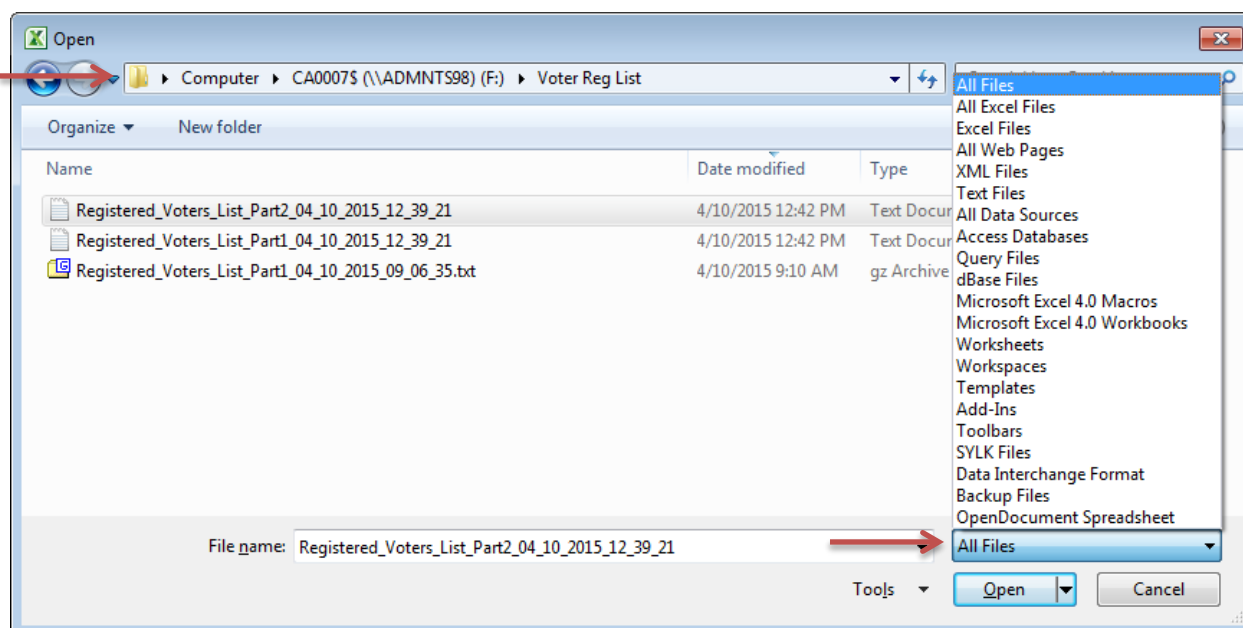


Import a text (.txt) file into Microsoft Excel

Save the text file to a folder on your computer.

1. Open Microsoft Excel
2. Select **File > Open**
3. In the Open Pop-Up Window, browse to the folder location where you have saved the text file.
4. Select **All Files (*.*)** from the drop down.
5. Click the text file you want to open (file name ending in .txt). Click **Open**.



6. In the Text Import Wizard – Step 1 of 3 Pop-Up Box, choose **Delimited**. Click **Next**.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

Preview of file F:\Voter Reg List\Registered_Voters_List_Part2_04_10_2015_12_39_21.txt.

1	"VOTER_ID",	"COUNTY_CODE",	"COUNTY",	"LAST_NAME",	"FIRST_NAME",	"MIDDLE_NAME"		
2	"200259970",	"03",	"Arapahoe",	"BANES",	"ROBERT",	"LAWRENCE",	"",	"BANES, ROBER
3	"1246754",	"03",	"Arapahoe",	"BENTON",	"REGINA",	"A",	"",	"BENTON, REGINA A", "I
4	"2947000",	"03",	"Arapahoe",	"TITTERINGTON",	"BRIAN",	"ALAN",	"",	"TITTERINGTON,
5	"200248927",	"03",	"Arapahoe",	"LING",	"FLORENCE",	"YI YI",	"",	"LING, FLORENCE

