

Iowa Cigarette/Tobacco PACT Act File Upload Procedures for Excel 2002 Version 1, May 2011



General Overview

- Enter your lowa PACT Act data in the "Detail" and "Header" tabs in Excel spreadsheet IA PACT Act Report v1.xls.
- Save the "Detail" and "Header" tabs as tab delimited text files with extensions of .dtl and .hdr respectively.
- Upload the "Detail" and "Header" text files to the Iowa Secure File Exchange Web site.



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- Open the "IA PACT Act Report v1.xls" spreadsheet.
- Click on the *Detail* tab and enter your data.
- Click *File*, *Save As*.

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