

Converting Microsoft Excel 2002 to Pipe-Delimited ASCII Text Files

Using the Windows XP 2002 Professional Operating System with Service Pack 2 (SP2)

Note: Participants **must** return Address Count Lists and Address Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau.

Summary: This document covers:

- Setting the pipe symbol as the default delimiter
- Converting an Excel spreadsheet to the Census computer-readable predefined pipe-delimited ASCII text file

Set the Pipe Symbol as the Default Delimiter

1. From the Microsoft (MS) **Start** button on the MS Windows task bar, highlight **Settings** and select the **Control Panel**. In the **Control Panel** window select **Regional and Language Options**.
 2. In the **Regional and Language Options** window, select the **Regional Options** tab, click the **Customize...** button.
 3. In the **Customize Regional Options** window, select the **Numbers** tab.
 4. Set the **List Separator** field to a pipe-delimited symbol | by pressing **Shift** and |.
-

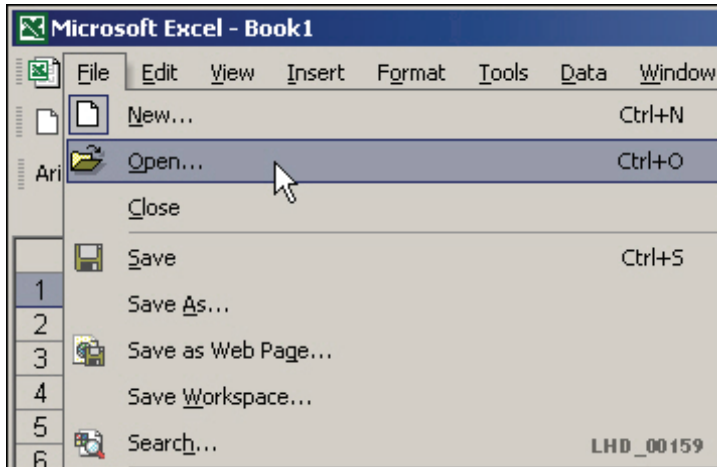
Note: The pipe symbol is usually located on the same key as with the backslash symbol, but may be found elsewhere on the keyboard.



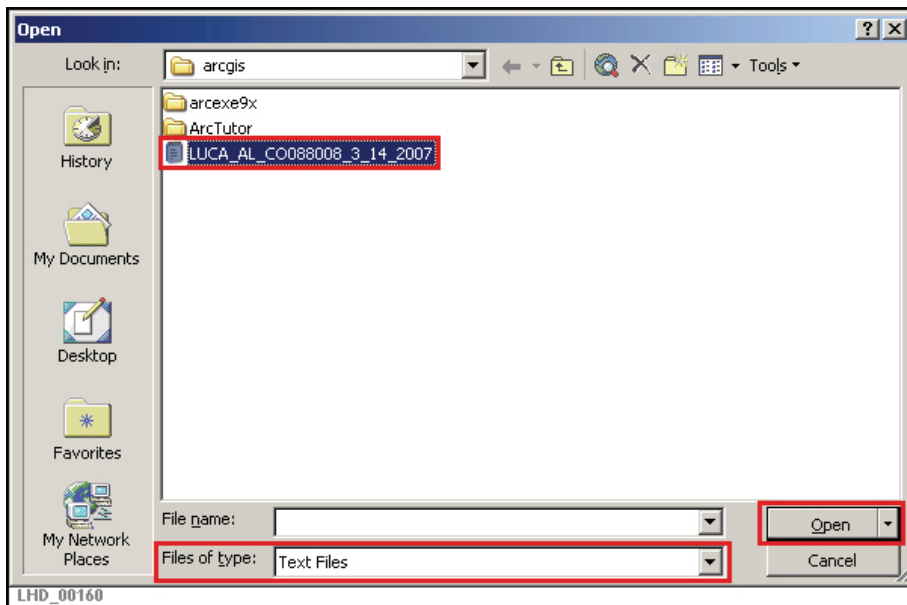
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

Convert MS Excel to the Predefined ASCII Local Address Files

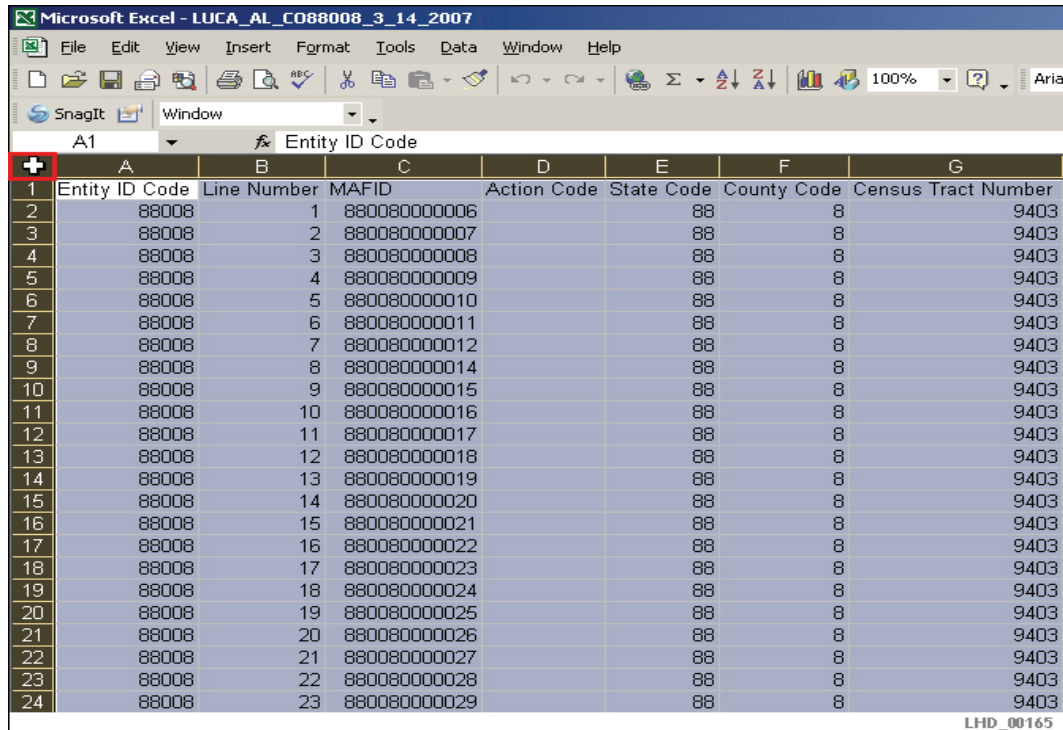
7. Open **MS Excel 2002**.
8. In the menu bar click **File** and then click **Open**.



