



## Instructions for Importing Selected Bridges Data into MS Excel

- Open Excel.
- Go to **File – Open – Browse**.
- Select **All Files (\*.\*)** from the file type drop-down.

File name:  All Files (\*.\*)

- Browse to your file. Click **Open**.

**Delimited** - Characters such as commas or tabs separate each field.

- Choose:  **Fixed width** - Fields are aligned in columns with spaces between each field. , and  **My data has headers.** then

**Next >**

- Choose **Comma** and **single quote** (not the default of **Tab** and **double quote**):

Delimiters

Tab

Semicolon

**Comma**

Space

Other:

Treat consecutive delimiters as one

Text qualifier: '  ' ▼

, then **Next >**

Data preview

Text	General	General	General	General
STATE_CODE_001	STRUCTURE_NUMBER_008	RECORD_TYPE_005A	ROUTE_PREFIX_005B	SERV
01	00000000000S702	1	6	1
01	00000000000S703	1	6	1
01	0000000000M0022	1	8	1
01	000000883039900	1	4	1

- Highlight the second column:

Column data format

General

**Text**

Date: MDY ▼

Do not import column (skip)

then choose **Text** (not the default of **General**):

, then **Finish**. This will import the structure numbers correctly and maintain the formatting.

- Save your Excel file.

**Select Text**