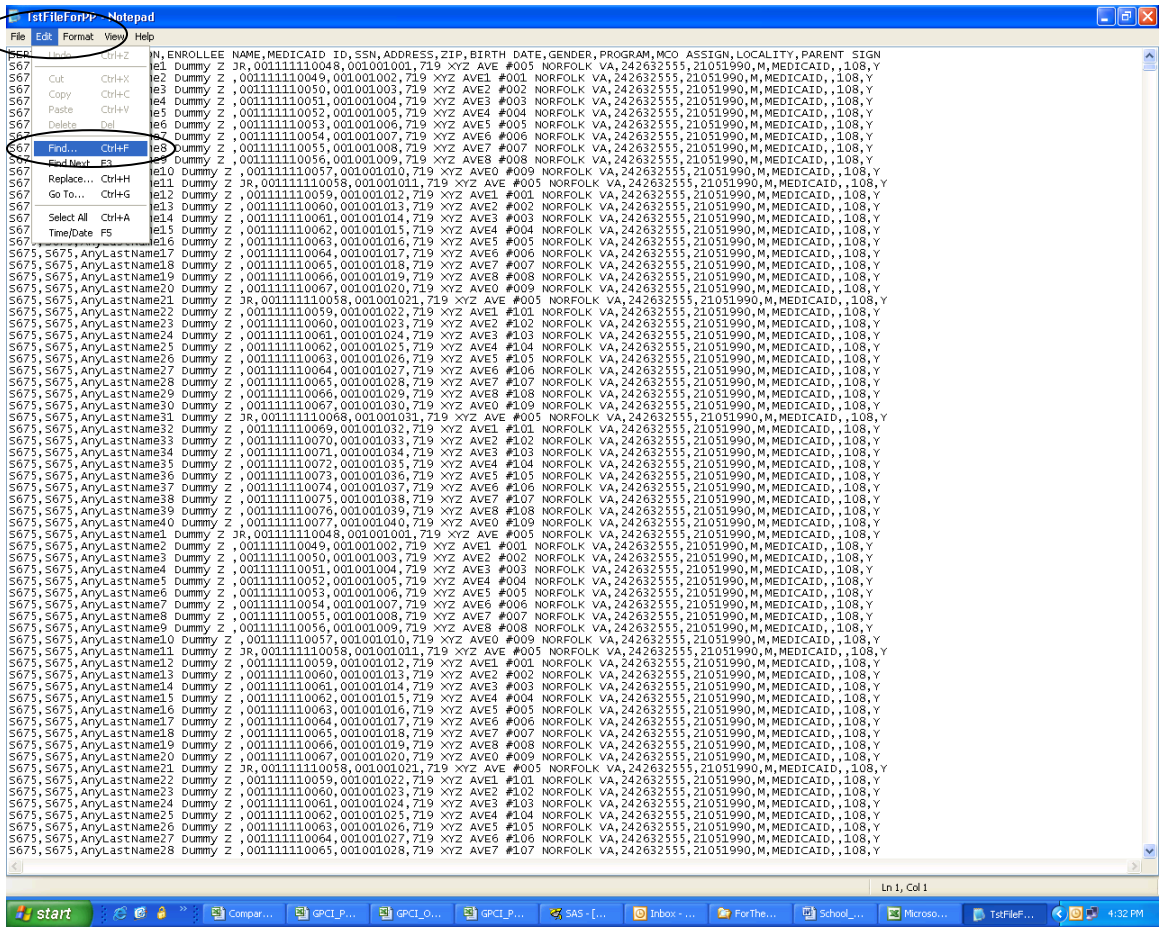
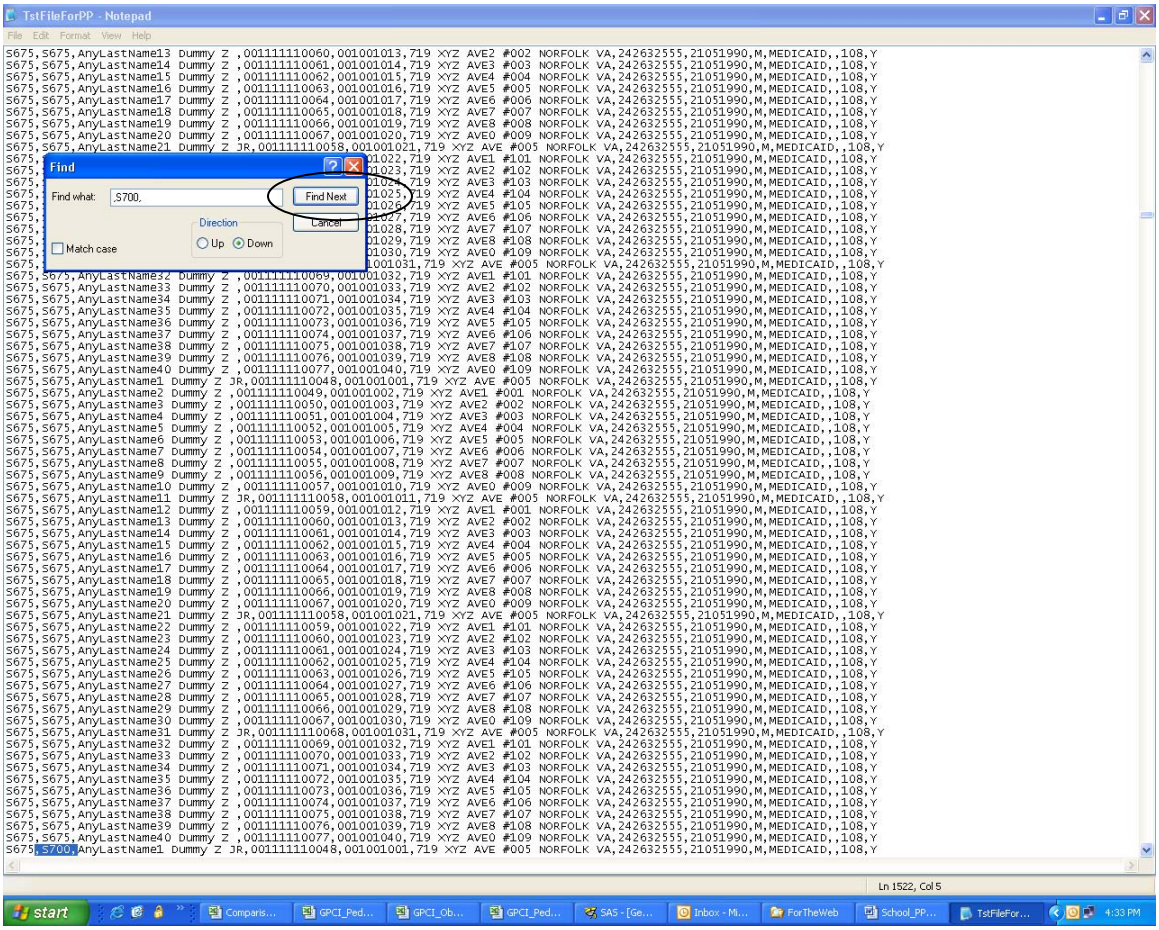
If the text file is too large to open in Excel, these instructions explain how to edit the data in Notepad to separate the file by Region Code. The limit for Excel is approximately 65,000 records.

Open the text file in Notepad. This application is in the Accessories area of Windows.

Select **Edit** from the top **Menu bar** and then select **Find.**

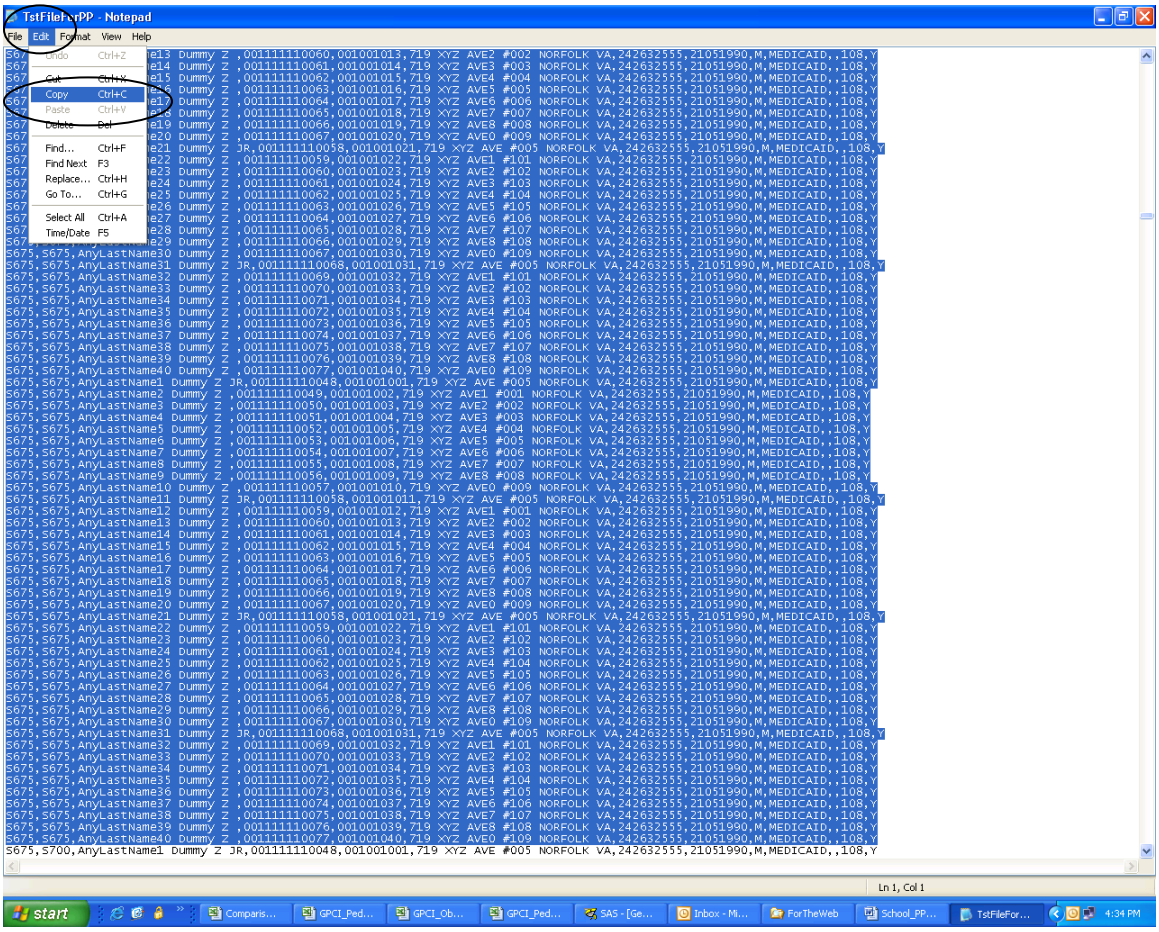


Type the Region Code in the search criteria in the box displayed and press the **Find Next** button.



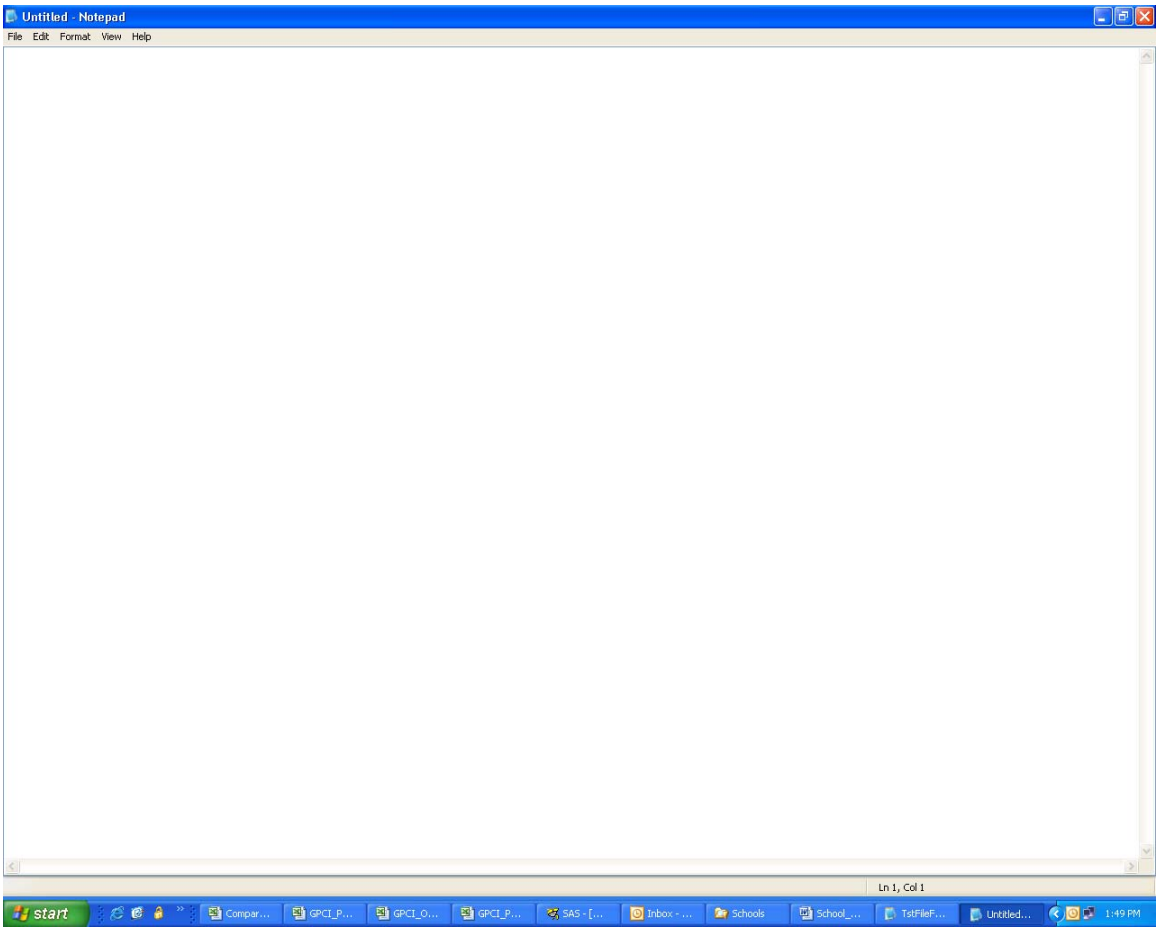
This will take you the next Region Code (which is what you entered in the search box). Press the **Home** key.
Now press and hold the **Shift** key and press the **Up Arrow** key, this selects all the lines you need. <u>Hold the **Shift** key down until you have finished selecting all the rows.</u>

