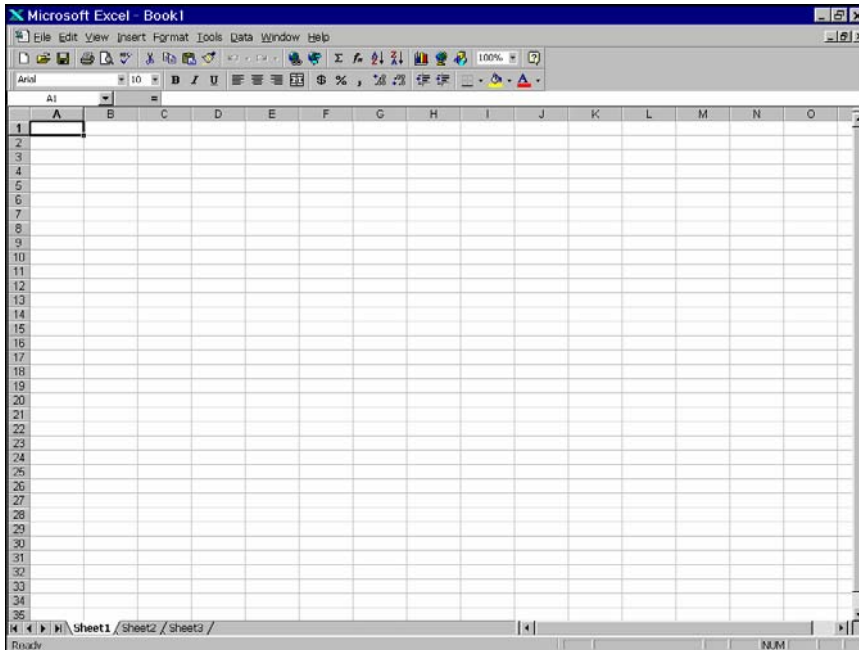
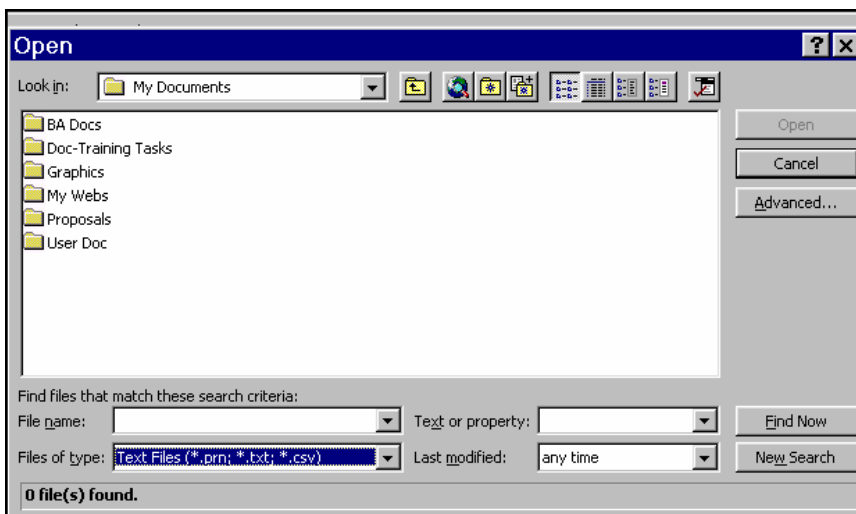


