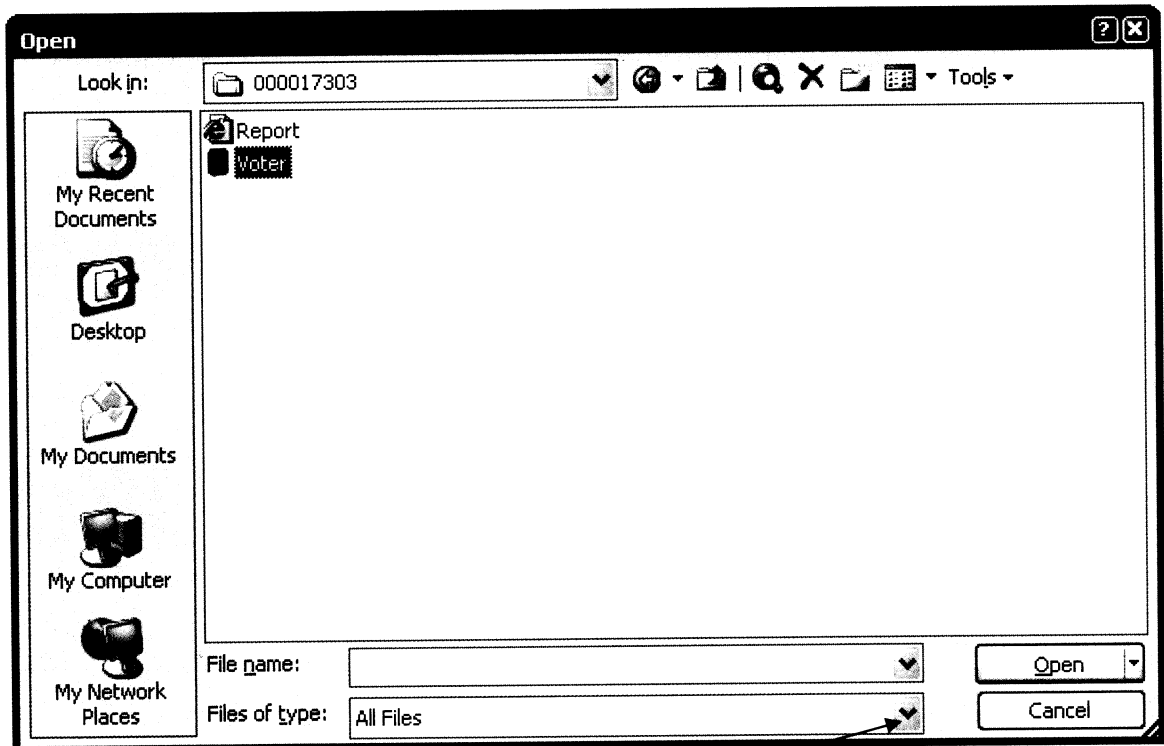


How to get the voter.txt file into Microsoft Excel:

- Note: You will need to unzip the voter file first with some kind of compression software. For a free evaluation copy of WinZip, please visit this URL: <http://www.winzip.com/ovwc17/downwzeval.htm>
- Open up Excel.
- Click **"File"** then **"Open"**. The below window will appear.
- Click on the drop down arrow adjacent to **"Look in"** to find you voter file.



- Navigate to the correct folder where you saved the file.
- Change the **"Files of types:"** to All files. Click on the file named **"Voter"** and click **"Open"**.

- The below screen will appear. Please click on **"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: File origin:

Preview of file C:\Documents and Settings\lfox\My Documents\000017303\ voter.txt.

1	10000486982	A	MENDES	CARLOS	P	50	WASHINGTON AVE	02915	5352	E
2	10000488088	A	NARDOZA	GERALD	V	36	WASHINGTON AVE	02915	5352	I
3	10000491534	I	RICHARDSON	CHRISTOPHER	S	76	WASHINGTON AVE	02915	5352	E
4	10000491775	A	ROCHA	DANIEL		46	WASHINGTON AVE	02915	5352	EAS
5	10000491783	A	ROCHA	FRANK	R	46	WASHINGTON AVE	02915	5352	EAS

Cancel < Back **Next >** Finish

- Please mirror the below screen. You'll need to uncheck the **"Tab"** button and enter the | sign in the box labeled **"Other:"**. Please 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 Treat consecutive delimiters as one
 Space **Other:** Text qualifier:

Data preview

10000486982	A	MENDES	CARLOS	P			50	WASHI
10000488088	A	NARDOZA	GERALD	V			36	WASHI
10000491534	I	RICHARDSON	CHRISTOPHER	S			76	WASHI
10000491775	A	ROCHA	DANIEL				46	WASHI
10000491783	A	ROCHA	FRANK	R			46	WASHI

Cancel < Back **Next >** Finish

- You will need to change any fields that start with a zero (like zip code) to a text field.
- Simply use the scroll bar to move over the data, highlight the column and click the **"Text"** radio button.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

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

Column data format:

- General
- Text**
- Date: MDY
- Do not import column (skip)

Advanced...

Data preview

Gene	Text	Gener	General	Gener	Gener	Gener	Gener	General
02915	5352	EAST	PROVIDENCE				RI	RIVERSIDE
02915	5352	EAST	PROVIDENCE				RI	RIVERSIDE
02915	5317	EAST	PROVIDENCE	C			RI	RIVER
02915	5352	EAST	PROVIDENCE				RI	RIVER
02915	5352	EAST	PROVIDENCE				RI	RIVER

Cancel < Back Next > Finish

- There are a number of fields that are dates. You will need to change them as well.
- Again, use the scroll bar to view the field. Click on the field and then click the **"Date"** radio button. A sample screen is below. You will need to change 4 date fields.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

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

Column data format:

- General
- Text
- Date**: MDY
- Do not import column (skip)

Advanced...

