## 77. 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 local Address Count Lists and Address Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau. Files containing more than 256 columns or 65,536 rows cannot be exported from Excel.

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.
- Removing the End Of File (EOF) Marker from the ASCII text file.

## Setting the Pipe Symbol as the Default Delimiter

- 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 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.

## **Converting 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. In the **Open** window, verify that the **Files of type:** drop-down box is set to **Microsoft Excel Files**. Navigate to the Excel document and click **Open**.



**Note:** If you are returning Option 2 or 3 data, skip to step 15.

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

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



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.

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- 14. 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.
- 15. Select and delete the header row. The ASCII text file should contain no headers when returned to Census.

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- 16. In the menu bar, click File and then click Save As...
- 17. 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).



Note: A Microsoft Excel warning window may or may not appear.

18. In the Microsoft Excel window, click Yes.

Microsoft	Excel	×
į	<ul> <li>LUCA Data.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep th workbook in this format?</li> <li>To keep this format, which leaves out any incompatible features, click es.</li> <li>To preserve the features, click No. Then save a copy in the latest Excel format.</li> <li>To see what might be lost, click Help.</li> </ul>	he
	Yes No Help LHD_0	0276

19. In the folder containing the newly created CSV file, right click on the file, then select **Open With**, and then select **Notepad**.



20. In the window that opens, scroll down to the bottom of the data, and place the cursor behind the last line of data.

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123       323       3008A       970       BROWNWALL       DR       12345       Y         123       323       3008B       406       WATER       WALL       DR       12345       Y         123       323       3008B       406       WATER       WALL       DR       12345       Y         123       323       3007       979       BALSA       WOOD       12345       Y       Y         123       323       3005       1175       SCRAPPLE       RO       12345       Y       Y         123       323       3005       1110       E       SECONDARY       ST       APT       312       12345       Y         123       323       3005       1110       E       SECONDARY       ST       APT       312       12345       Y       Y         123       323       3021       413       I       LAKE       BACK       DR       II       12345       IIIIY       Y         123       323       2001A       1773       N       USRT       42       IIIII       12345       IIIY       Y         123       323       3008       942       SHOUTING <td< td=""><td>IY</td></td<>	IY
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21. In the window, click and drag from behind the last line of data to the top of the window, until all of the data is selected.

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22. In the window, select Edit, and then select Copy.

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323	Сору	Ctrl+C	E  MAIN ST    APT 208 12345     Y	
112	Paste V Delete	Ctrl+V	I   BROWNWALL   DR       12345       Y	
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32	Find	Ctrl+F	SCRAPPLE RD    12345     Y	
323	Find Next	F3	E  SECONDARY ST   APT 312 12345	Y
32	Replace	Ctrl+H	ILLAKE BACK OR IIII12345IIIIIY	
123	Go To	Ctrl+G		
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3 3	Time/Date	F5	E  VALLEY DR   APT 1 12345     Y	0.410

23. In the window, select  $\ensuremath{\textit{File}}\xspace,$  and then select  $\ensuremath{\textit{New}}\xspace.$ 

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Save As	LAKE_BACK DK    2345     Y	
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24. In the Untitled-Notepad window, select Edit, and then select Paste.

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	Repl	ace	Ctrl+H	
	Go T	0	Ctrl+G	
I .	Sele	t All	Ctrl+A	
	Time	/Date	F5	

25. In the **Untitled-Notepad** window, the data copied earlier should now appear. Scroll down to the bottom of the data, and try to click in the empty space below the last data record. If the blinking cursor is located below the last line of text, an End Of File (EOF) marker is present, which must be removed.

📕 Untitled - Notepad	
File Edit Format View Help	
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**Note:** If the cursor cannot be positioned below the last line of text there is no EOF marker. Skip to step 27.

26. To delete the EOF marker, position the cursor in the empty line below the last line of text and press the **Backspace** key. When the EOF marker has been removed, the cursor will be located at the end of the last line of data.

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File Edit Format View Help	
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27. In the Untitled-Notepad window, select File and then select Save As...

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Save As	5	3  N USRT 42L 75  12345  1  14
Page Se	etup	2   SHOUTING OAK WAY    12345     Y
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28. In the Save As window, navigate to the location where the files being returned to Census are being saved, and name the file as specified in the Saving the File sections of the <u>2010 LUCA User Guide</u>. (Usually *<your Entity ID>\_UAL.txt* for the Address List, or *<your Entity ID>\_UACL.txt* for the Address Count List.) After naming the file, click Save.

Save As						? X
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**Note:** If you modified your **List Separator** as instructed in the beginning of this document, please remember to change it back to its original field unless you wish to continue to have | stay as the default.