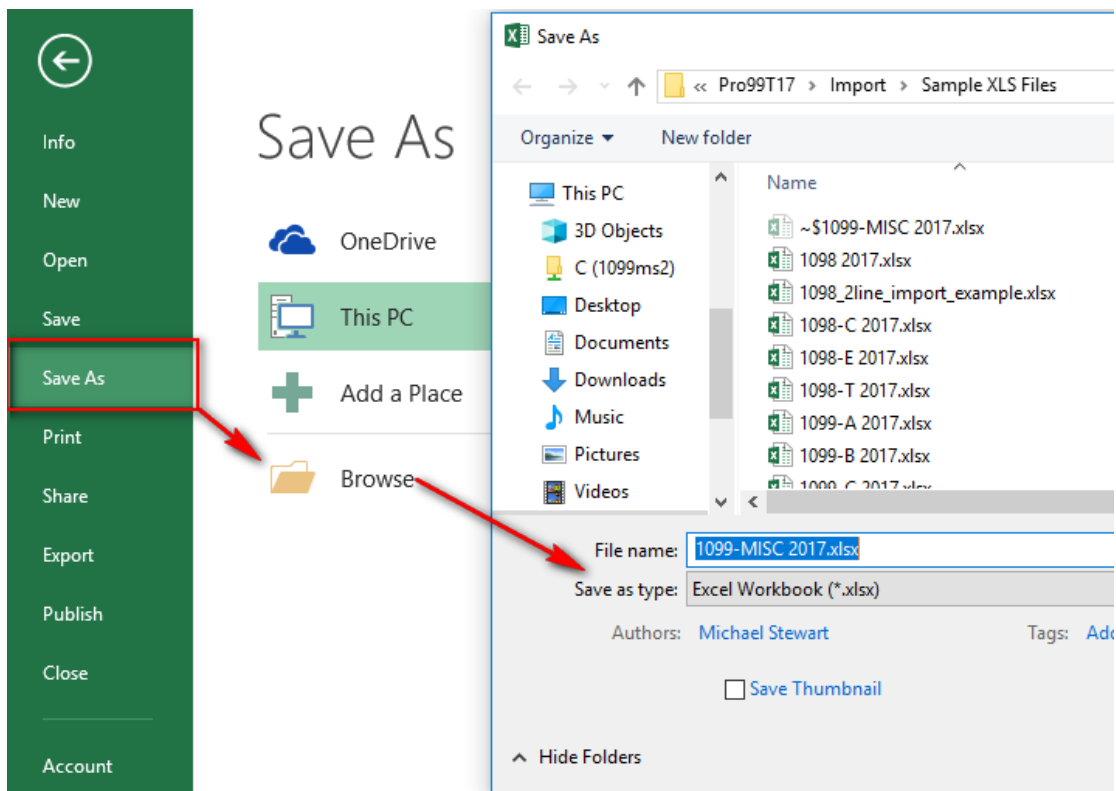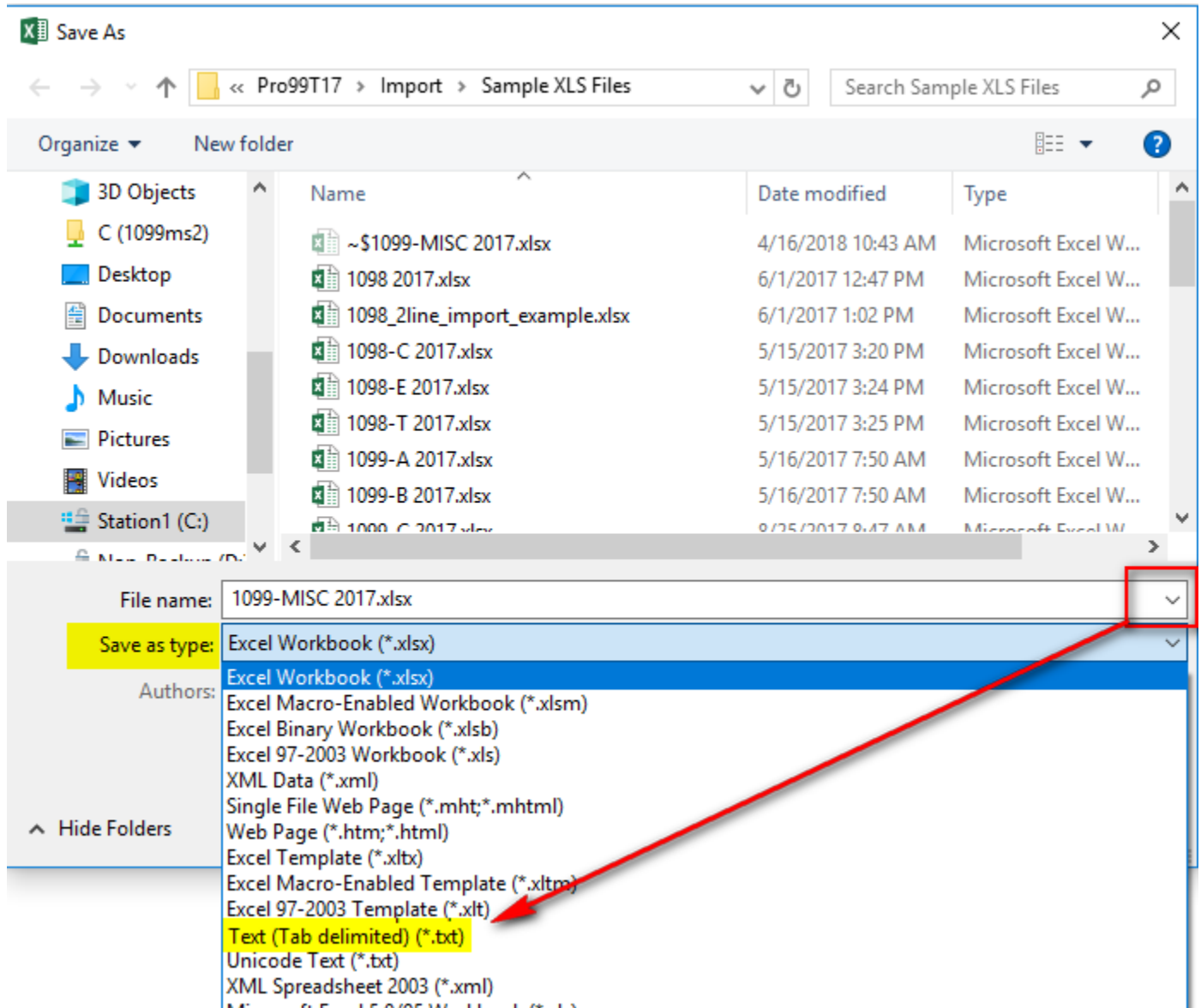1. Select FILE on the top left menu bar

2. Select "Save As" and Browse. A pop up will allow you to change the location to save your file as well as name it.

3. Click the "Save as type:" drop down and select type "Text (Tab delimited) (*txt)

4. Apply your File name if needed and Save