Creating an Excel File from a Text File

1. Open Microsoft Excel to display the following window.

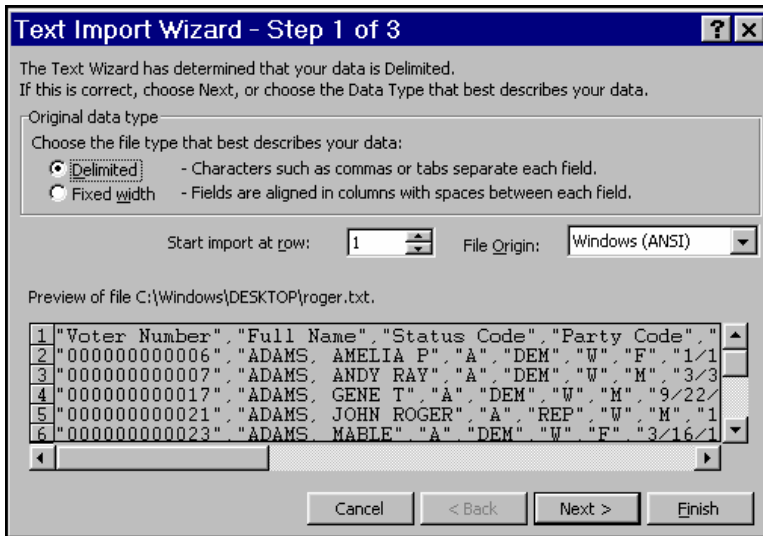


2. Select **Open** from the **File** menu to display a window similar to the following.

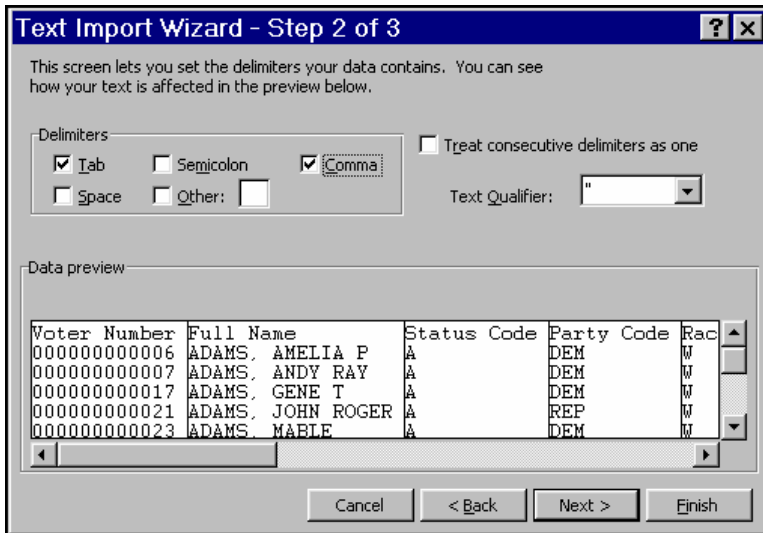


3. Select **Text Files (*.prn; *.txt; *.csv)** from the **Files of type** field drop-down list, as shown above.

- Find the folder containing your file and double-click on the file name to display a window similar to the following.



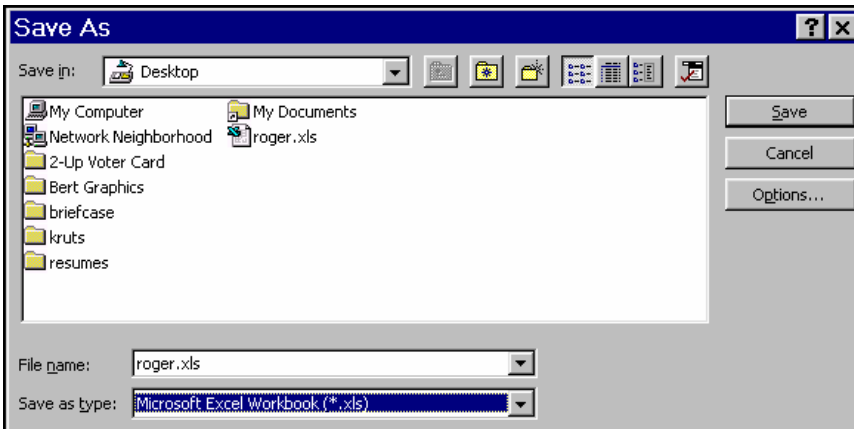
- Select the **Delimited** radio button, and click **Next >** to display a window similar to the following.