Buttons: Cancel, < Back, Next >, Finish

7. In the Text Import Wizard – Step 2 of 3 Pop-Up Box, click the check box for Tab to remove the checkmark. Click the **check box for Comma** to add a checkbox. Click Next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

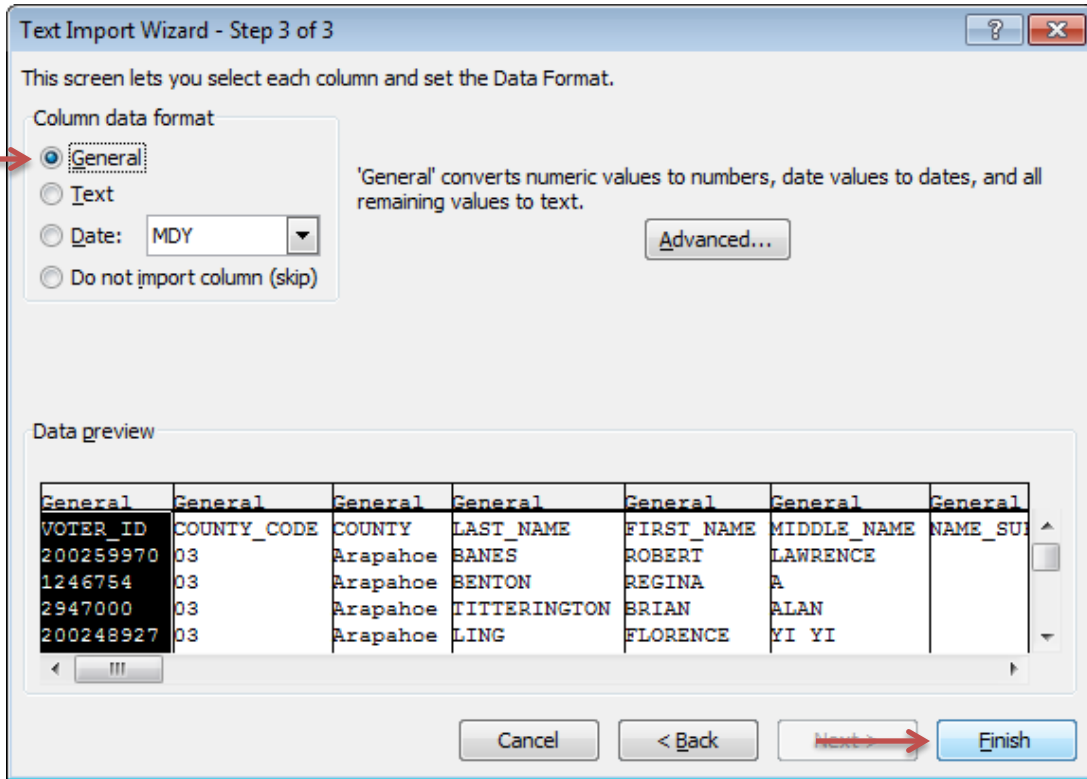
Text qualifier: "

Data preview

VOTER_ID	COUNTY_CODE	COUNTY	LAST_NAME	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX
200259970	03	Arapahoe	BANES	ROBERT	LAWRENCE	
1246754	03	Arapahoe	BENTON	REGINA	A	
2947000	03	Arapahoe	TITTERINGTON	BRIAN	ALAN	
200248927	03	Arapahoe	LING	FLORENCE	YI YI	

Buttons: Cancel, < Back, Next >, Finish

8. In the Text Import Wizard – Step 3 of 3 Pop-Up Box, keep all fields the same. Click **Finish**.



The text file will now appear in the Excel spreadsheet. You can use the Data toolbar in Excel to sort or filter data.

9. To save the Excel file to your computer, click **File**, then **Save As**. Browse to a folder on your computer where you would like to save the file.

- Next to File Name, type the name of the file as you would like to save it.
- Click the **Save As** drop down. Click **Excel Workbook**. Click **Save**.

