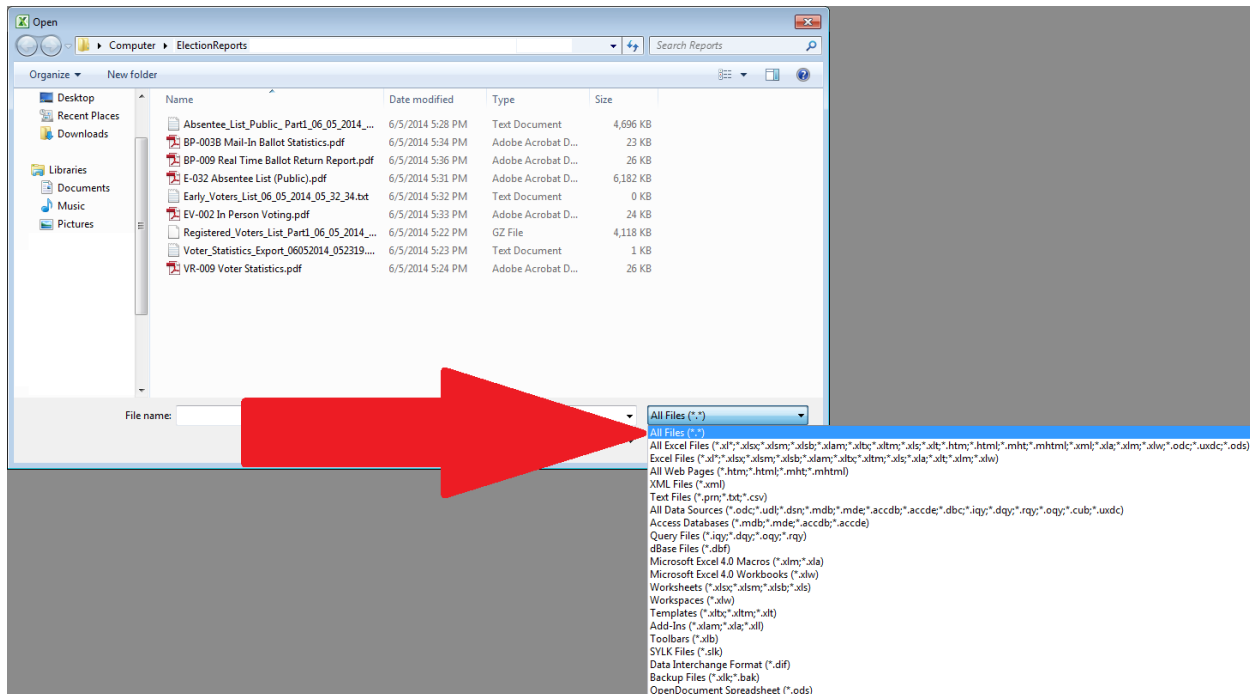


Import a text file by opening it in Excel

Open Microsoft Excel

Select File > Open

Select All Files (*.*) from the drop down



Double-click the text file you want to open (filename ending in .txt)

Text Import Wizard appears

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

Preview of file F:\TestProjects\ElectionR... \Absentee_List_Public_Part1_06_05_2... .txt.

	VOTER ID	LAST NAME	FIRST NAME	MIDDLE NAME	NAME SUFFIX	GEN	RESIDENT	RESIDENT ADDRESS
1								
2	"600886449"	"SERBO"	"DANIEL"	"VINCENT"	"", "Male"	"665 QU...	"", "..."	"", "..."
3	"600886468"	"FEELY"	"BRYAN"	"JAMES"	"", "Male"	"11421 UPT...	"# 105"	"..."
4	"600426273"	"MARTIN"	"VONIA"	"SUE"	"", "Female"	"205 W 4TH...	"UE DR"	"", "..."
5	"600671755"	"WILLIAMS"	"MARRY"	"ARTURO"	"", "Male"	"13895 I...	"FIELD CT"	"", "..."

