

## SAVING DATA IN ASCII FORMAT

### **EXAMPLE ONE: Using WordPerfect for DOS to Save the Document as ASCII File**

1. Without exiting the document, insert a formatted 3 1/2" diskette into the diskette drive (this should be your "a" drive).
2. Press Text in/out (Ctrl-F5)
3. Select DOS Text (1)
4. Then select Save (1) to save the file in DOS text format (ASCII)
5. Type A:\CREDITOR.TXT and press the enter key to name the document and save it to the diskette.

### **EXAMPLE TWO: Using WordPerfect for Windows to save the document as an ASCII file:**

1. Without exiting the document, insert a formatted 3 1/2" diskette into the diskette drive (this should be your "a" drive).
2. Using the mouse, Select **File**, then select **Save As...**(or press F3).
3. Click the arrow next to the box labeled **Save File as Type** and you should see a list appear below this box. Use the mouse to move the slider button upward until the following text appears: **ASCII (DOS) Text (\*.\*)**. Click once on this text to select it. [Do not save as Delimited Text or Generic Word Processor.]
4. Name the document by clicking on the File Name box and typing **A:\CREDITOR.TXT** on the box labeled: **Ok**. and the matrix file will be saved to the diskette.

### **EXAMPLE THREE: Using Microsoft Word to save the document as an ASCII file:**

1. Without exiting the document, insert a formatted 3 1/2" diskette into the diskette drive (this should be your "a" drive).
2. Using the mouse. Select **File**, then select **Save As...**(or press **Alt-F**, then **A**).
3. Click the arrow next to the box labeled **Save as Type** and you should see a list of names appear below this box. Near the top of this list, you should see the name **MS-DOSText**. Click once on this text to highlight it.
4. Name the document by clicking on the File Name box and typing **A:\CREDITOR.TXT**, click once on the box labeled: **Save**. and the matrix file will be saved to the diskette.