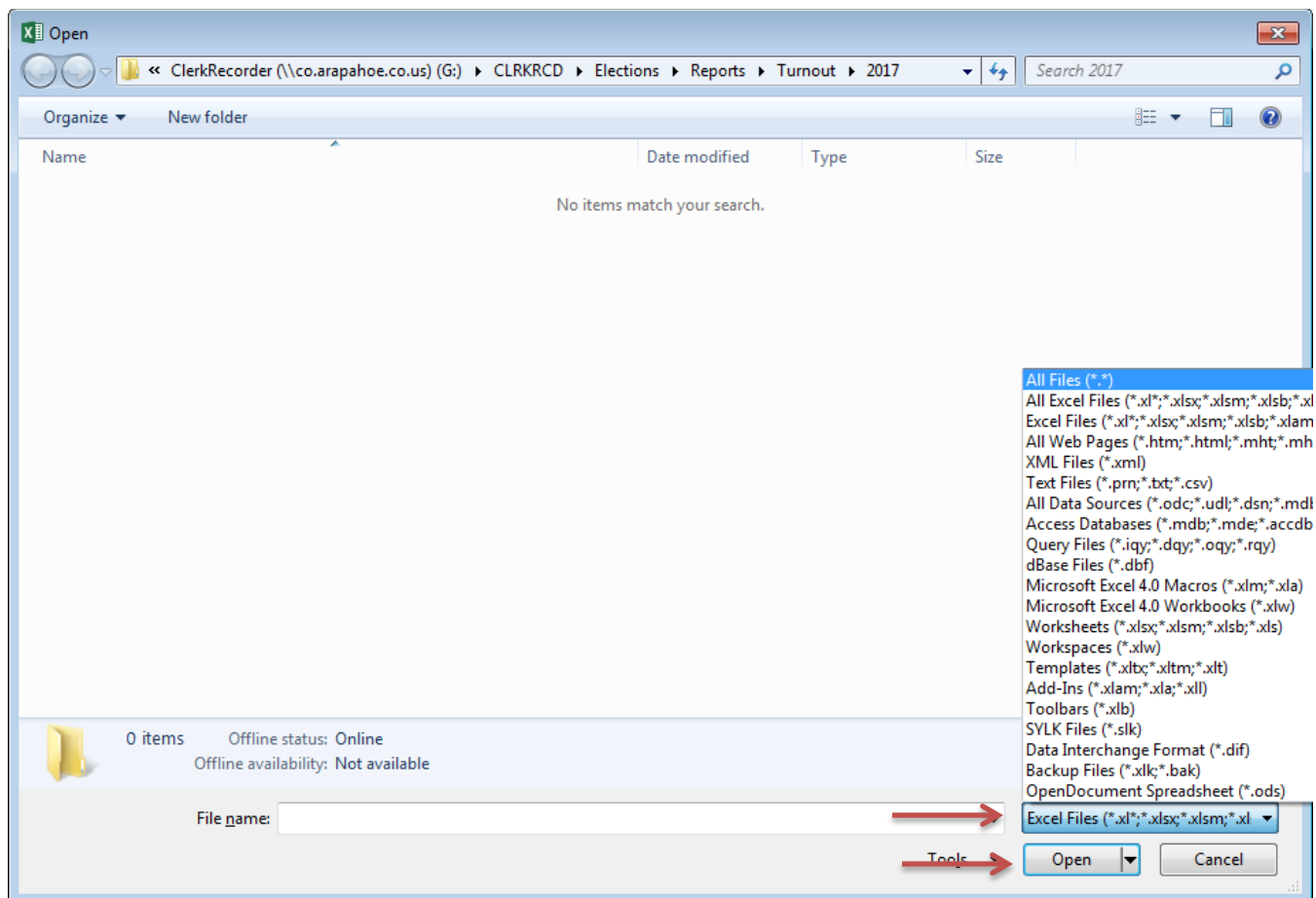
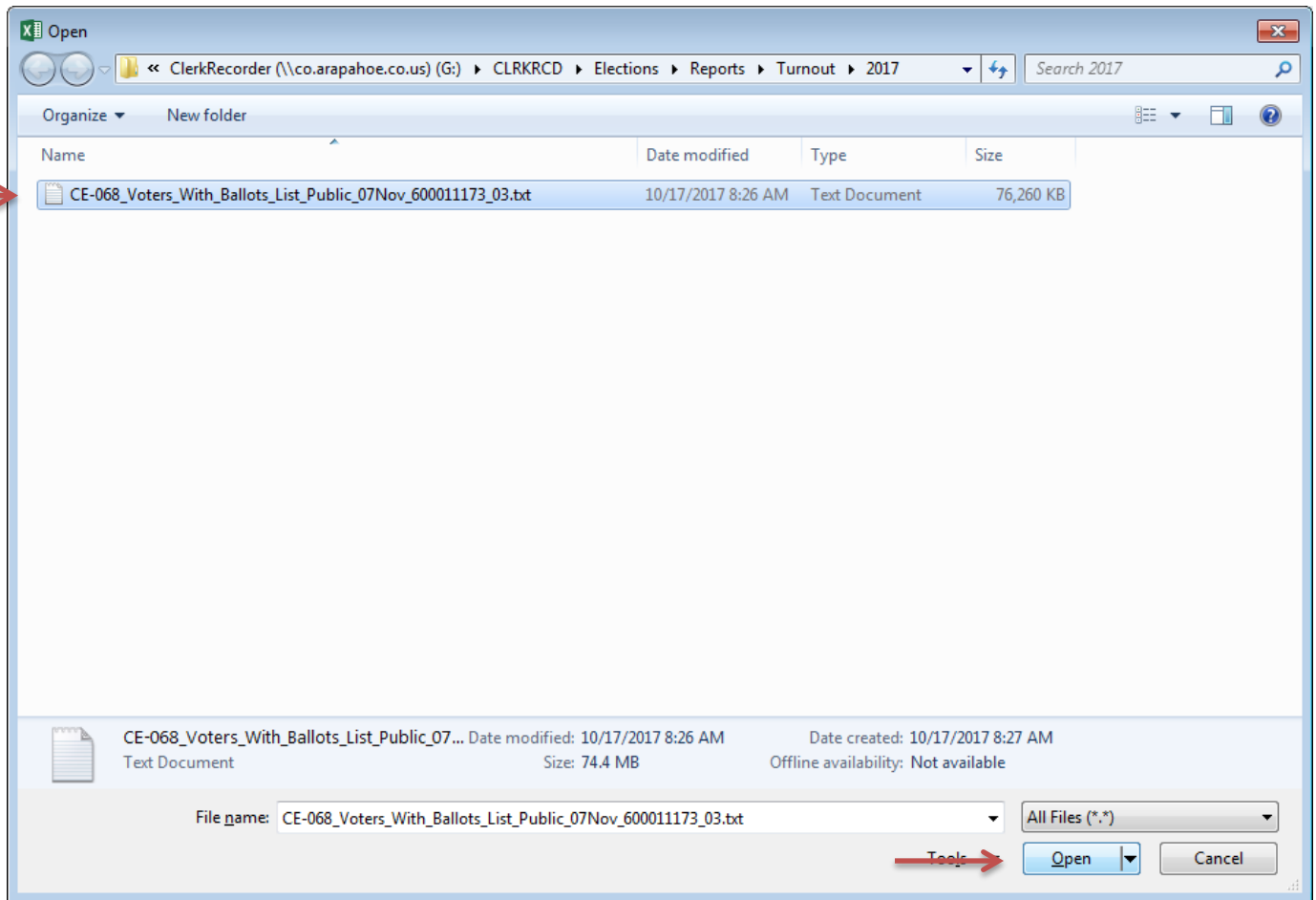