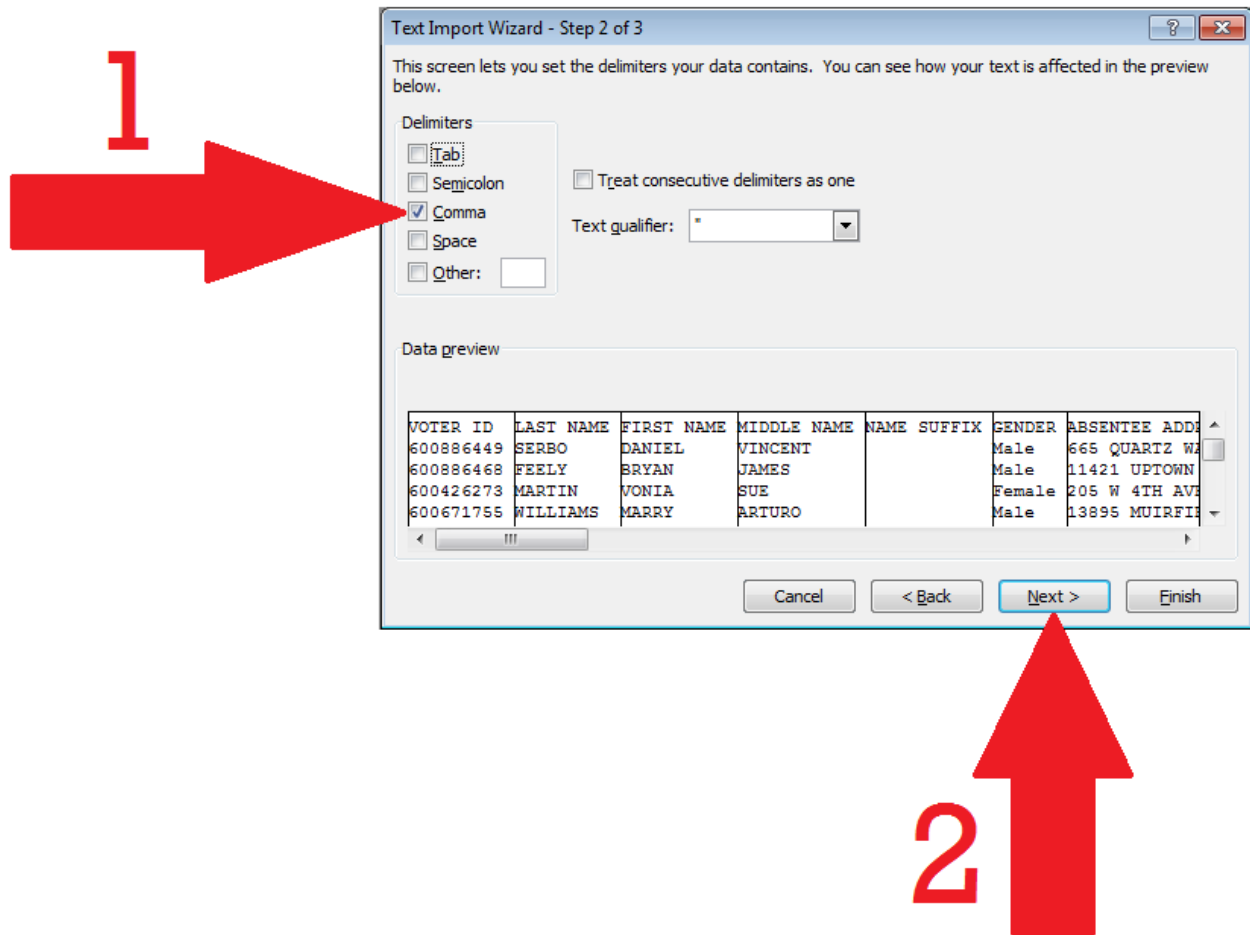
Buttons: Cancel, < Back, Next >, Finish



Under Delimiters > uncheck the box for Tab

Check the box for Comma

Click Next



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
VOTER ID	LAST NAME	FIRST NAME	MIDDLE NAME	NAME SUFFIX	GENDER	ABSENTEE ADDRESS
600886449	SERBO	DANIEL	VINCENT		Male	665 QUARTZ WAY
600886468	FEELY	BRYAN	JAMES		Male	11421 UPTOWN
600426273	MARTIN	VONIA	SUE		Female	205 W 4TH AVE
600671755	WILLIAMS	MARRY	ARTURO		Male	13895 MUIRFIELD