Now press **Edit** from the top Menu Bar and select **Copy.**

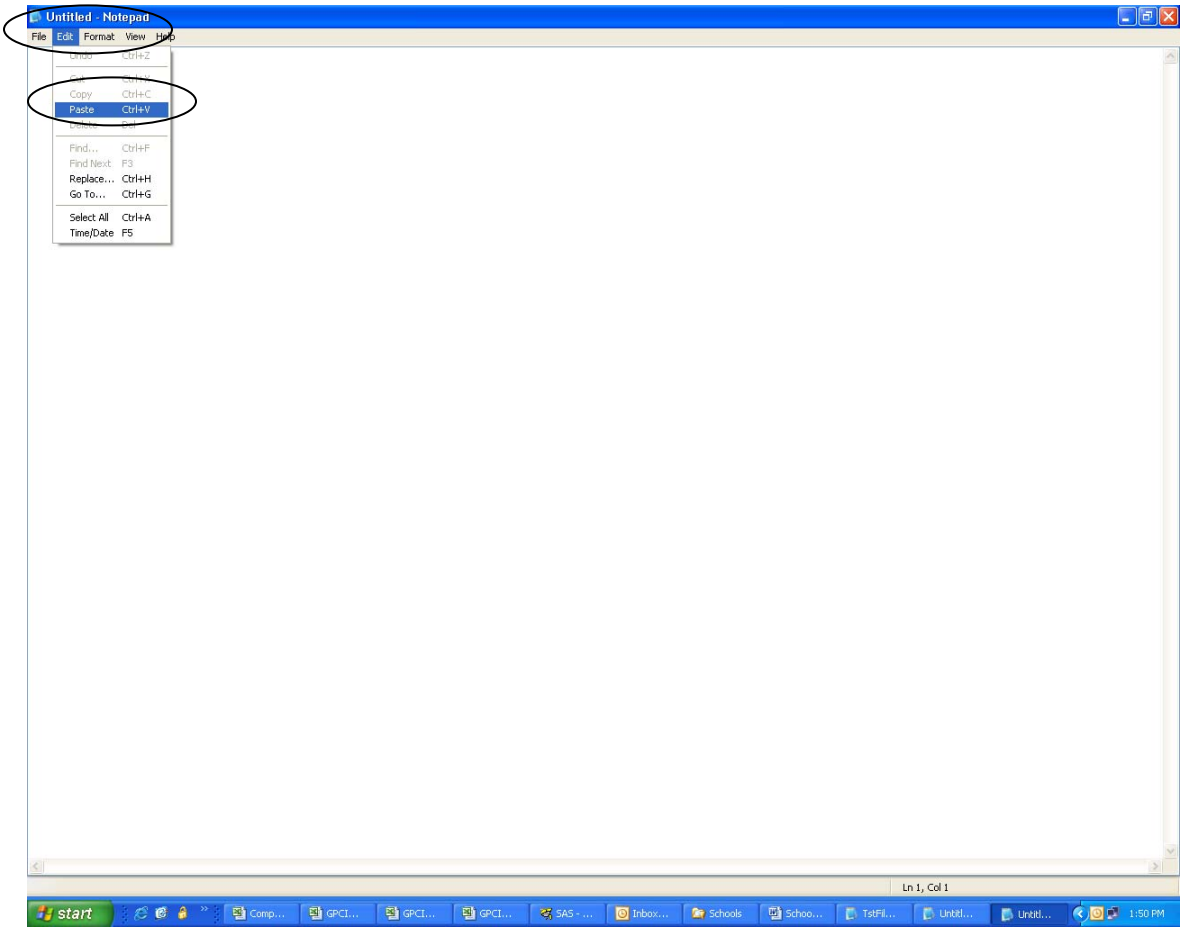


This copies all the lines you have selected. Now open a new Notepad page.

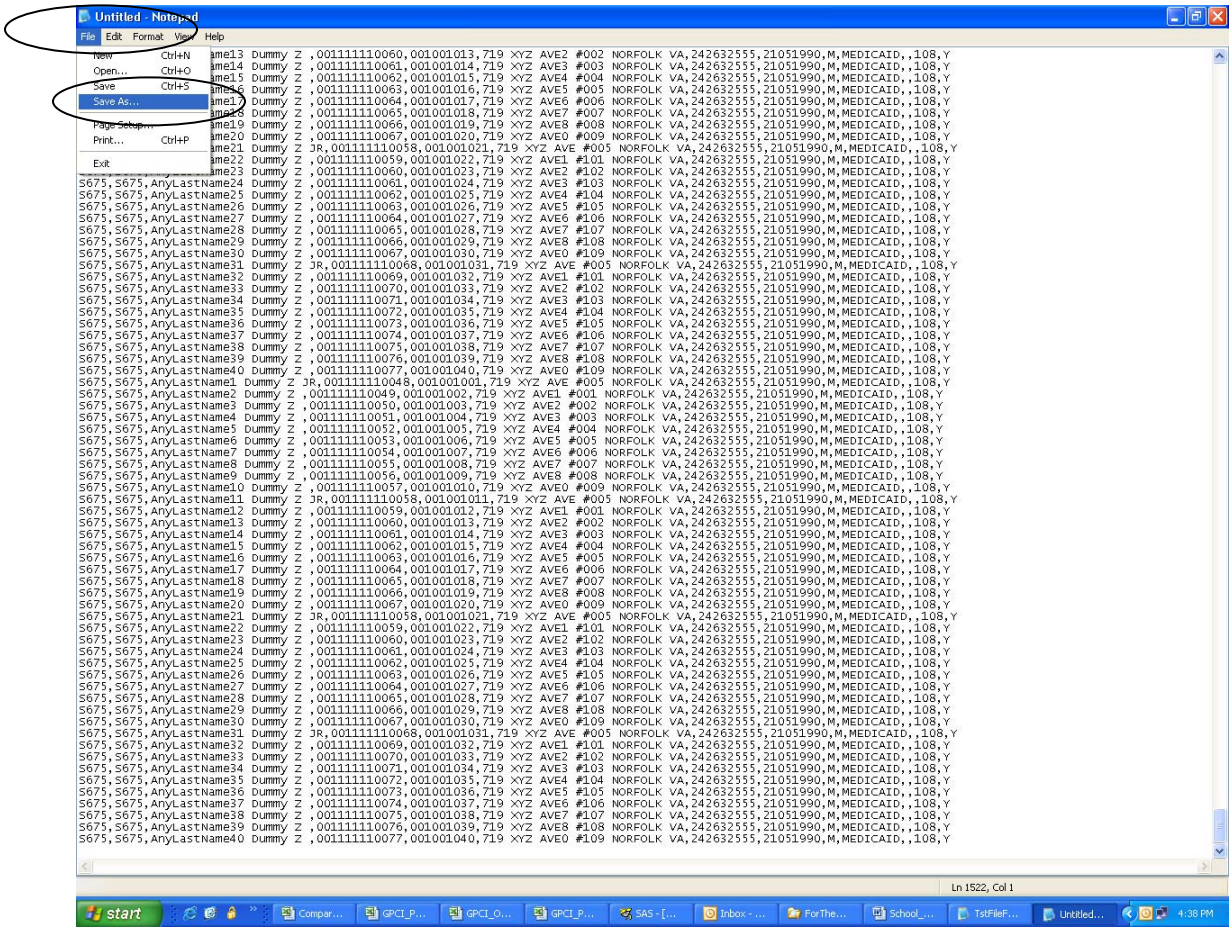
You will get a blank new Notepad.



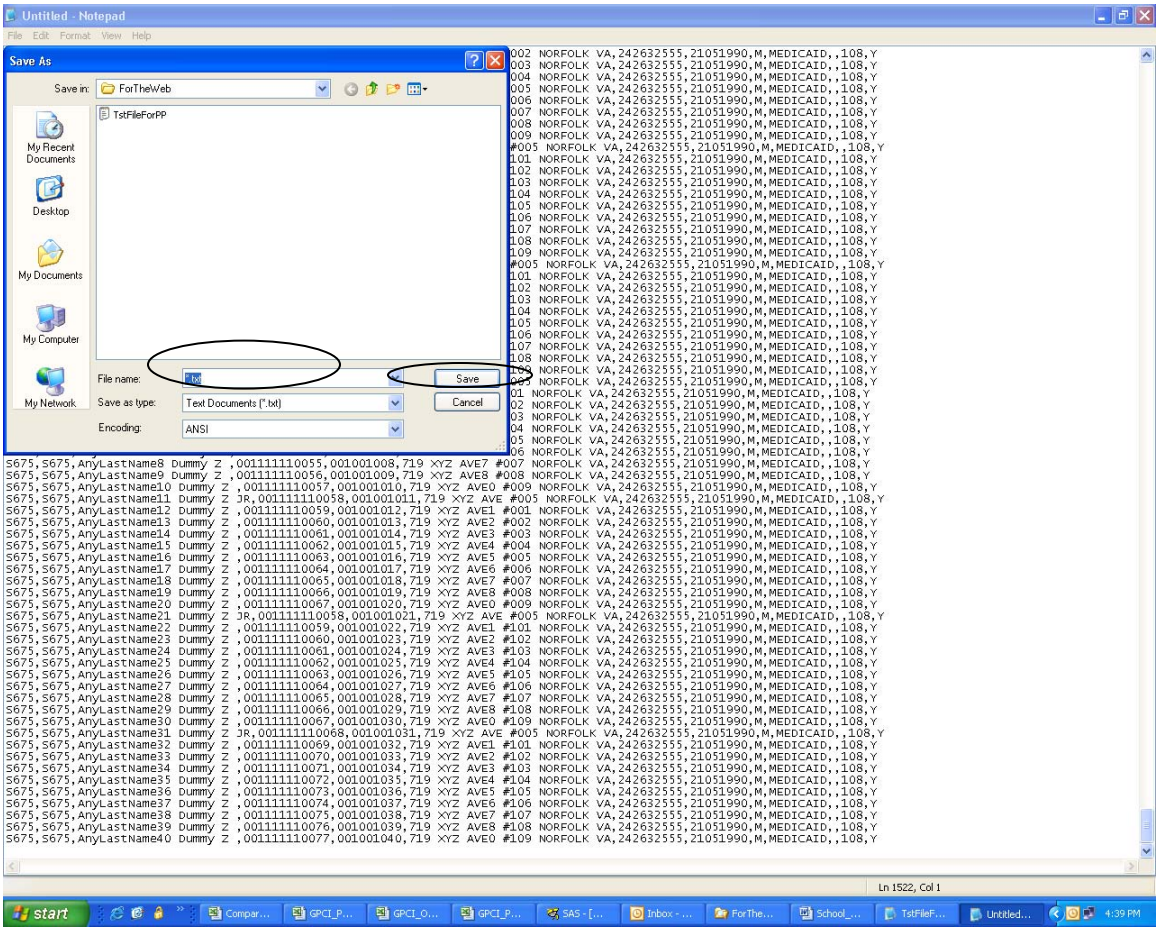
Click **Edit** from the top Menu and then click **Paste** and all the lines will be pasted here.



Now save this file with a new name, select **File** then **Save As**. It still is a text file that can be converted this into Excel.

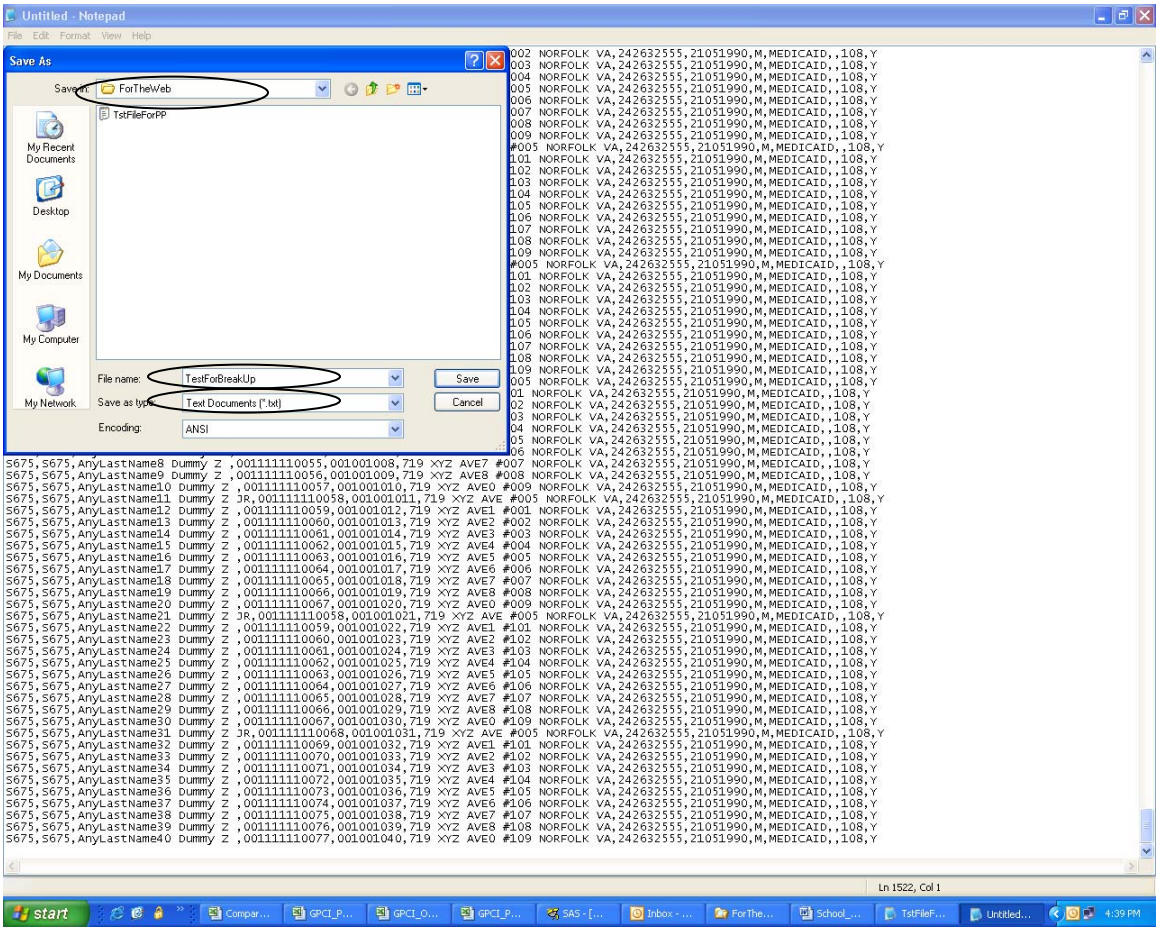


When you select **Save As** this screen will appear.



