

Excel File Attached to a Message Won't Open Correctly

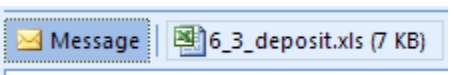

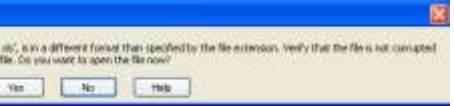


Situation:

An Excel file has been attached to an email. The file comes from another department. But when you go to open it from the message, you receive a warning that

Overview:

Even though the files appear to be in XLS format, they are really in a tab delimited format. Excel can see this and warns you that the file you are about to open is not in the format you expect.

Step by Step Instructions:

1.	Double click the attached file in the message	
2.	Click Open	
3.	Click Yes	
4.	The file appears to be an in the usual Excel 97-2003 format (note the XLS extension) but it is really a TXT file	
5.	Save it as an Excel file	
6.	<p>If you click the Save  button, you will receive this message:</p> <p>Click Yes and proceed to save. The file format will be a true XLSX, not a TXT.</p>	
7.	If you click the Office button and select Save or Save As, you will NOT receive the warning message and it will save correctly.	