## **Other Useful Information**

## How do I format my juke.txt in Microsoft Excel?

- 1. Connect external USB storage device to the PC.
- From Windows Desktop (not from MCG Manager) go into USB storage device and select song folder.
- 3. Copy juke.txt file and paste it to anywhere in Windows Desktop or My Document.
- 4. Open Microsoft Excel.
- 5. Go to OPEN.
- 6. Select "Files of type" as text files.
- 7. Select the folder where juke.txt file was copied to.
- 8. Select juke.txt file and open.
- 9. Text Import Wizard should appear. Be sure to select DELIMITED then press Next to go to step 2.
- 10. In step 2, uncheck Tab under Delimiter, and check Other: and type |. (| should be located along with \ on the keyboard)
- 11. Change text qualifier: from " to {none} and press NEXT.
- 12. In step 3, highlight each column in Data Preview and select Text in Column data format.
- 13. Press FINISH.

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