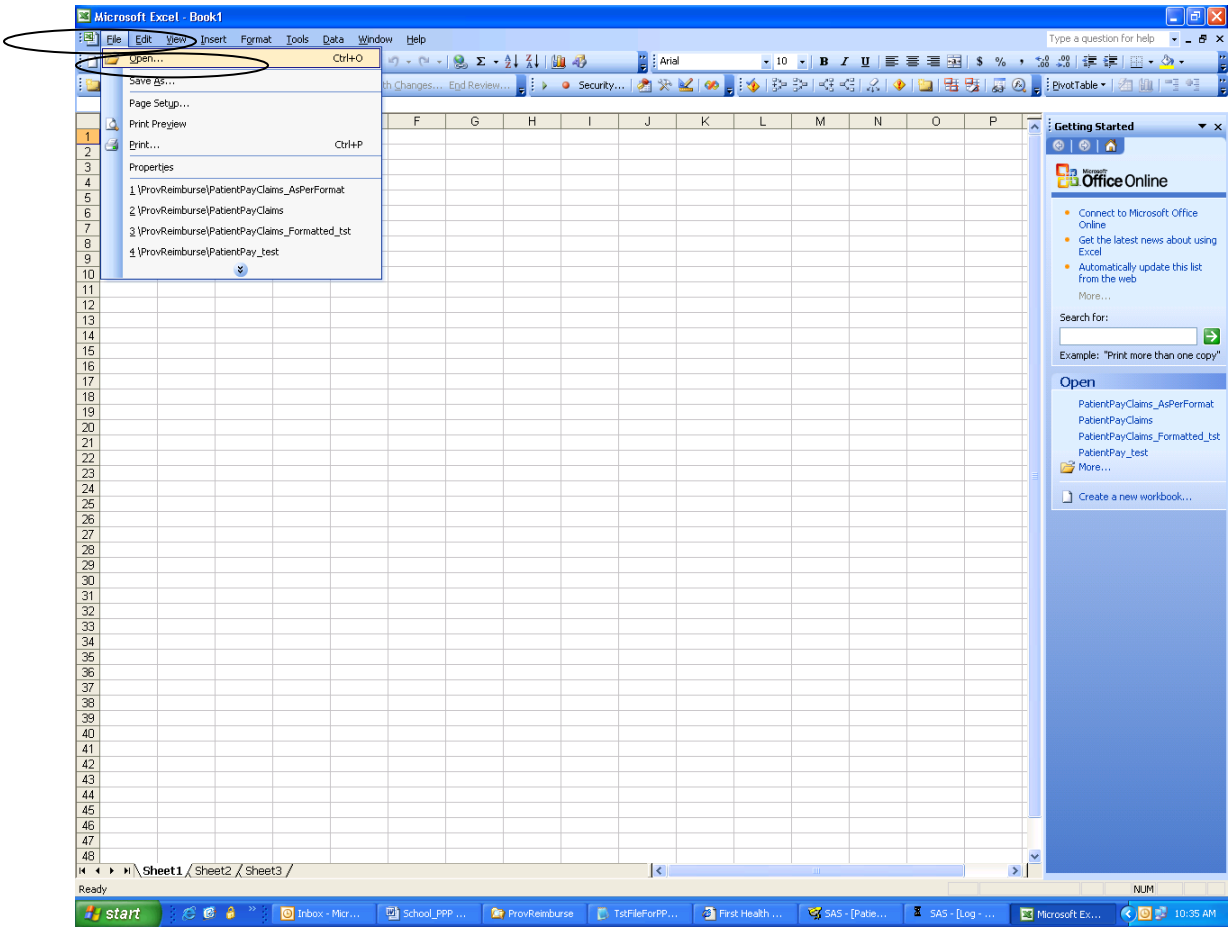
Enter the name you want the file to be saved as and press the **Save** button.

Make sure the directory is correct.



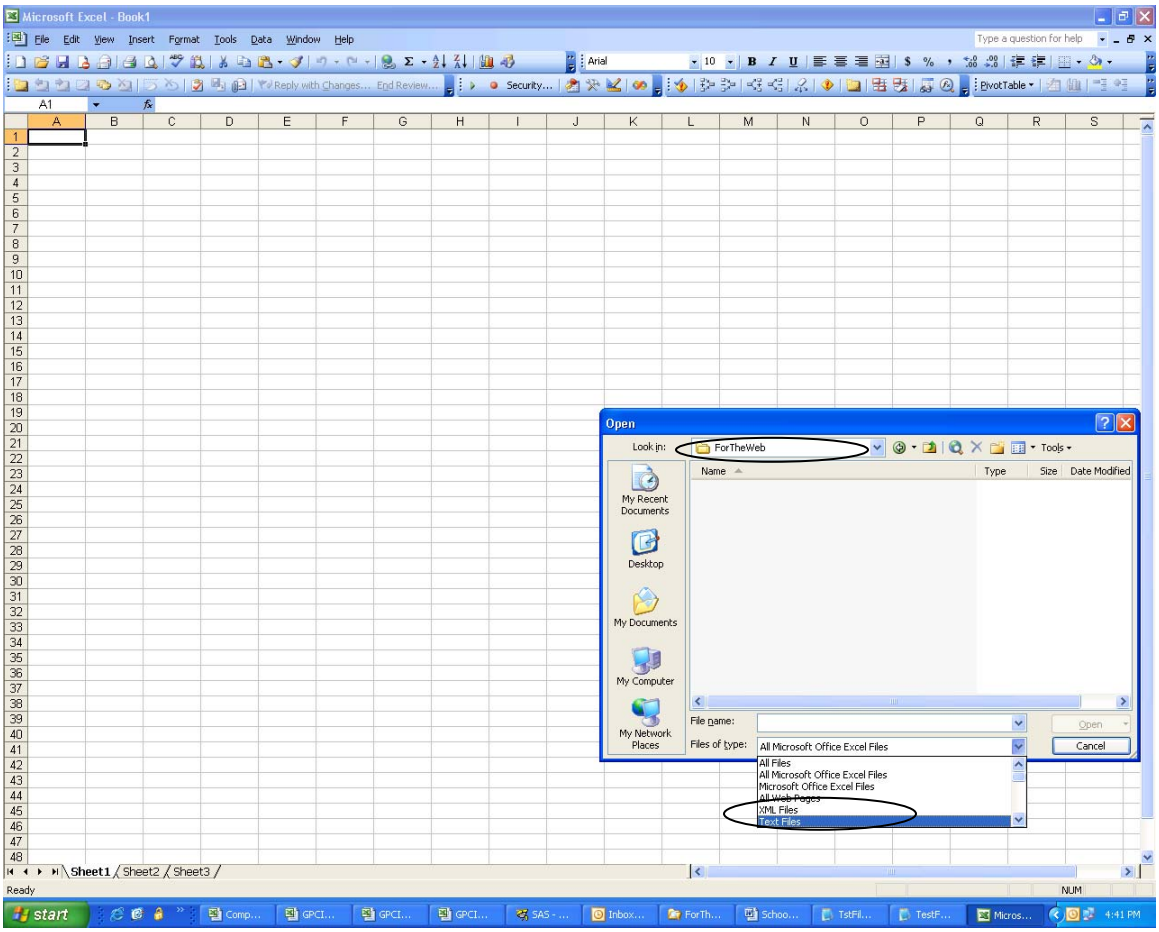
When the file is saved in the directory that you want, with the name that you want, then open a new Excel spreadsheet.

Select the **File** then **Open** option. This screen will appear.

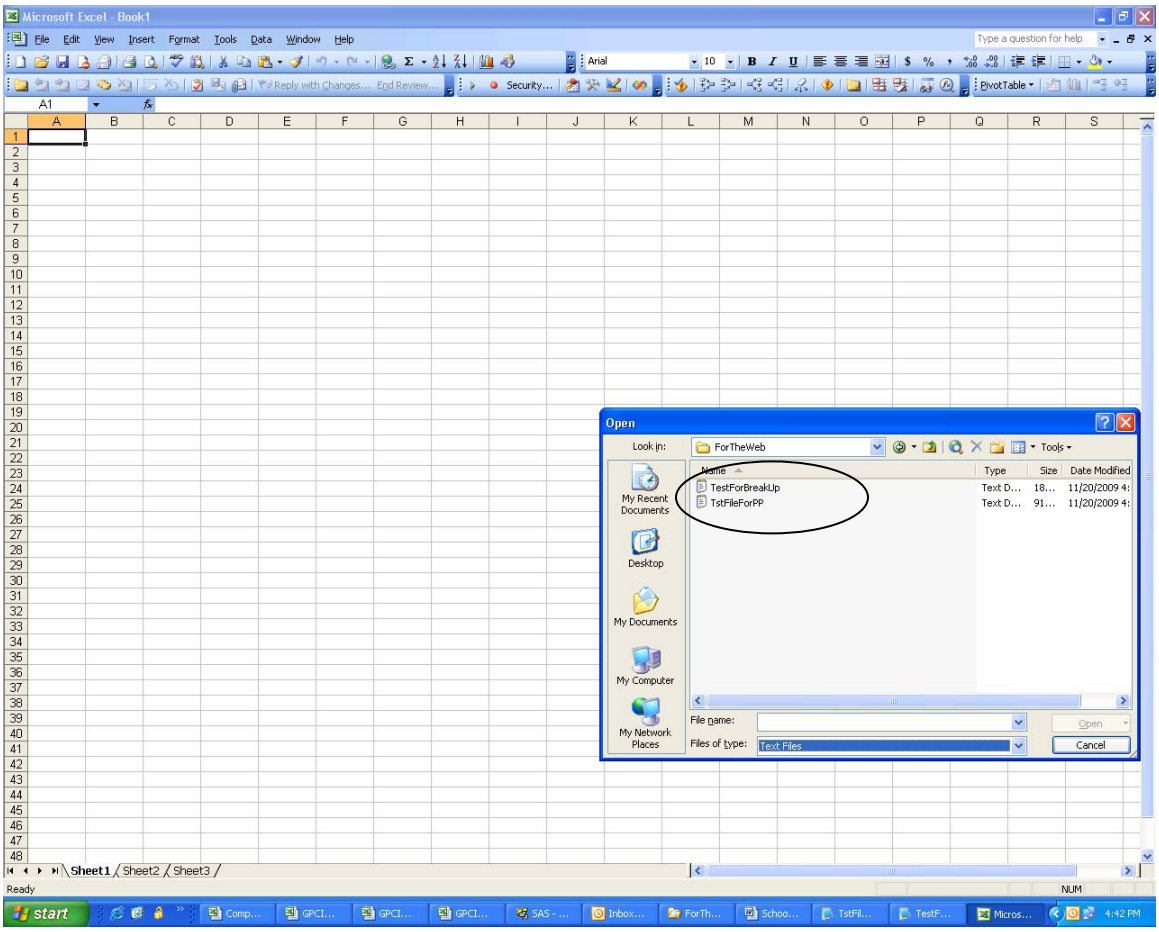


Select the directory where you have stored the text file.

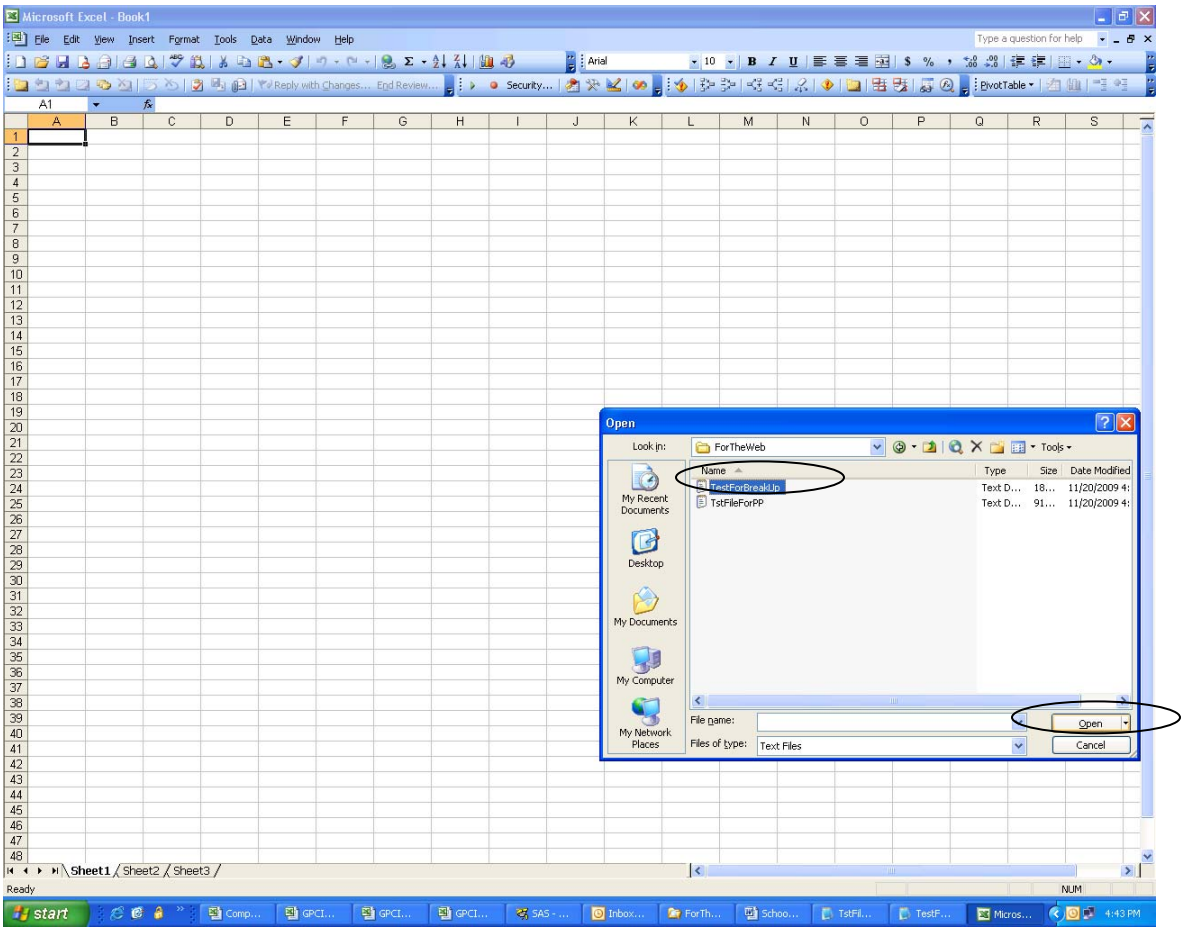
Now change the drop down menu which asks for the **Files of type:** to **Text Files**



