



PINNACLE LISTS

A division of West Coast Solutions, Inc.

IMPORTING DATA: MICROSOFT EXCEL

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 (Excel 4.0 standard).

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

Start Import at Row: 1 File Origin: Windows (ANSI)

Preview of file A:\test.txt

1	First Name	Last Name	Company	Address	City	St
2	"A"	"DEDHAM"	"MA"	"02026"	"781-329-5157"	"171105"
3	"A"	"MANSFIELD"	"MA"	"02048"	"508-339-0074"	"171"
4	"A"	"HILLSBORO"	"OH"	"45133"	"937-393-0260"	"635"
5	"A"	"NORWOOD"	"MA"	"02062"	"781-762-4540"	"17110"
6	"A"	"MADISON"	"CT"	"06443"	"203-245-7745"	"57221"

Buttons: Cancel, Back, Next, Finish

1. Click on **File/Open**
2. In the **Look In:** box select either the Floppy (A:\) drive or the directory on your hard drive that you saved the file to.
3. In the **Files of Type:** box choose All Files.
4. Locate your file and double click on it.
5. A Text Import Wizard will appear.
6. Under **Choose the file type** that best describes you data, select **Delimited** and hit Next.
7. In step 2, under **Delimiters**, you will want to put a check mark in the box that says **Comma** and optionally take the check mark out of Tab.
8. Make sure that the **Text Delimiter** is " and hit Next.
9. In step 3, under **Column Data Format** select Text and hit Finish.
10. You will now see the data you downloaded in the spreadsheet.

On Time, On Target, Complete List Solutions!
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