Cancel < Back Next > Finish



Done

Voter ID	Last Name	First Name	Middle Name	Name Suffix	Gender	Absentee Address 1	Absentee Address 2	Absentee Address 3	Absentee City	Absentee State	Absentee Zip Code
60088449	SERBO	DANIEL	VINCENT		Male	665 QUARTZ WAY			BROOMFIELD	CO	80020
60088648	FEELY	BRYAN	JAMES		Male	11421 UPTOWN AVE # 105			BROOMFIELD	CO	80021
600426273	MARTIN	VONIA	SUE		Female	205 W 4TH AVENUE DR			BROOMFIELD	CO	80020
600971755	WILLIAMS	MAIRY	ARTURO		Male	1395 MURFIELD CT			BROOMFIELD	CO	80023
600481808	BRYANT	VAUGHN	PATRICK		Male	115 HEMLOCK ST			BROOMFIELD	CO	80020
600571089	FARRALES	KURT DOMINIC	SERRANO		Male	1250 MAIN ST			BROOMFIELD	CO	80020
600890030	MCNEELY	RAMONA	DIANE		Female	11841 RIDGE PKWY # 335			BROOMFIELD	CO	80021
7047400	REED	JAY	C		Male	12961 DUKE CT			BROOMFIELD	CO	80020
600707834	MEDIANO	MARGIA	L		Female	15357 ZUNI ST			BROOMFIELD	CO	80023
600295335	SUTTON	HOLLY	MEDRITH		Female	13599 VIA VARRA # 216			BROOMFIELD	CO	80020
600510835	BALIN	PAULA	SULLIVAN		Female	5352 BROOKSIDE DR			BROOMFIELD	CO	80020
395498	HARTMAN	HOWARD	T		Male	2370 W 152ND AVE			BROOMFIELD	CO	80023
3923349	EBERHARD	WYNN	LOWELL		Male	29 CURTIS CT			BROOMFIELD	CO	80020
600469573	ROSE	HAYDEN	HAMILTON		Male	15955 WHEELER PT			BROOMFIELD	CO	80023
8436384	FEAGER	MARIYANN			Female	4962 DEMOCRAT DR			BROOMFIELD	CO	80023
795838	DELARUE	CAROLYN	LESLEY		Female	13737 ROCK PT # 101			BROOMFIELD	CO	80023
600616658	RIVERA	ELSA			Female	7878 W 119TH PL			BROOMFIELD	CO	80020
200031439	GONZALES	MARY	ELIZABETH		Female	2492 RIDGE DR			BROOMFIELD	CO	80020
3922671	EBERHARD	LINDA	M		Female	29 CURTIS CT			BROOMFIELD	CO	80020
600639959	GEGEN	ADAM	THOMAS		Male	11829 RIDGE PKWY # 623			BROOMFIELD	CO	80021
200119095	BROWNING	BRYAN	JEFFREY		Male	135 JADE ST			BROOMFIELD	CO	80020
600886376	CAPAN	GRAYSON	DONALD		Male	14142 WHITNEY CIR			BROOMFIELD	CO	80023
600386168	DEINHARDT	RYAN	WALTER		Male	12512 RIVERA ST			BROOMFIELD	CO	80020
600784656	LATIMER	BRUCE	ALEXANDER		Male	4735 RAVEN RUN			BROOMFIELD	CO	80023
200019535	EVANS	ISABELLE	SABRA		Female	13899 VIA VARRA # 4410			BROOMFIELD	CO	80020
1445043	GROSS	ANDREW	COLIN		Male	15011 LANTANA DR			BROOMFIELD	CO	80023
600770998	OUKEO	JANNY	PON		Female	2958 W 134TH PL			BROOMFIELD	CO	80020
734497	CARTER	DONNA	JEAN		Female	12356 WINONA CT			BROOMFIELD	CO	80020
600886960	CASASANTA	SARA	ELIZABETH		Female	1684 PRAIRIE FALCON LN			BROOMFIELD	CO	80020
600236237	BARNES	JAMES	ROBERT		Male	13444 GLEN CIR			BROOMFIELD	CO	80020
600425310	HILLMER	BRIANNE	MARIE		Female	13780 DEL CORSO WAY # 225			BROOMFIELD	CO	80021
600887587	BELT	CHRISTAL	ANN		Female	1030 E 10TH AVE # 314			BROOMFIELD	CO	80020
3929126	RUSSO	PETER			Male	14540 FEDERAL BLVD			BROOMFIELD	CO	80023
7166489	MONTOYA-BILLIG	MICHAEL	PAUL		Male	247 SUMMIT TRL			BROOMFIELD	CO	80020
1503901	MOLLER	KAITLYN	ELIZABETH		Female	4283 BRANDON AVE			BROOMFIELD	CO	80020
4004425	ORANDEY	KRISTOFER	DONALD		Male	2771 CANONIA DR			BROOMFIELD	CO	80020
3908355	TORRES	GARY	DONALD		Male	15749 LEGEND TRL # 103			BROOMFIELD	CO	80023
600887651	STRICKLAND	CHRISTINE	ANNE		Female	401 INTERLOCKEN BLVD # 3214			BROOMFIELD	CO	80021
3924328	GUTIERREZ	CILFREDO	REMIGIO JR		Male	815 LOTUS WAY			BROOMFIELD	CO	80020
600345393	YOUNGBLOOD	JOSEPH	MERRILL III		Male	250 SUMMIT BLVD # 4102			BROOMFIELD	CO	80021
600971755	WILLIAMS	MARY	ARTURO		Male	1395 MURFIELD CT			BROOMFIELD	CO	80023