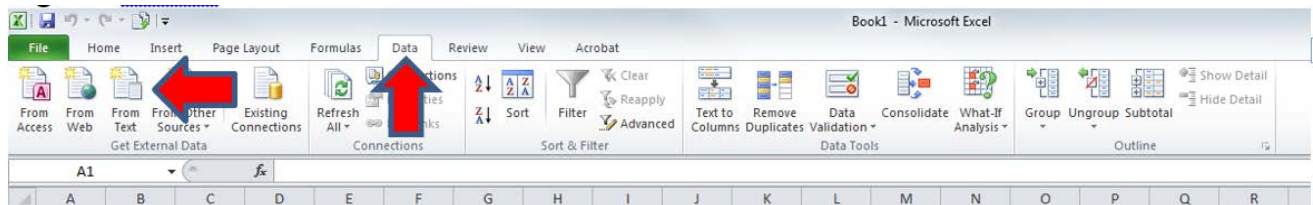


Instructions on how to open ED*Facts* data files

When transferring files from .csv format to .xlsx format, some of the values displayed as ranges are read as a date if the file is opened directly into Excel. To prevent this from happening, you should save the flat file (.csv) before opening it. Once the file is saved, follow these steps:

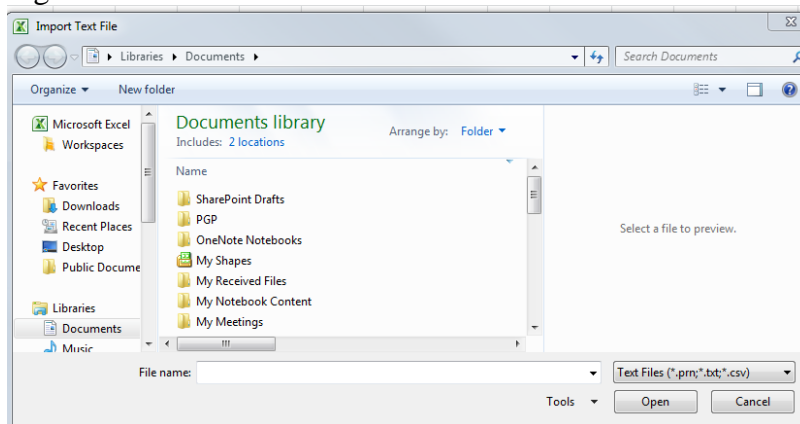
1. Open Excel
2. On the DATA tab, click on FROM TEXT icon in the GET EXTERNAL DATA section of the tool bar.

Figure 1: Where to find the Data tab



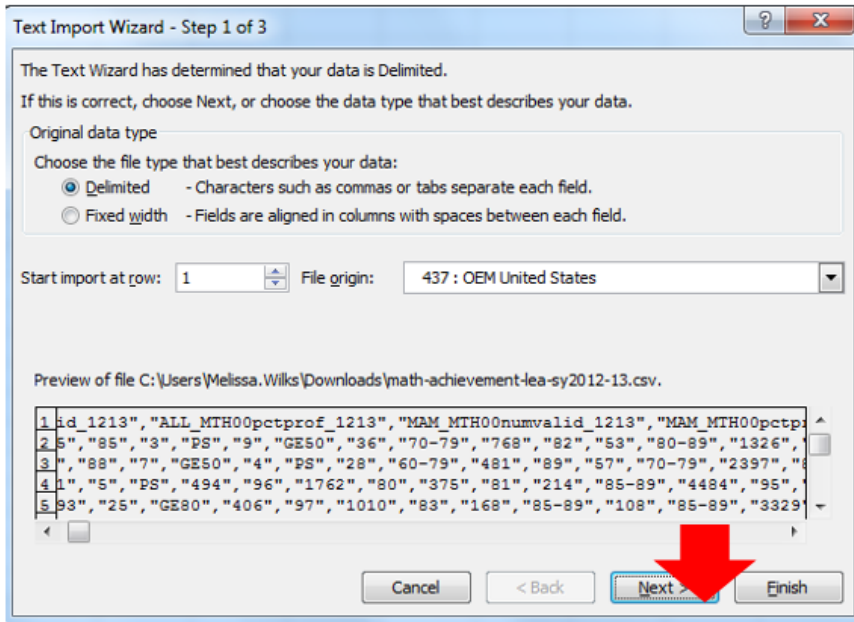
A pop up window will open that will allow you to select the data file.

Figure 2: Select Data file



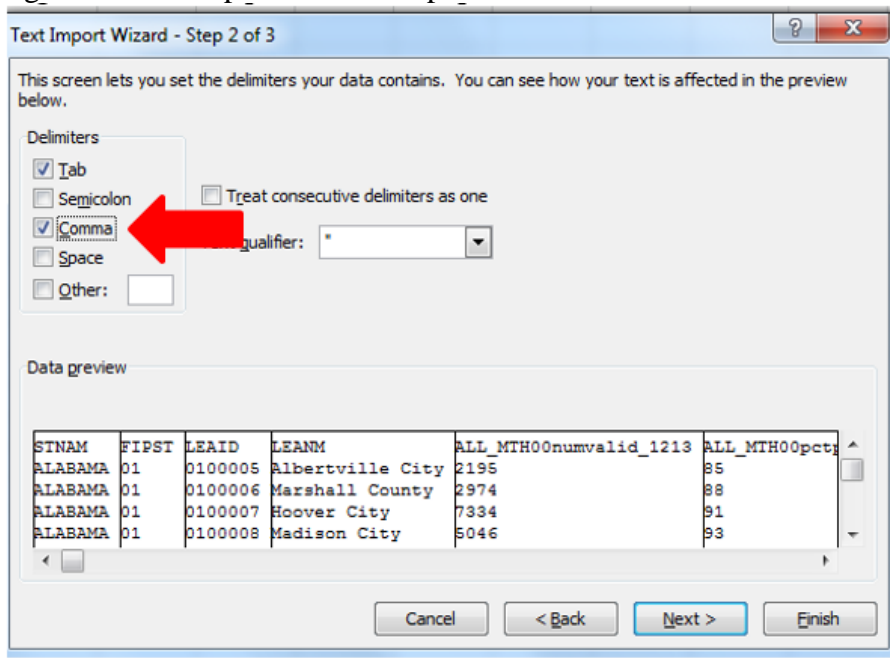
3. Open the CSV file
4. Click NEXT

Figure 3: Text Import Wizard Step 1



5. Select COMMA and click NEXT

Figure 4: Text Import Wizard Step 2



6. For every column, ***even those with numeric data***, change the Column Data Format from “General” to “Text.” To do this, click on “Text” and then highlight each column by clicking on it, as shown below. Once all the columns are text format, click FINISH.

Figure 5: Text Import Wizard Step 3