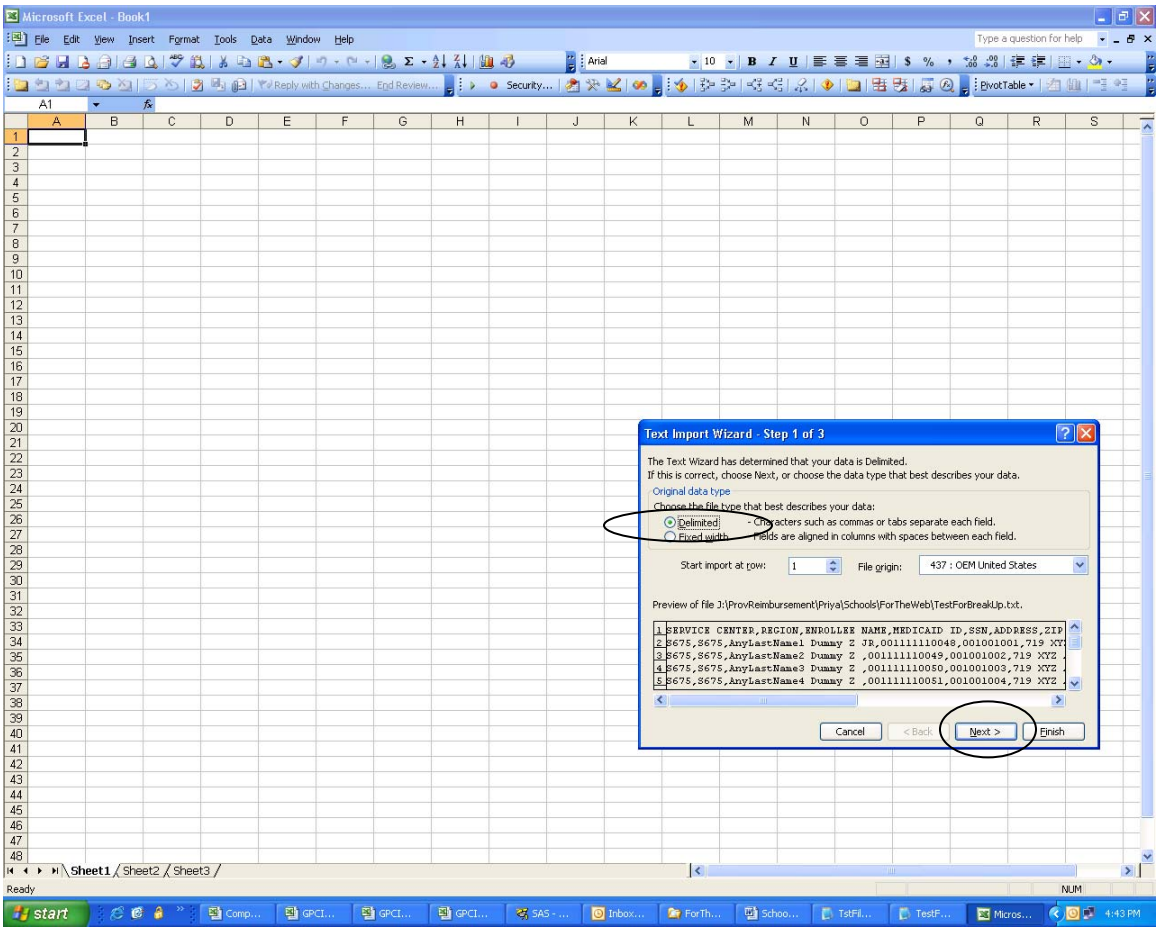
The text files will be displayed.



Select the file you want to open and press the **Open** button.

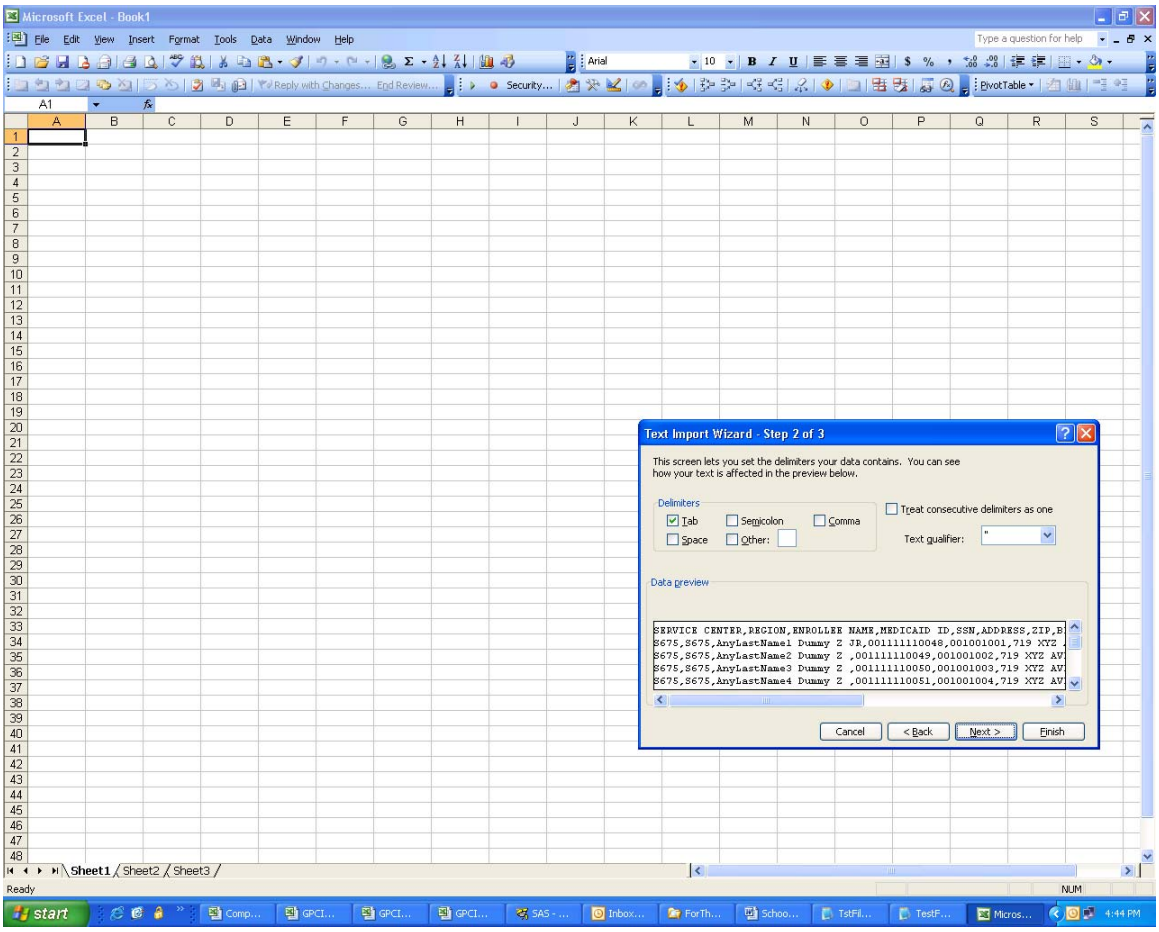


Then this screen will pop up.

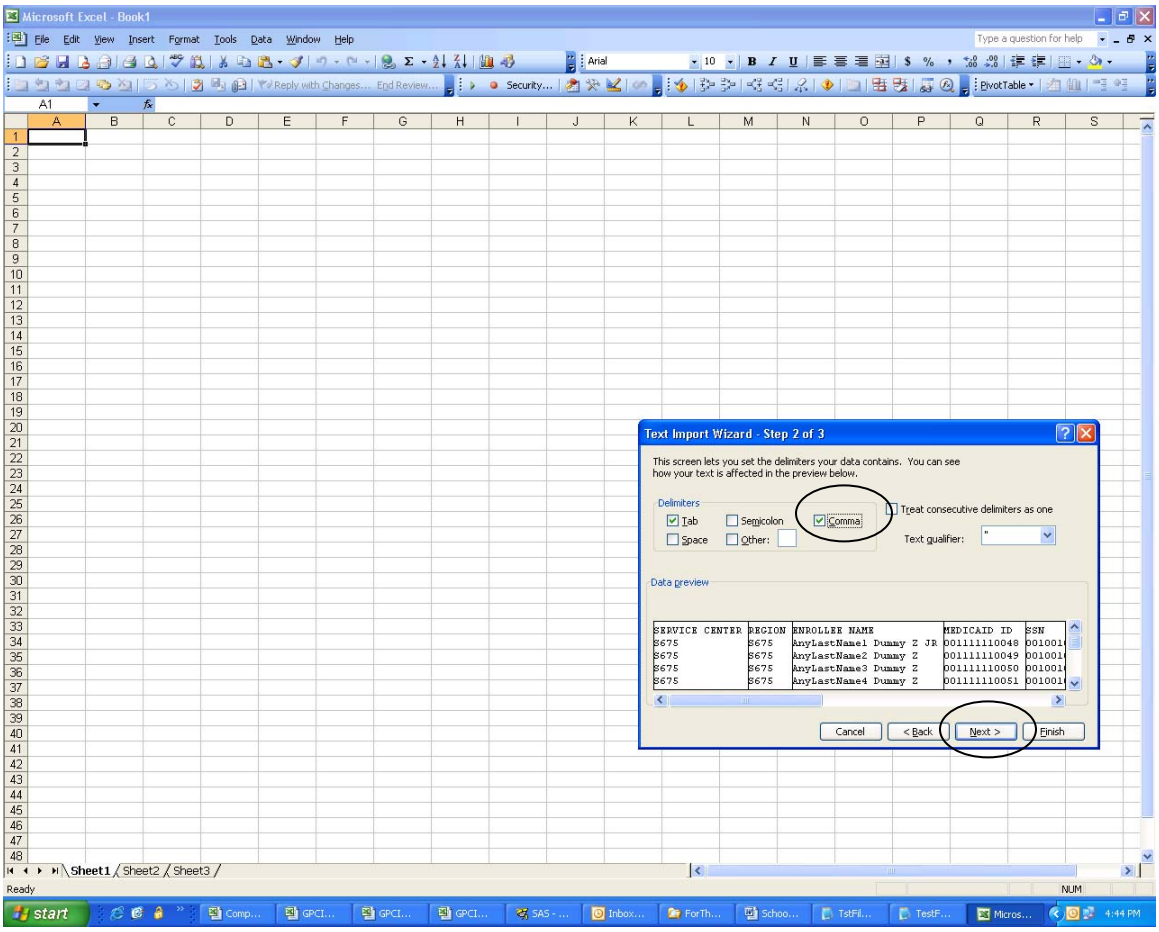


Confirm that the Delimited radio button is selected. Then click the **Next** button.

Upon selecting the **Next** button, this screen will appear.

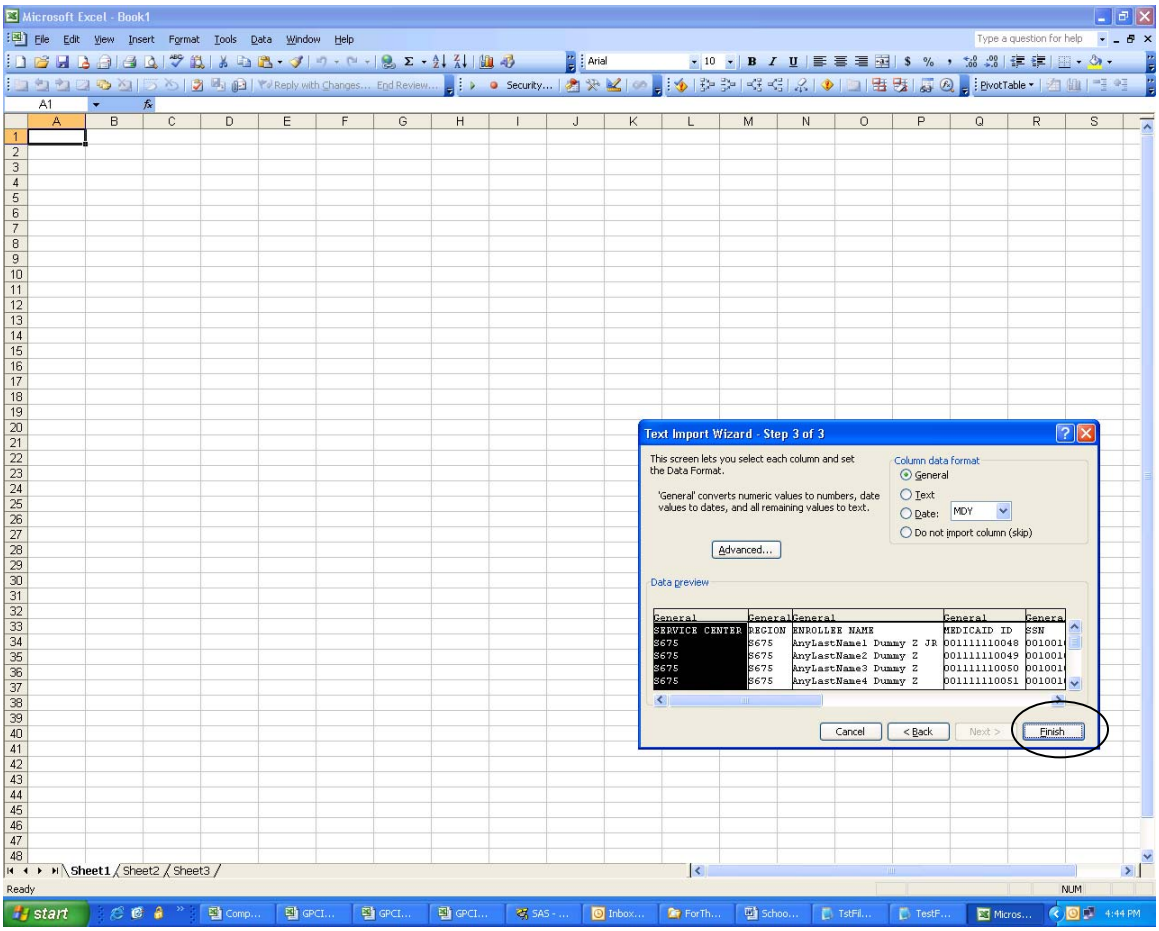


Select the **Comma** check box.