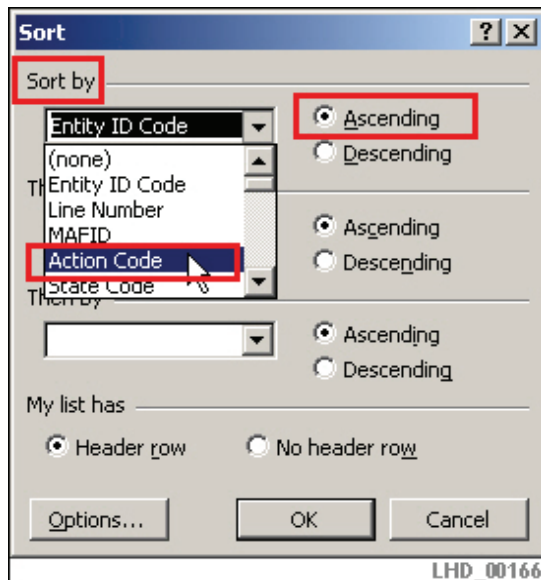
9. Verify the **Files of type:** drop-down box is set to **Text Files**. Navigate to the Excel document and click **Open**.



- Once the text file is open, highlight the entire spreadsheet by clicking on the box at the intersection of **Row 1** and **Column A**.



- In the menu bar click **Data** and select **Sort**.
- In the **Sort** window in the **Sort by** dropdown list select **Action Code**. Verify that **Ascending** is selected. Select **Header row** from **My list has** and then click **OK**.



Converting Pipe-Delimited ASCII Text Files into Microsoft Excel 2002

- Click anywhere within the spreadsheet to clear the selection set. The rows with a value in the **Action Code** column (**Column D**) should be at the top of the spreadsheet. Values in the **Action Code** column may be **A, D, N** or **J**.

	A	B	C	D	E	F	G
1	Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code	Census Tract Number
2	88008	5	880080000010	A	88	8	9403
3	88008	19	880080000025	A	88	8	9403
4	88008	37	880080000043	A	88	8	9403
5	88008	49	880080000056	A	88	8	9403
6	88008	108	880080000124	A	88	8	9403
7	88008	165	880080000202	A	88	8	9403
8	88008	166	880080000203	A	88	8	9403
9	88008	167	880080000204	A	88	8	9403
10	88008	201	880080000239	A	88	8	9403
11	88008	251	880080000291	A	88	8	9403
12	88008	267	880080000327	A	88	8	9403
13	88008	316	880080000356	A	88	8	9403
14	88008	412	880080000452	A	88	8	9403
15	88008	487	880080000528	A	88	8	9403
16	88008	10992	880080015116	A	88	8	3
17	88008	10996	880080015120	A	88	8	3
18	88008	15841	880080021910	A	88	8	9402
19	88008	15845	880080021914	A	88	8	9402
20	88008	113631	880080018232	A	88	8	9402
21	88008	1	880080000006		88	8	9403
22	88008	2	880080000007		88	8	9403
23	88008	3	880080000008		88	8	9403
24	88008	4	880080000009		88	8	9403

- Scroll down in the table to locate the first row that does not contain a value in the **Action Code** column (**Column D**). Select all of the rows that do not have a value in the **Action Code** column and delete them. The addresses that have been updated during the process remain, while the rest are deleted.

Note: The Census Bureau only requires you to return only updated or edited files.

	A	B	C	D
16139	88008	16143	880080022263	
16140	88008	16144	880080022264	
16141	88008	16145	880080022266	
16142	88008			
16143	88008			
16144	88008			
16145	88008			
16146	88008			
16147	88008			
16148	88008			
16149	88008			
16150	88008			
16151	88008			
16152	88008			
16153	88008			
16154	88008			
16155	88008			
16156	88008			

15. In the menu bar click **File** and then click **Save**.
16. In the **Save As** window select **CSV (Comma delimited)** from the **Save as type:** dropdown list and click **Save**.

Note: Ignore the **CSV** options that say **MS-DOS** or **Macintosh**. The file has to be saved as **CSV (Comma delimited)**.

