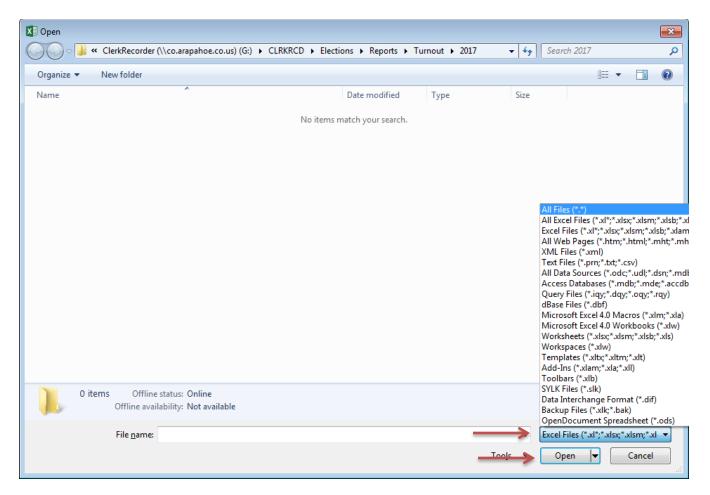
Import the CE-068 (.txt) file into Microsoft Excel

- 1. Save the CE-068 text file to a folder on your computer.
- 2. Open Microsoft Excel
- 3. Select File on the top toolbar. Click Open.
- 4. In the Open window, click **Browse**. Navigate to the folder location where you have saved the text file. You will not immediately see the text file in the folder.
- 5. At the bottom of the Open window, click the drop down that reads All Excel Files
- 6. Change this by selecting **All Files (*.*)**.



7. You will now see the .txt file in the folder. Select the .txt file. Click **Open**.

Organize 🔻 New folder	*				 •
Name		Date modified	Туре	Size	
CE-068_Voters_With_Ballots_List_	Public_07Nov_600011173_03.txt	10/17/2017 8:26 AM	Text Document	76,260 KB	
CE-068_Voters_With_Ba	Ilots_List_Public_07 Date modified: 1	10/17/2017 8:26 AM	Date created: 10/1	7/2017 8:27 AM	
CE-068_Voters_With_Ba Text Document			Date created: 10/1 ine availability: Not		

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

Text Import Wizard - Step 1 of 3	8	x
The Text Wizard has determined that your data is D	elimited.	
If this is correct, choose Next, or choose the data ty	pe that best describes your data.	
Original data type		
Choose the file type that best describes your data	a:	
Opelimited - Characters such as commas	or tabs separate each field.	
Fixed width - Fields are aligned in colum	ns with spaces between each field.	
		_
Start import at <u>r</u> ow: 1 🚔 File <u>o</u> rigin:	437 : OEM United States	•
Preview of file G:\CLRKRCD\EI\CE-068_Voters_W	ith_Ballots_List_Public_07Nov_600011173_03.txt.	
	ME MIDDLE_NAME NAME_SUFFIX YOB GENDER P	*
	1966 MALE DEM 7206908877 Y OVERSEAS 628 FIELDS 1994 FEMALE UAF Y MILITARY 126	
	NY 1990 MALE UAF Y MILITARY 627370327	
5 ARAPAHOE 200303071 LEUTWYLER DANIE	L HOFFMAN 1984 MALE REP 6199424001 Y M	Ŧ
< III		
C	iancel <u>Back</u>	1

9. In the Text Import Wizard – Step 2 of 3 Pop-Up Box, click the check box for **Other**. Inside the box, type a | symbol (using the Shift + \ keys on your keyboard). Click **Next**.

	Vizard - Step 2	? of 3				-?
This screen le preview below		delimiters you	ir data contains	s. You can see ho	ow your text is a	ffected in the
Delimiters						
🔲 <u>T</u> ab						
Se <u>m</u> icolo	on 🔳 1	ſ <u>r</u> eat consecut	ive delimiters a	s one		
Comma 📃	Text	qualifier -		•		
Space	Text	gualifier:				
Other:						
Data and in						
Data <u>p</u> reviev	v					
COUNTY	VOTER_ID	_	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX	
COUNTY ARAPAHOE	VOTER_ID 600569855	KABA	MOHAMED	_	NAME_SUFFIX	1966 MALE
COUNTY ARAPAHOE ARAPAHOE	VOTER_ID 600569855 600683755	KABA CHANEY	MOHAMED CASSIDY	FIELDS	NAME_SUFFIX	1966 MALE 1994 FEMALE
COUNTY ARAPAHOE ARAPAHOE ARAPAHOE	VOTER_ID 600569855 600683755 200376269	KABA CHANEY	MOHAMED CASSIDY JORDAN	_	NAME_SUFFIX	1966 MALE
COUNTY ARAPAHOE ARAPAHOE ARAPAHOE	VOTER_ID 600569855 600683755 200376269 200303071	KABA CHANEY MAAS	MOHAMED CASSIDY JORDAN	- FIELDS DANNY	NAME_SUFFIX	1966 MALE 1994 FEMALE 1990 MALE

10. In the Text Import Wizard – Step 3 of 3 Pop-Up Box, click **Finish**.

Text Import Wizard - Step 3	of 3				? 💌
This screen lets you select ea	ach column ar	nd set the Data	Format.		
 <u>G</u>eneral 					
© <u>T</u> ext		emaining value		numbers, date	values to dates, and
© <u>D</u> ate: MDY © Do not import column	(skip)		Advar	nced	
O Do not import column	(avib)				
Data <u>p</u> review					
		L .	L .	L -	
		General	General	General	GenerGenera
	_	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX	YOB GENDER 🔺
ARAPAHOE 600569855		MOHAMED			1966 MALE
	CHANEY	CASSIDY	FIELDS		1994 FEMALE
ARAPAHOE 200376269		JORDAN	DANNY		1990 MALE
ARAPAHOE 200303071	LEUTWYLER	DANIEL	HOFFMAN		1984 MALE 🔻
< III					Þ
		Cancel	< <u>B</u> ack	Next >	→ <u>F</u> inish

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

- 11. 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.

rganize 🔻 🛛 N	ew folder				 (
ame	<u>^</u>	Date modified	Туре	Size	
	No itoma	match your search.			
	Excel Workbook (*.xlsx)	match vour search.			
	Excel Macro-Enabled Workbook (*.xlsm)				
	Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls)				
	XML Data (*.xml)				
	Single File Web Page (*.mht;*.mhtml)				
	Web Page (*.htm;*.html)				
	Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm)				
	Excel 97-2003 Template (*.xlt)				
	Text (Tab delimited) (*.txt)				
	Unicode Text (*.txt)				
	XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls)				
	CSV (Comma delimited) (*.csv)				
	Formatted Text (Space delimited) (*.prn)				
	Text (Macintosh) (*.txt)				
	Text (MS-DOS) (*.txt) CSV (Macintosh) (*.csv)				
	CSV (MS-DOS) (*.csv)				
	DIF (Data Interchange Format) (*.dif)				
	SYLK (Symbolic Link) (*.slk)				
	Excel Add-In (*.xlam) Excel 97-2003 Add-In (*.xla)				
	PDF (*.pdf)				
	XPS Document (*.xps)				
File <u>n</u> ame:	Strict Open XML Spreadsheet (*.xlsx)				
Save as time:	openbocament opreadsneet (lous)				
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