Data preview

Gene	MDY	Gener	Gener	MDY	Gener	MDY	Gener	MDY
	09/08/1996		M	08/09/1996		10/10/1939		
	11/10/1988		M	10/11/1988		01/10/1962		
	10/09/2000		N	09/09/2000		08/17/1975	PH	05/28/2000
	10/26/2004		N	09/26/2004		09/26/1986		
	08/29/2004		N	07/30/2004		08/15/1958		

Cancel < Back Next > Finish

- Please click **"Finish"**.
- Your voter file should now look like this.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1E+10 A		MENDES CARLOS P					50 WASHINGTON AVE	02915			5352 EAST PROVIDENCE			
2	1E+10 A		NARDOZA GERALD V					36 WASHINGTON AVE	02915			5352 EAST PROVIDENCE			
3	1E+10 I		RICHARD CHRISTOF S					76 WASHINGTON AVE	02915			5317 EAST PR C			
4	1E+10 A		ROCHA DANIEL					46 WASHINGTON AVE	02915			5352 EAST PROVIDENCE			
5	1E+10 A		ROCHA FRANK R					46 WASHINGTON AVE	02915			5352 EAST PROVIDENCE			
6	1E+10 A		ROCHA GINA					46 WASHINGTON AVE	02915			5352 EAST PROVIDENCE			
7	1E+10 A		VINCENT RONALD J					92 WASHINGTON AVE	02915			5324 EAST PROVIDENCE			
8	1E+10 A		VINCENT RONALD J			JR		92 WASHINGTON AVE	02915			5324 EAST PROVIDENCE			
9	2BE+10 A		FREEMAN PATRICIA L					76 WASHINGTON AVE	02915			EAST PR C A1			
10	1E+10 A		AMARANT ROBERT F					105 WATERVIEW AVE	02915			5140 EAST PROVIDENCE			
11	1E+10 A		BARLOW CONSTANCE					115 WATERVIEW AVE	02915			5140 EAST PROVIDENCE			
12	1E+10 I		BONE CINDI L					25 WATERVIEW AVE	02915			5122 EAST PROVIDENCE			
13	1E+10 A		JOHNSON LAURA					45 WATERVIEW AVE	02915			5138 EAST PROVIDENCE			
14	1E+10 A		JOHNSON ROBERT W					45 WATERVIEW AVE	02915			5138 EAST PROVIDENCE			
15	1E+10 A		MARESCA MICHAEL J					107 WATERVIEW AVE	02915			5140 EAST PROVIDENCE			
16	1E+10 A		OLIVER DONALD R					75 WATERVIEW AVE	02915			5139 EAST PROVIDENCE			
17	1E+10 A		OLIVER MARGIE J					75 WATERVIEW AVE	02915			5139 EAST PROVIDENCE			
18	1E+10 A		OVERY AMY					9 WATERVIEW AVE	02915			5122 EAST PROVIDENCE			
19	1E+10 A		VALLANTE VIVIEN I					107 WATERVIEW AVE	02915			5140 EAST PROVIDENCE			
20	1E+10 A		FRENIER JAMES EDWARD					69 WATERVIEW AVE	02915			EAST PROVIDENCE			
21	2.5E+10 A		LAFORES JEANNE					69 WATERVIEW AVE	02915			EAST PROVIDENCE			
22	1E+10 A		BROWN CAROL A					22 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
23	1E+10 A		BROWN CHERYL					22 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
24	1E+10 A		BROWN HOWARD A					22 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
25	1E+10 A		BROWN WM D			SR		22 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
26	1E+10 A		CALISE GEORGE D					134 WATERVIEW AVE	02915			5155 EAST PROVIDENCE			
27	1E+10 A		CARLONE PAUL J					52 WATERVIEW AVE	02915			EAST PROVIDENCE			
28	1E+10 A		CARPENT LOUISE					10 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
29	1E+10 A		FAZZANO JOANNE R					12 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
30	1E+10 A		GIBSON JOSEPH T					12 WATERVIEW AVE	02915			5123 EAST PROVIDENCE			
31	1E+10 A		KELAHAN JOHN L					90 WATERVIEW AVE	02915			5155 EAST PROVIDENCE			

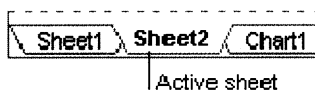
- You'll now need to expand the column width to see all of your data. This can be accomplished in many ways. However, a quick way to expand the width for all columns is listed below.

Change the default width for all columns on a worksheet or workbook

The value for the default column width indicates the average number of characters of the standard font that fit in a cell. You can specify a different number for the default column width for a worksheet or workbook.

Do one of the following:

- To change the default column width for a worksheet, click its sheet tab.
- To change the default column width for the entire workbook, right-click a sheet tab, and then click **Select All Sheets** on the shortcut menu.



On the **Format** menu, point to **Column**, and then click **Standard Width**.

In the **Standard column width** box, type a new measurement.

To save the file as an Excel spreadsheet:

- Click **"File"** and then **"Save as"** and the below screen will appear.
- Change the **"Save as Type:"** to Microsoft Office Excel Workbook and then click **"Save"**.

