

## 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 (\*.\*)

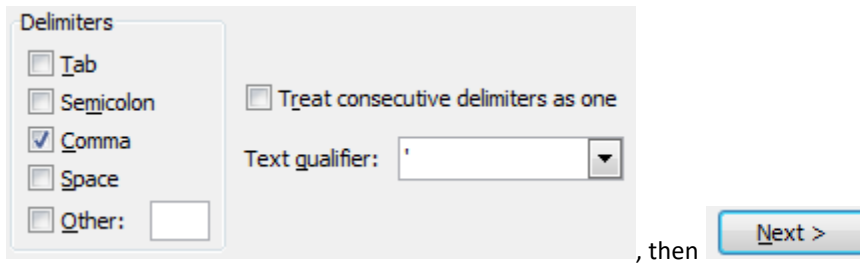
- Browse to your file. Click **Open**.

**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

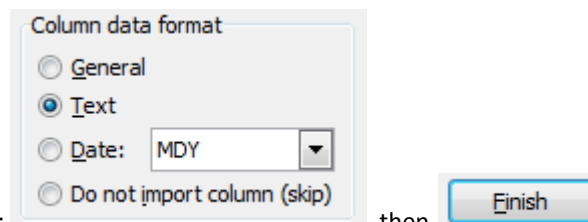
Text qualifier: '

**Next >**

- Highlight the third (**8 – Structure Number**) and fourth (**202 NBI Structure Number**) column:

Data preview

Year	1 - State Name	8 - Structure Number	2022 NBI Structure Number	22 - Owner Agency	3 -
1983	2 - Alaska	1190	1190	State Highway Agency	290
1983	2 - Alaska	1191	1191	State Highway Agency	090
1983	2 - Alaska	1192	1192	State Highway Agency	170
1983	2 - Alaska	1193	1193	State Highway Agency	
1983	2 - Alaska	1194	1194	State Highway Agency	



**Column data format**

General

**Text**

Date: MDY

Do not import column (skip)

**Finish**

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.