Import the CE-068 (.txt) file into Microsoft Excel

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**.



8. 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

☐ My data has headers.

Preview of file G:\CLRKCD\EI...\CE-068_Voters_With_Ballots_List_Public_07Nov_600011173_03.txt.

1	COUNTY	VOTER_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX	YOB	GENDER	P
2	ARAPAHOE	600569855	KABA	MOHAMED			1966	MALE	DEM
3	ARAPAHOE	600683755	CHANEY	CASSIDY	FIELDS		1994	FEMALE	UAF
4	ARAPAHOE	200376269	MAAS	JORDAN	DANNY		1990	MALE	UAF
5	ARAPAHOE	200303071	LEUTWYLER	DANIEL	HOFFMAN		1984	MALE	REP

Buttons: Cancel, Back, Next >, Finish

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**.

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

COUNTY	VOTER_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX	YOB	GENDER
ARAPAHOE	600569855	KABA	MOHAMED			1966	MALE
ARAPAHOE	600683755	CHANEY	CASSIDY	FIELDS		1994	FEMALE
ARAPAHOE	200376269	MAAS	JORDAN	DANNY		1990	MALE
ARAPAHOE	200303071	LEUTWYLER	DANIEL	HOFFMAN		1984	MALE

Buttons: Cancel, Back, Next >, Finish

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 each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General	General	General
COUNTY	VOTER_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	NAME_SUFFIX	YOB	GENDER
ARAPAHOE	600569855	KABA	MOHAMED			1966	MALE
ARAPAHOE	600683755	CHANEY	CASSIDY	FIELDS		1994	FEMALE
ARAPAHOE	200376269	MAAS	JORDAN	DANNY		1990	MALE
ARAPAHOE	200303071	LEUTWYLER	DANIEL	HOFFMAN		1984	MALE

Cancel < Back Next > Finish

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**.