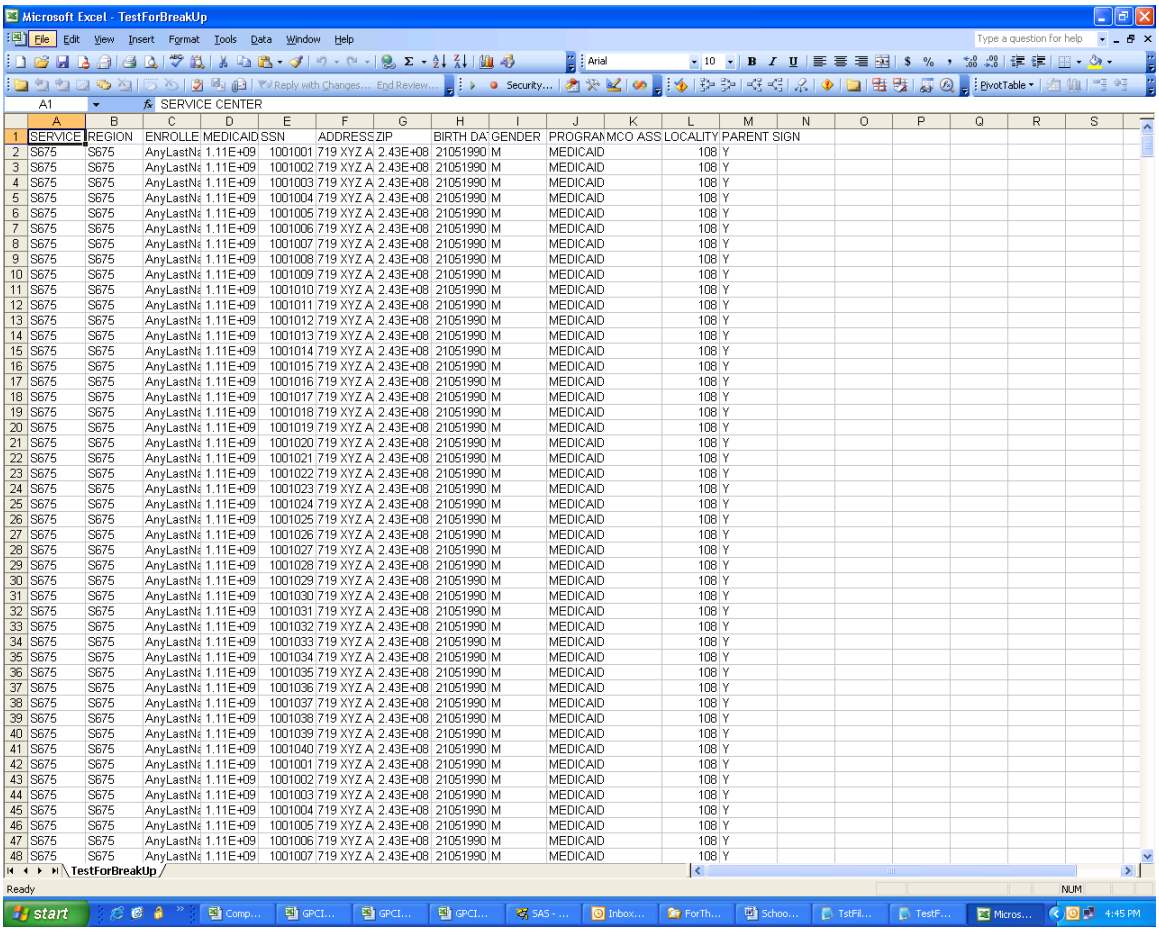
And then press the **Next** button.

After you press the **Next** button this screen will appear.

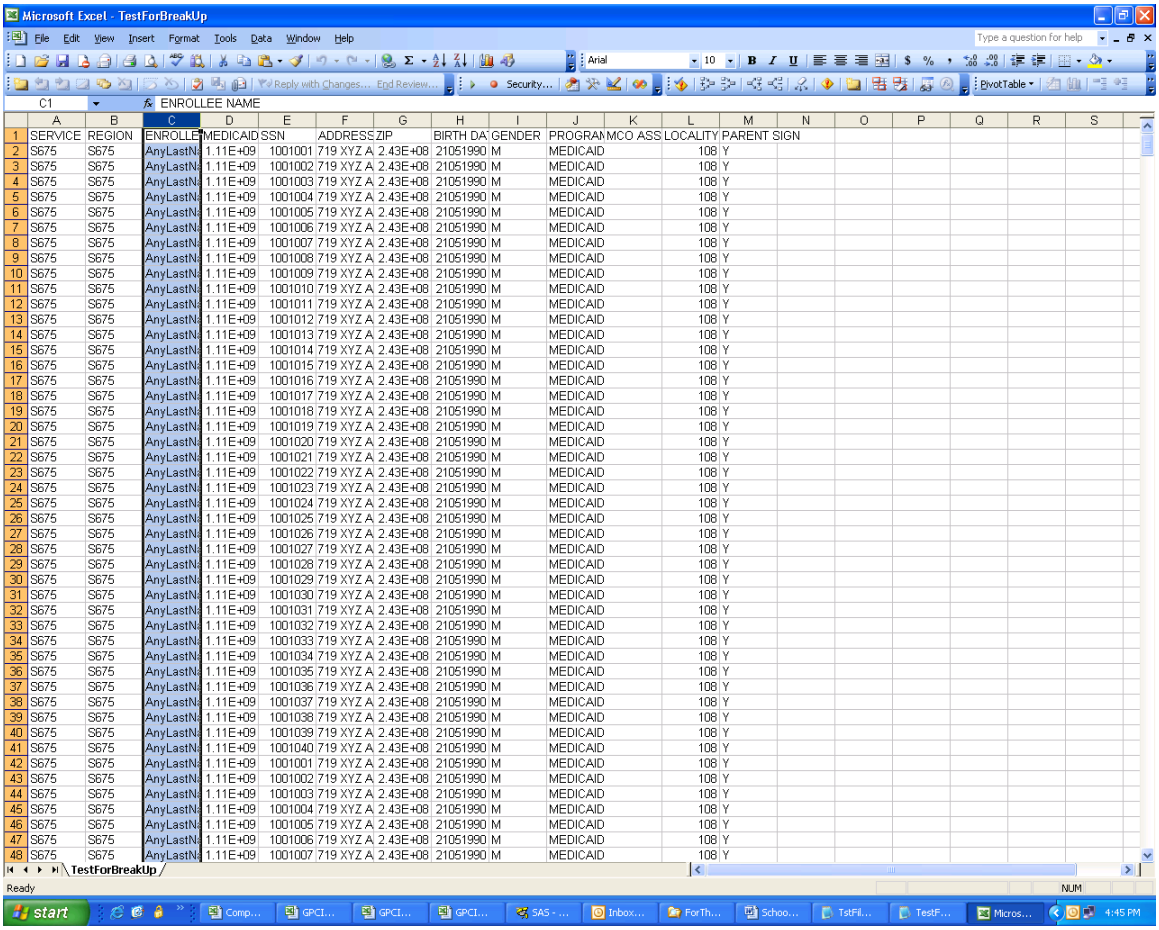


Now press the **Finish** button.

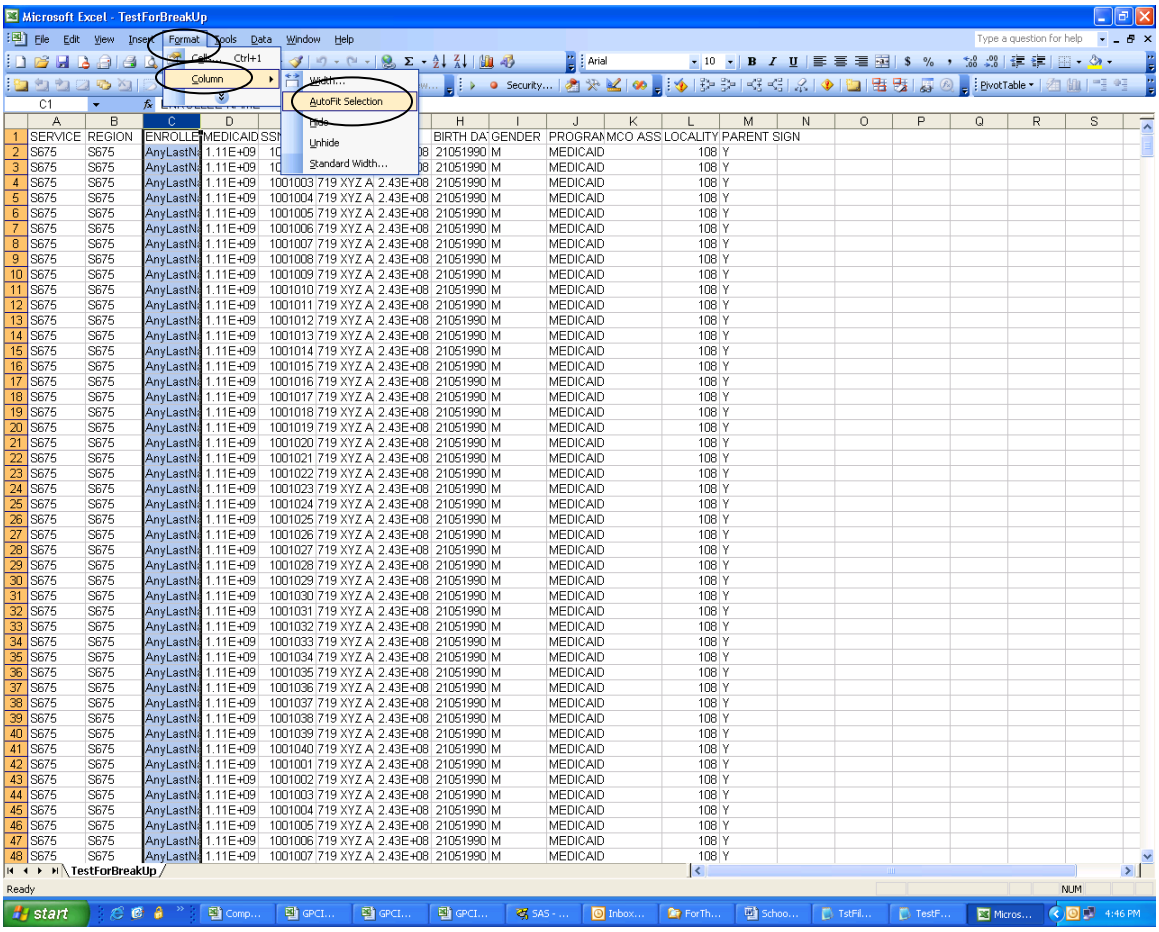
This is what you will see.



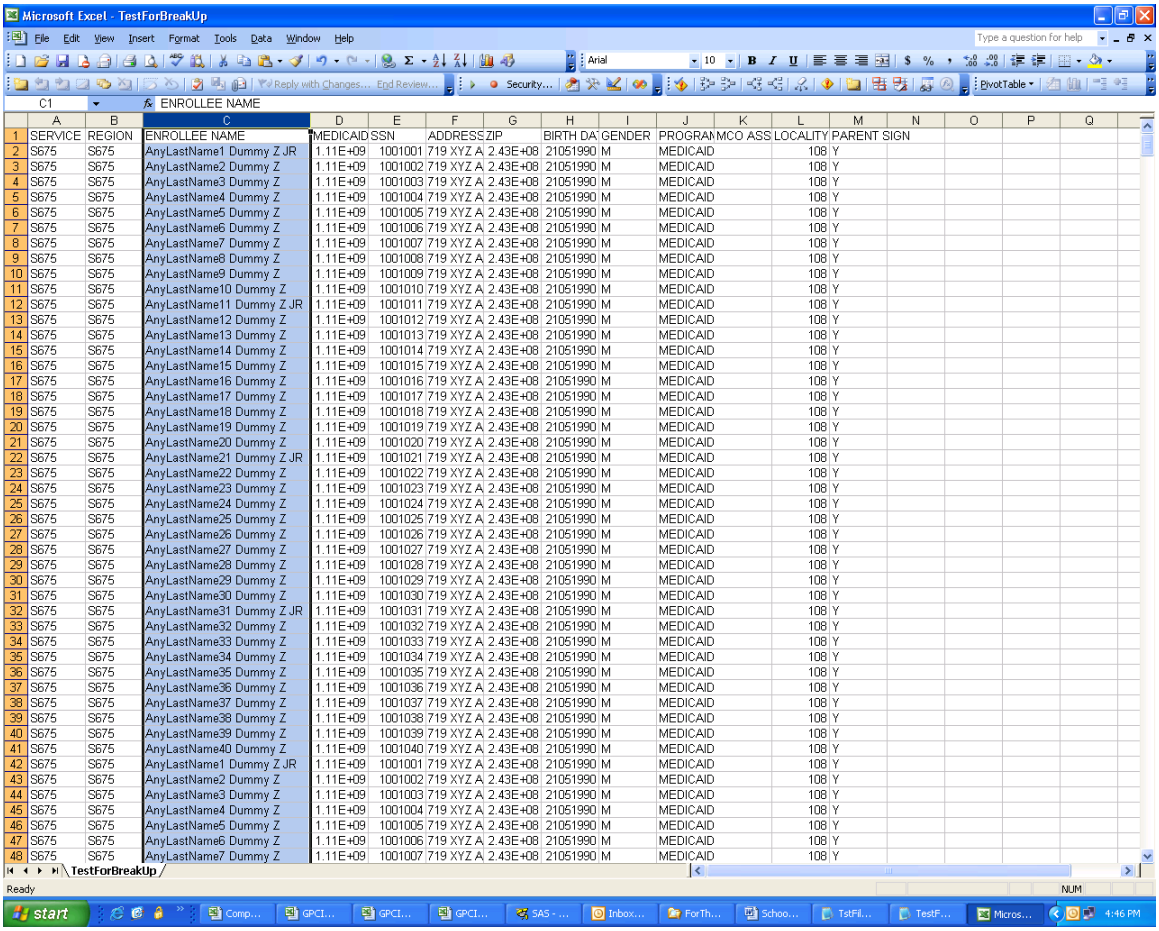
If you want to increase the width of the column select the column.