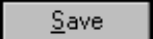


- Select the **Tab** and **Comma** delimiters as shown above.
- Click **Next >** and click **Finish** to display a window similar to the following.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Voter Num	Full Name	Status	Cor	Party Code	Race Code	Gender	Co	Birth Date	Registratio	Residence	Residence	City	State	Zip
2	6	ADAMS, J.A.	DEM	W	F				1/1/37	5/7/66	0 ROUTE	COLERAIN, NC	27924		
3	7	ADAMS, J.A.	DEM	W	M				3/31/61	5/17/62	120 S MAI	COLERAIN, NC	27924		
4	17	ADAMS, G.A.	DEM	W	M				9/22/30	5/7/66	0 ROUTE	COLERAIN, NC	27924		
5	21	ADAMS, J.A.	REP	W	M				1/4/66	10/9/95	3036 WAK	COLERAIN, NC	27924		
6	23	ADAMS, J.A.	DEM	W	F				3/16/07	5/7/66	200 W RIV	COLERAIN, NC	27924		
7	29	ADAMS, J.A.	DEM	W	F				11/15/21	8/4/72	118 SMAL	COLERAIN, NC	27924		
8	31	ADAMS, S.A.	DEM	W	M				11/27/20	5/8/48	118 SMAL	COLERAIN, NC	27924		
9	34	ADAMS, V.A.	DEM	W	M				8/7/09	5/11/40	0 AHOOSKI	COLERAIN, NC	27924		
10	48	ALDRIDGE, A.	DEM	W	F				5/8/72	10/3/92	248 SHOR	COLERAIN, NC	27924		
11	131	ANDERSON, A.	DEM	W	F				11/30/54	10/3/92	248 SHOR	COLERAIN, NC	27924		
12	100	ASHIE, R.H.A.	DEM	B	F				11/10/79	12/3/99	509 BUNC	COLERAIN, NC	27924		
13	211	ASKEW, J.A.	DEM	B	M				4/6/54	2/7/95	2537 NC 4	COLERAIN, NC	27924		
14	214	ASKEW, J.A.	DEM	W	F				4/12/39	4/6/02	207 GLOV	COLERAIN, NC	27924		
15	223	ASKEW, J.A.	DEM	B	F				7/27/27	10/23/65	0 COLERA	COLERAIN, NC	27924		
16	224	ASKEW, J.A.	DEM	B	M				8/24/32	4/6/84	103 LONG	COLERAIN, NC	27924		
17	225	ASKEW, J.A.	DEM	B	M				3/1/58	1/23/84	1815 NC 4	COLERAIN, NC	27924		
18	228	ASKEW, J.A.	DEM	B	F				11/3/28	2/18/84	0 UNKNOW	COLERAIN, NC	27924		
19	246	ASKEW, J.A.	DEM	B	F				2/12/35	10/23/65	715 QUEB	COLERAIN, NC	27924		
20	249	ASKEW, J.A.	DEM	W	M				3/14/43	2/16/94	114 WINT	COLERAIN, NC	27924		
21	250	ASKEW, J.A.	DEM	B	F				2/11/55	4/8/80	0 UNKNOW	COLERAIN, NC	27924		
22	257	ASKEW, J.A.	DEM	W	M				9/11/67	7/15/96	207 GLOV	COLERAIN, NC	27924		
23	262	ASKEW, J.A.	DEM	W	M				1/1/41	4/20/68	0 COLERA	COLERAIN, NC	27924		
24	273	ASKEW, J.A.	DEM	W	M				11/19/16	5/4/40	314 N MAI	COLERAIN, NC	27924		
25	275	ASKEW, J.A.	DEM	B	M				9/6/52	4/6/94	2403 LONI	COLERAIN, NC	27924		
26	295	ASKEW, J.A.	DEM	W	F				11/7/10	5/4/85	304 N MAI	COLERAIN, NC	27924		
27	302	ASKEW, J.A.	DEM	W	F				1/11/30	2/16/94	114 WINT	COLERAIN, NC	27924		
28	339	ASKEW, J.A.	DEM	W	M				7/6/93	4/13/68	207 GLOV	COLERAIN, NC	27924		
29	340	ASKEW, J.A.	DEM	B	M				12/18/28	4/6/80	0 UNKNOW	COLERAIN, NC	27924		
30	352	ASKEW, J.A.	DEM	B	M				7/8/50	1/22/96	224 BUNC	COLERAIN, NC	27924		
31	363	ASKEW, J.A.	DEM	B	F				7/16/54	4/7/99	122 ETHEI	COLERAIN, NC	27924		
32	379	BACHUS, A.	DEM	B	M				12/12/25	10/15/66	2645 NC 4	COLERAIN, NC	27924		
33	380	BACHUS, A.	DEM	B	F				9/14/20	10/24/64	2545 NC 4	COLERAIN, NC	27924		
34	400	BAKER, A.A.	DEM	W	M				11/29/59	3/13/02	311 N MAI	COLERAIN, NC	27924		
35	409	BAKER, A.A.	DEM	W	M				12/8/36	10/22/60	207 LAZY	COLERAIN, NC	27924		

8. Select **Save** from the **File** menu to display a window similar to the following.



1. Select **Microsoft Excel Workbook (*.xls)** from the **Files of type** field drop-down list, as shown above.
2. Select the appropriate folder in which to save the file.
3. Click .