Then go to the menu option **Format** then select **Column** then select **Autofit Selection.**

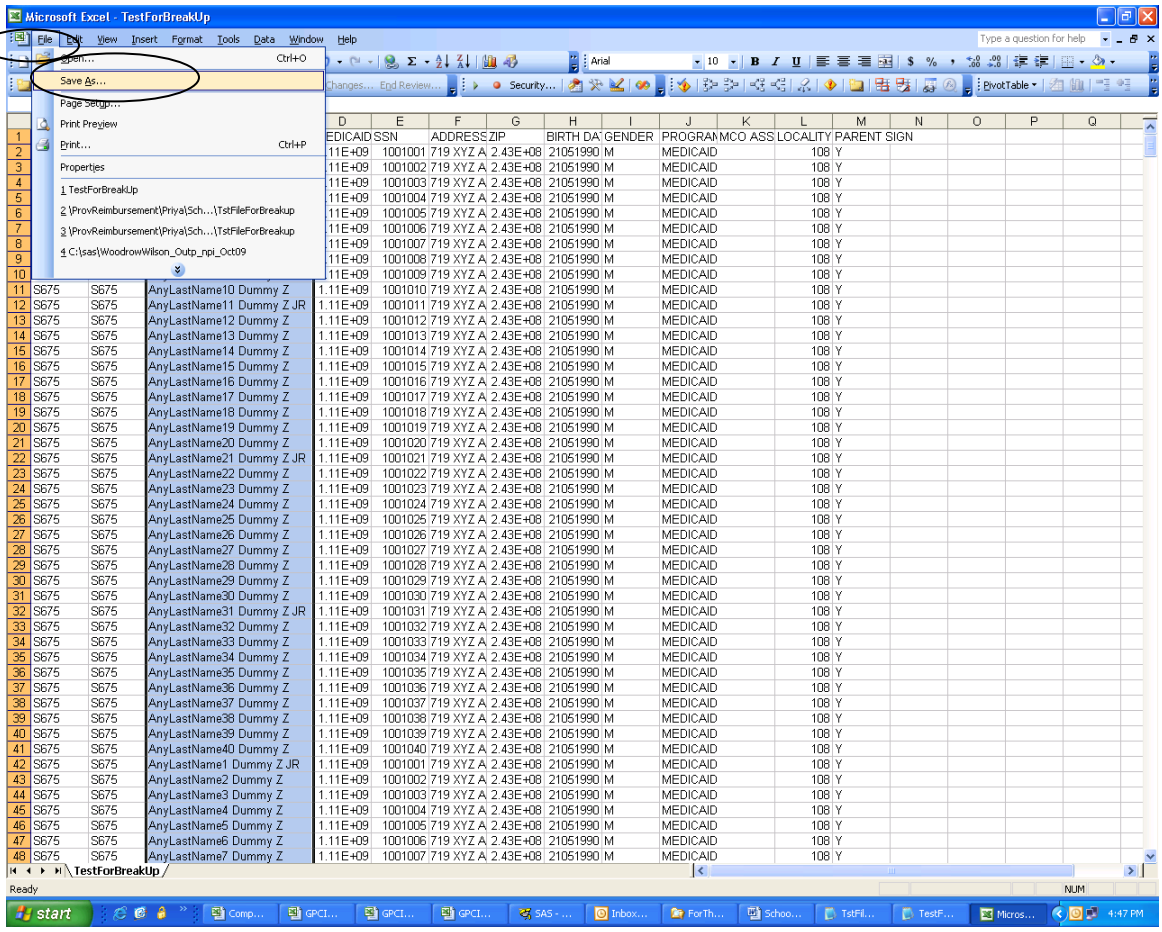


This is how the screen will look after increasing the width of the column. You can do the same for rest of the columns for which you want to increase the width.

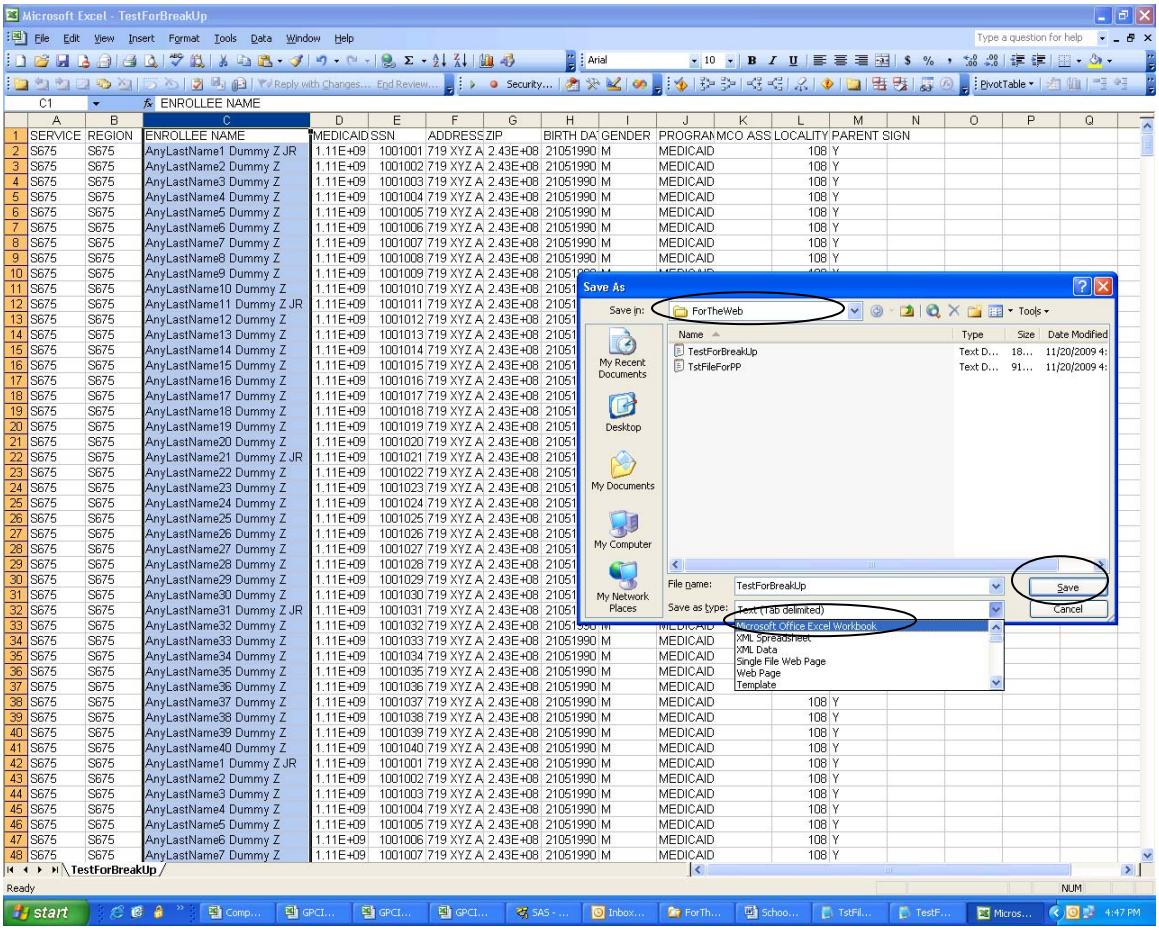


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	SERVICE	REGION	ENROLLEE NAME	MEDICAID	SSN	ADDRESS	ZIP	BIRTH DA	GENDER	PROGRAM	MCO ASS	LOCALITY	PARENT	SIGN			
2	S675	S675	AnyLastName1 Dummy Z JR	1.11E+09	1001001	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
3	S675	S675	AnyLastName2 Dummy Z	1.11E+09	1001002	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
4	S675	S675	AnyLastName3 Dummy Z	1.11E+09	1001003	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
5	S675	S675	AnyLastName4 Dummy Z	1.11E+09	1001004	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
6	S675	S675	AnyLastName5 Dummy Z	1.11E+09	1001005	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
7	S675	S675	AnyLastName6 Dummy Z	1.11E+09	1001006	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
8	S675	S675	AnyLastName7 Dummy Z	1.11E+09	1001007	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
9	S675	S675	AnyLastName8 Dummy Z	1.11E+09	1001008	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
10	S675	S675	AnyLastName9 Dummy Z	1.11E+09	1001009	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
11	S675	S675	AnyLastName10 Dummy Z	1.11E+09	1001010	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
12	S675	S675	AnyLastName11 Dummy Z JR	1.11E+09	1001011	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
13	S675	S675	AnyLastName12 Dummy Z	1.11E+09	1001012	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
14	S675	S675	AnyLastName13 Dummy Z	1.11E+09	1001013	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
15	S675	S675	AnyLastName14 Dummy Z	1.11E+09	1001014	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
16	S675	S675	AnyLastName15 Dummy Z	1.11E+09	1001015	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
17	S675	S675	AnyLastName16 Dummy Z	1.11E+09	1001016	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
18	S675	S675	AnyLastName17 Dummy Z	1.11E+09	1001017	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
19	S675	S675	AnyLastName18 Dummy Z	1.11E+09	1001018	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
20	S675	S675	AnyLastName19 Dummy Z	1.11E+09	1001019	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
21	S675	S675	AnyLastName20 Dummy Z	1.11E+09	1001020	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
22	S675	S675	AnyLastName21 Dummy Z JR	1.11E+09	1001021	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
23	S675	S675	AnyLastName22 Dummy Z	1.11E+09	1001022	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
24	S675	S675	AnyLastName23 Dummy Z	1.11E+09	1001023	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
25	S675	S675	AnyLastName24 Dummy Z	1.11E+09	1001024	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
26	S675	S675	AnyLastName25 Dummy Z	1.11E+09	1001025	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
27	S675	S675	AnyLastName26 Dummy Z	1.11E+09	1001026	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
28	S675	S675	AnyLastName27 Dummy Z	1.11E+09	1001027	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
29	S675	S675	AnyLastName28 Dummy Z	1.11E+09	1001028	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
30	S675	S675	AnyLastName29 Dummy Z	1.11E+09	1001029	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
31	S675	S675	AnyLastName30 Dummy Z	1.11E+09	1001030	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
32	S675	S675	AnyLastName31 Dummy Z JR	1.11E+09	1001031	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
33	S675	S675	AnyLastName32 Dummy Z	1.11E+09	1001032	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
34	S675	S675	AnyLastName33 Dummy Z	1.11E+09	1001033	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
35	S675	S675	AnyLastName34 Dummy Z	1.11E+09	1001034	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
36	S675	S675	AnyLastName35 Dummy Z	1.11E+09	1001035	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
37	S675	S675	AnyLastName36 Dummy Z	1.11E+09	1001036	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
38	S675	S675	AnyLastName37 Dummy Z	1.11E+09	1001037	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
39	S675	S675	AnyLastName38 Dummy Z	1.11E+09	1001038	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
40	S675	S675	AnyLastName39 Dummy Z	1.11E+09	1001039	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
41	S675	S675	AnyLastName40 Dummy Z	1.11E+09	1001040	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
42	S675	S675	AnyLastName1 Dummy Z JR	1.11E+09	1001001	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
43	S675	S675	AnyLastName2 Dummy Z	1.11E+09	1001002	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
44	S675	S675	AnyLastName3 Dummy Z	1.11E+09	1001003	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
45	S675	S675	AnyLastName4 Dummy Z	1.11E+09	1001004	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
46	S675	S675	AnyLastName5 Dummy Z	1.11E+09	1001005	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
47	S675	S675	AnyLastName6 Dummy Z	1.11E+09	1001006	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				
48	S675	S675	AnyLastName7 Dummy Z	1.11E+09	1001007	719 XYZ A	2.43E+08	21051990	M	MEDICAID		108	Y				

After making the changes press the **File** then **Save As** option.

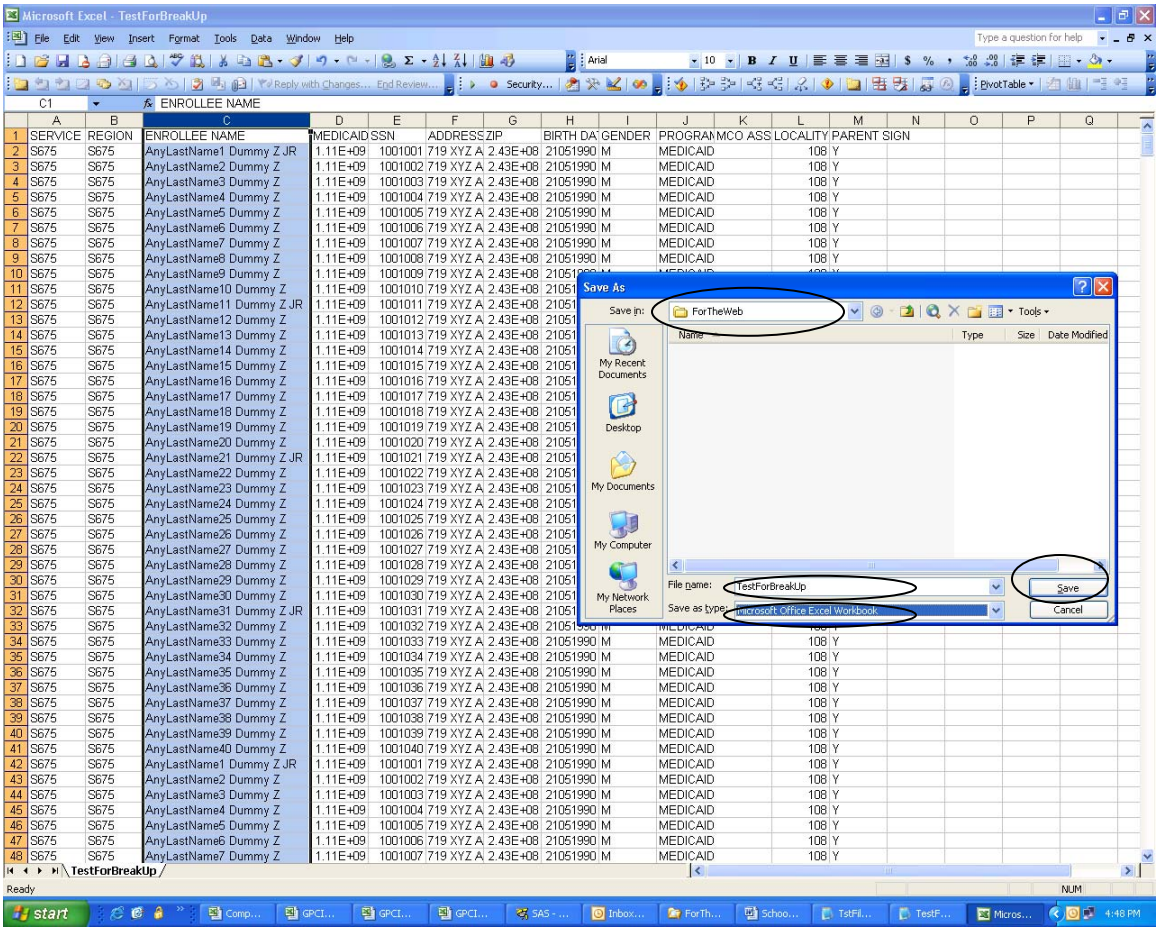


This screen will appear. Change the **Save as type** option to **Microsoft Option Excel workbook.**

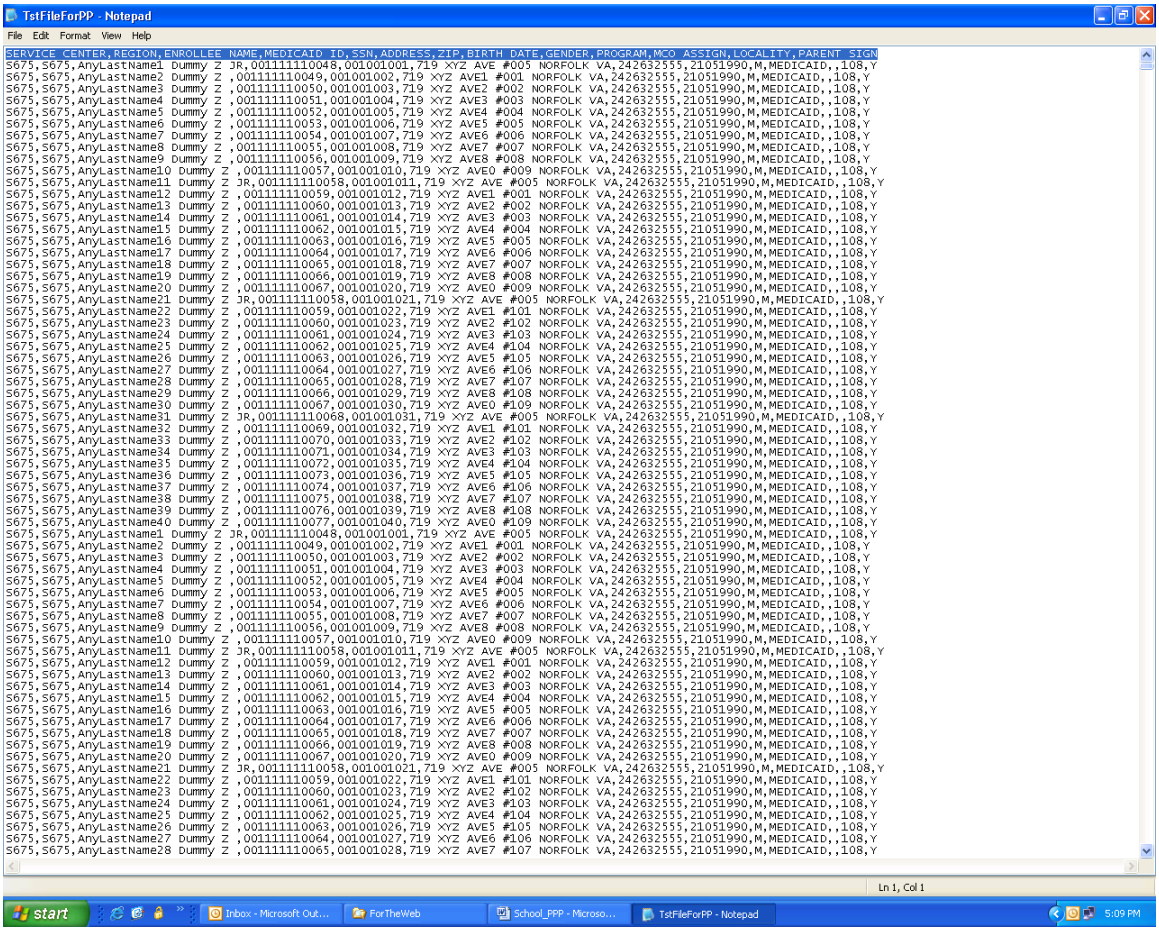


Either keep the same name as is displayed on the **File name:** option or you can change it, press the **Save** button.

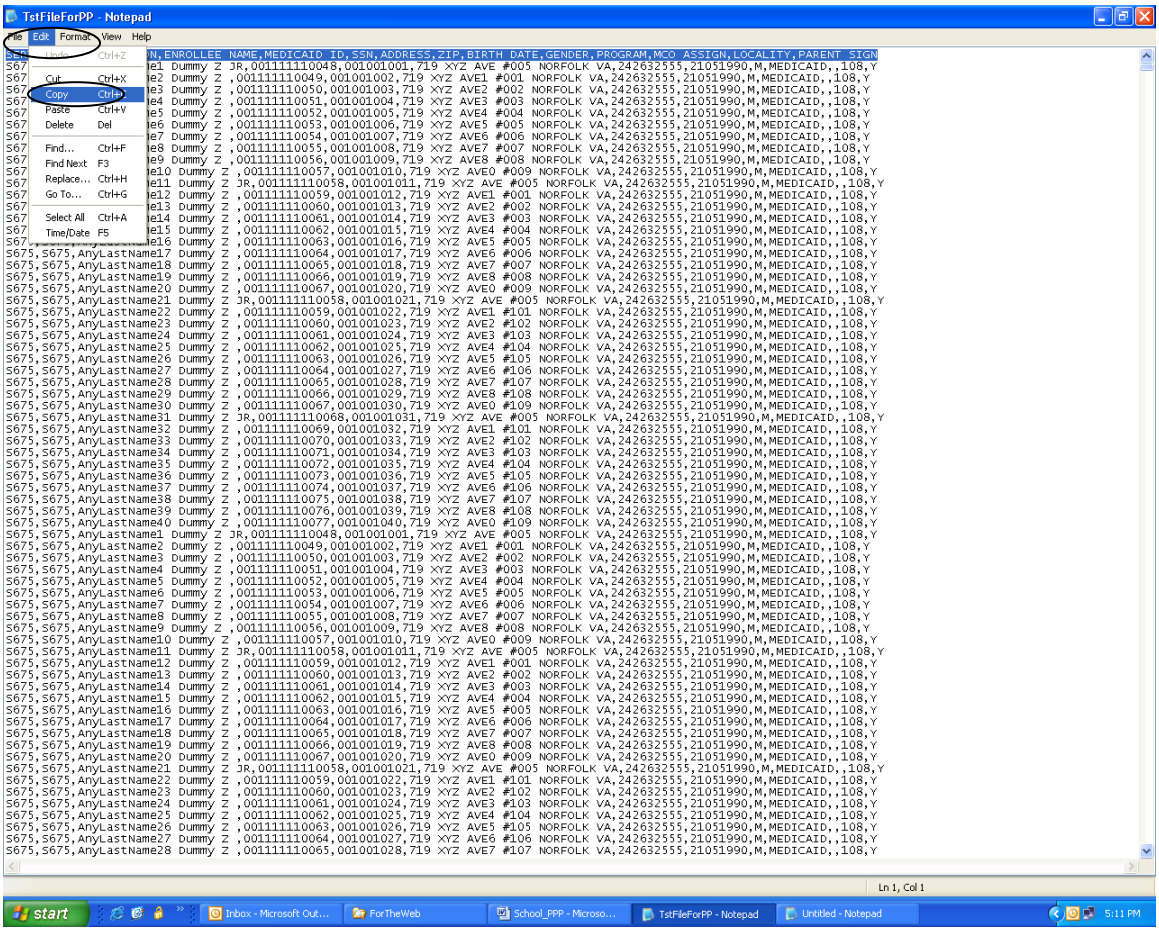
The file gets saved as an Excel File in the selected directory.



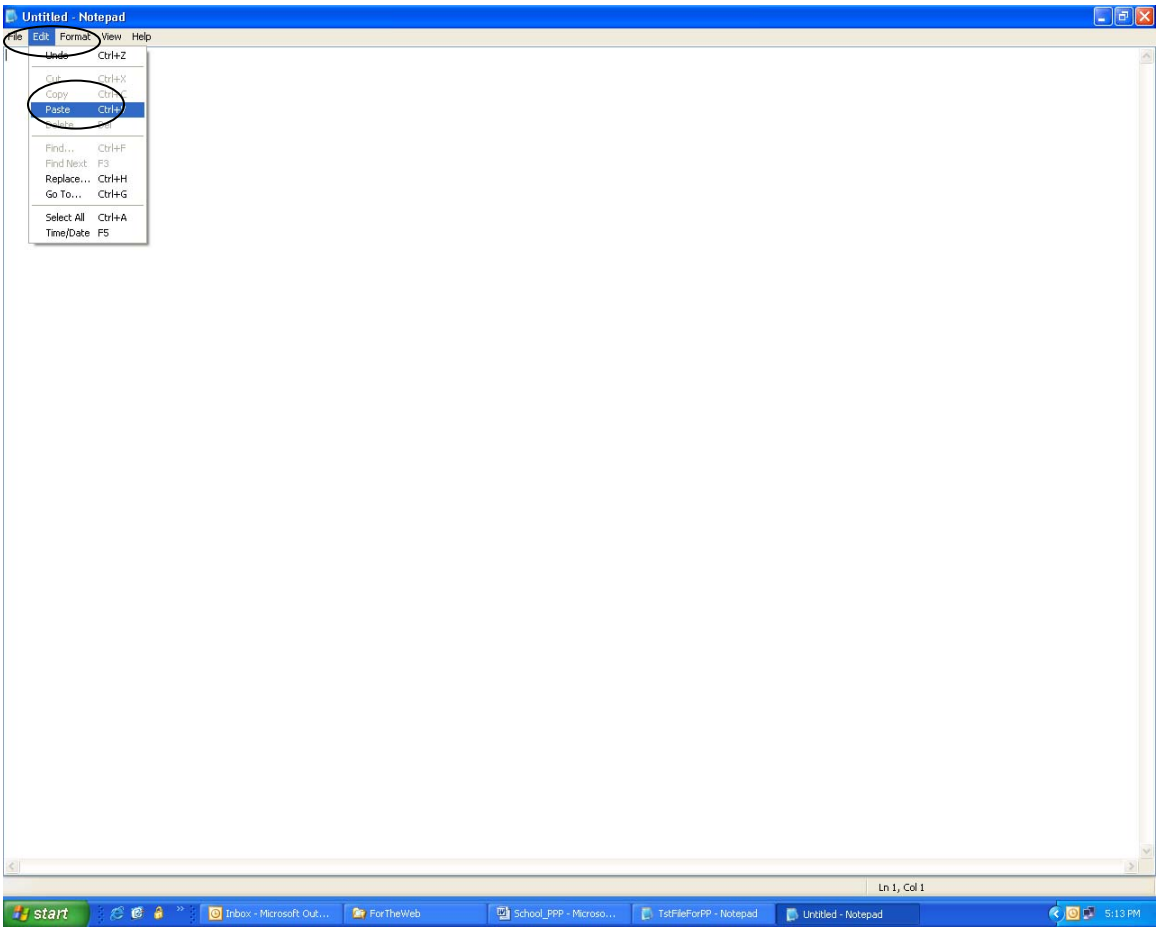
Now do the same process for the other regions. But before you start the search for next region, go to the top of the original text file by pressing the **Ctrl** and **Home** keys together. This will take you to the top of the text file. Now press the **Shift** and **Down Arrow** keys together only once. This will mark the first line in the text file which is the header line.



Press **Edit** then **Copy.**

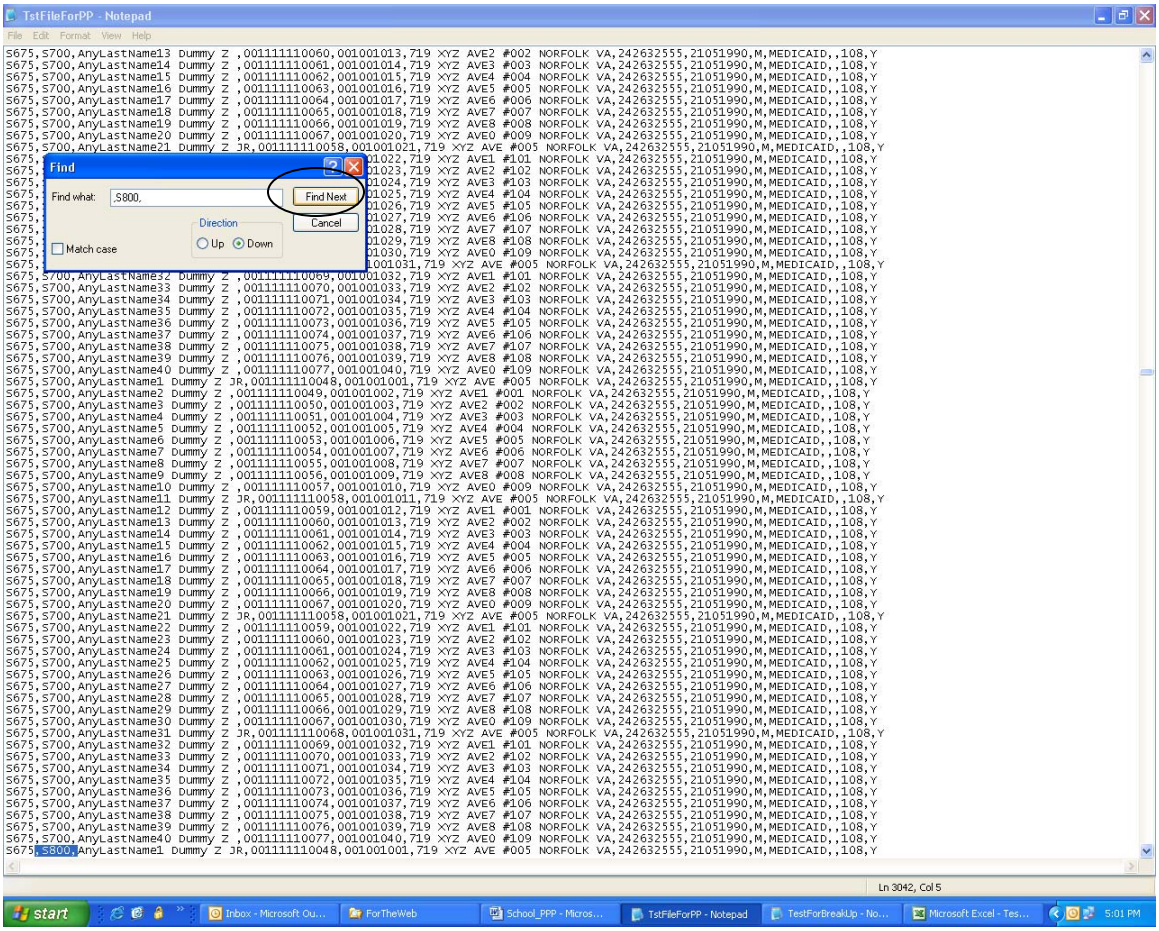


Now open a new Notepad and paste the header line to a new text file.

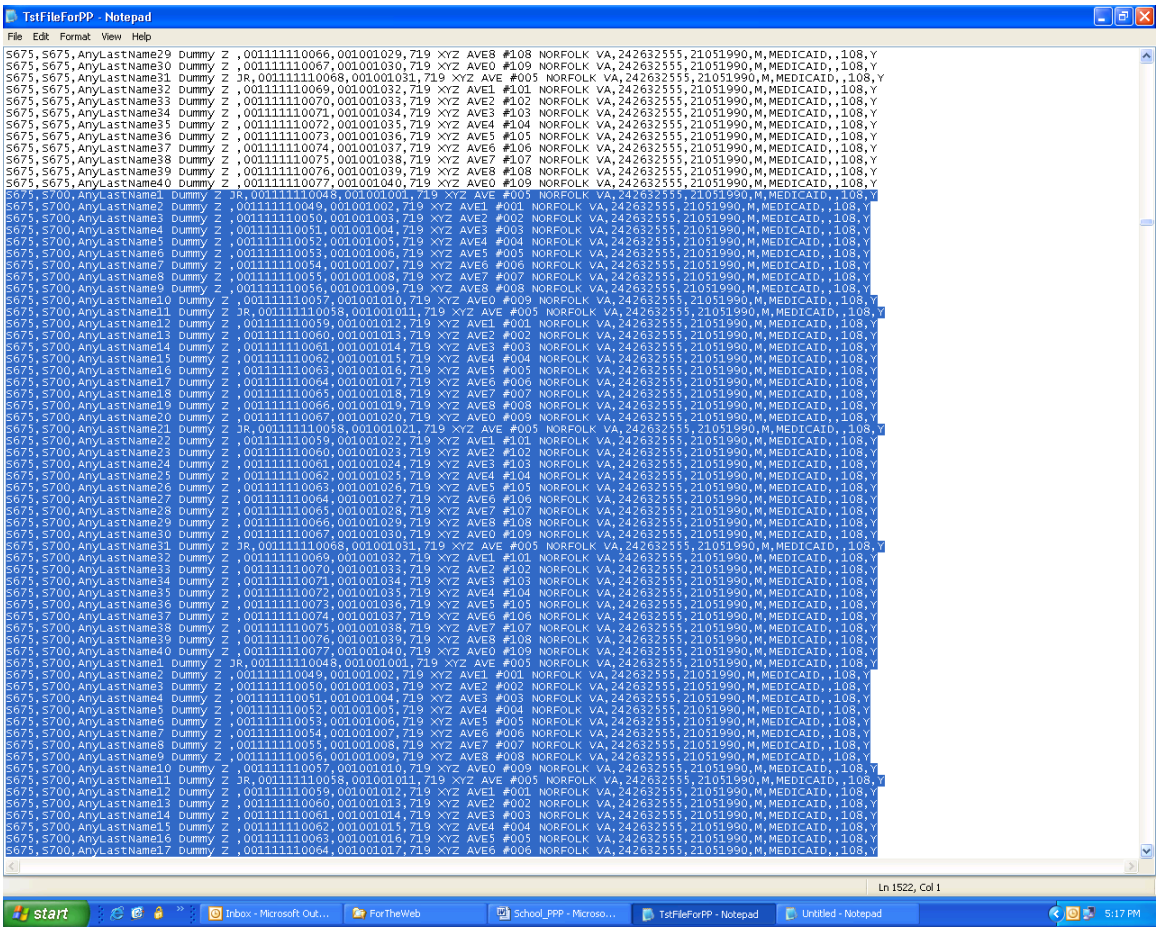


Go back to the original text file and select the next Region which you want to copy.

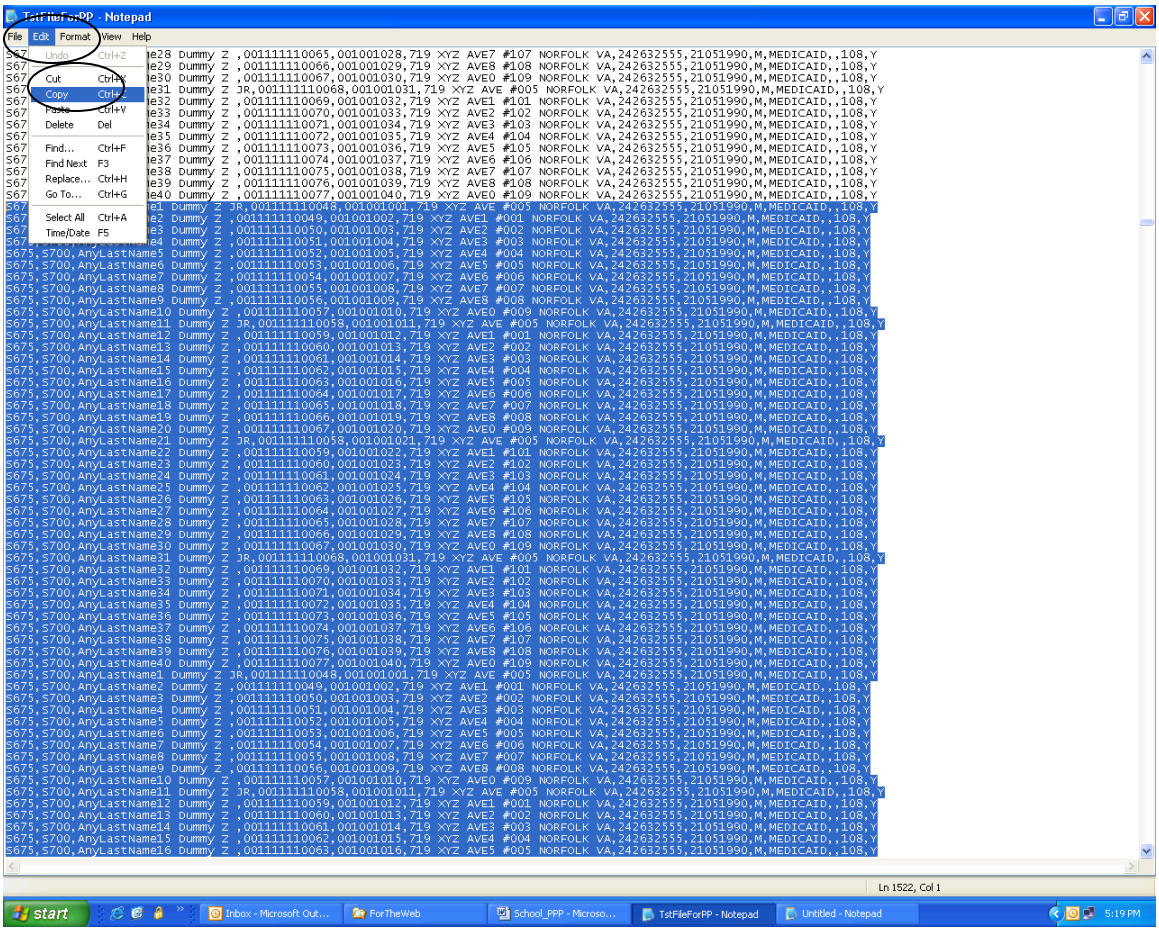
To select the next Region select **Edit** then **Find**. Enter the next Region code you want to copy in the Find box and press the **Find Next** button.



Select only the rows you want to copy.

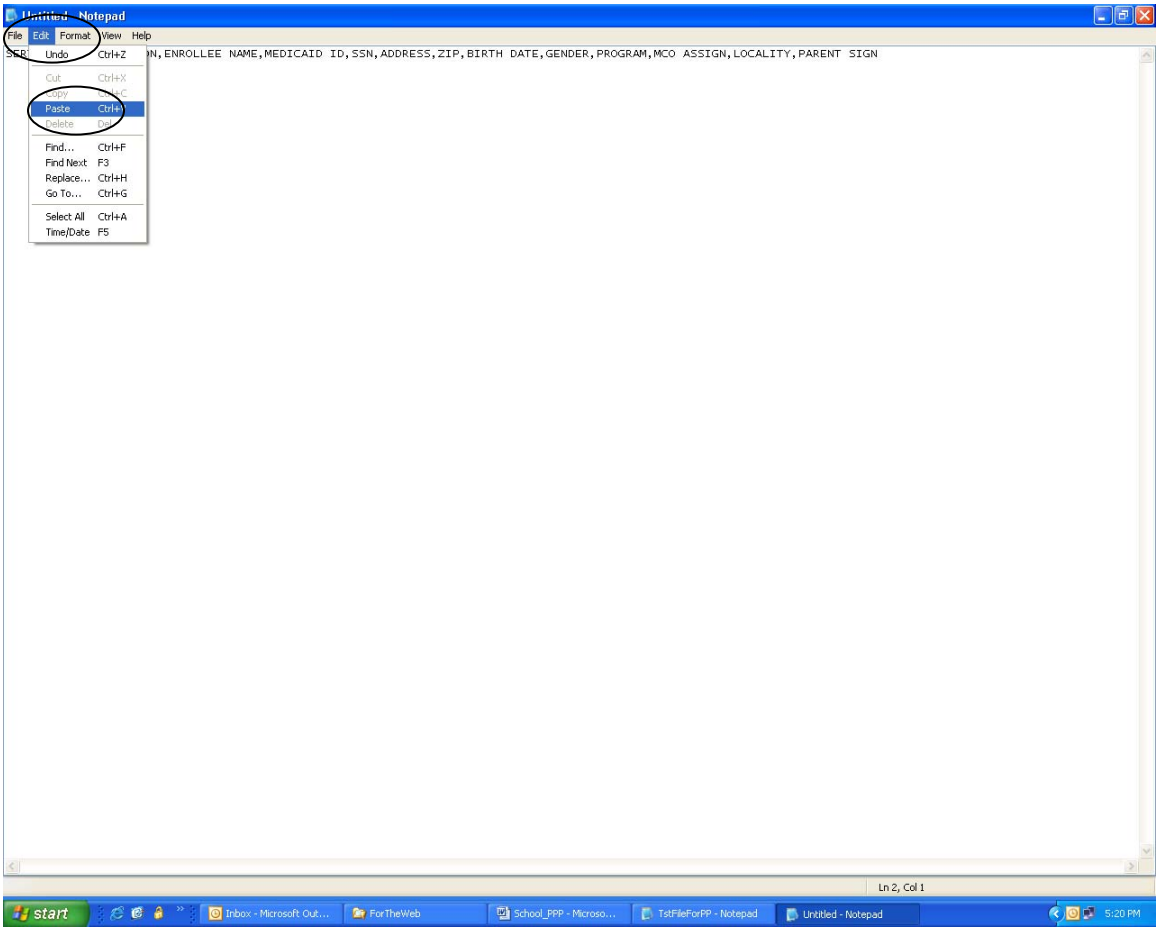


Then select **Edit** then **Copy.**

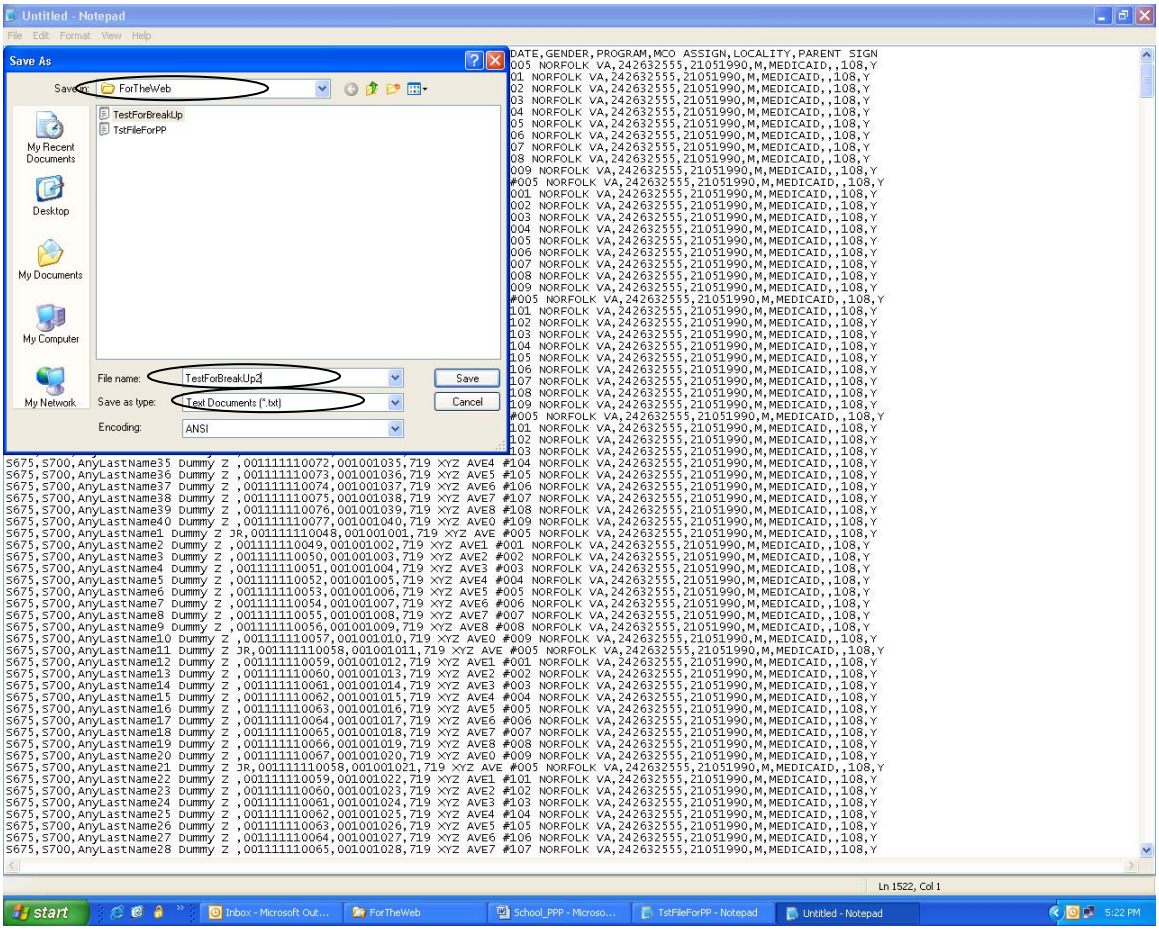


Now go back to the Notepad where you had copied the header line.

And select **Edit** then **Paste.** All the lines will be pasted in the Notepad.



Now continue to save as a text file giving it a new name. Then open it in Excel. Follow the steps mentioned above.



Do the same steps for all the regions.