

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

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 |.

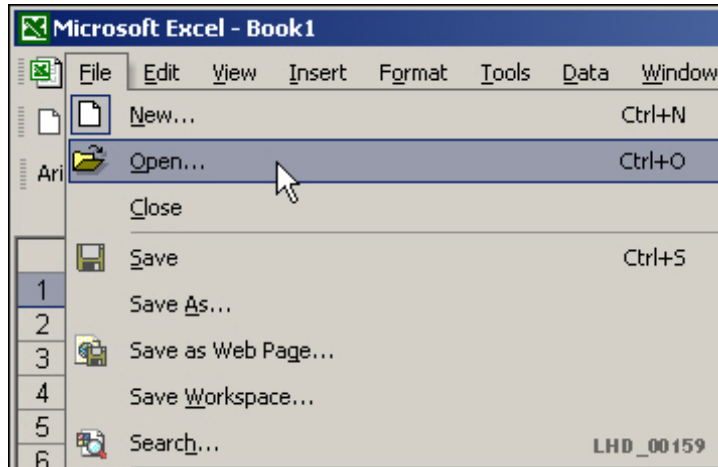
Note: The pipe symbol is usually located on the same key as the backslash symbol, but may be found elsewhere on the keyboard.



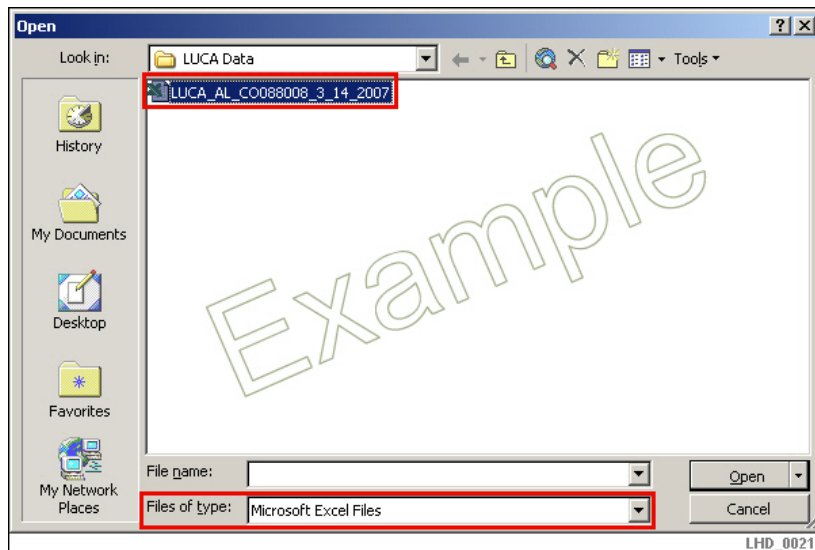
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

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**.

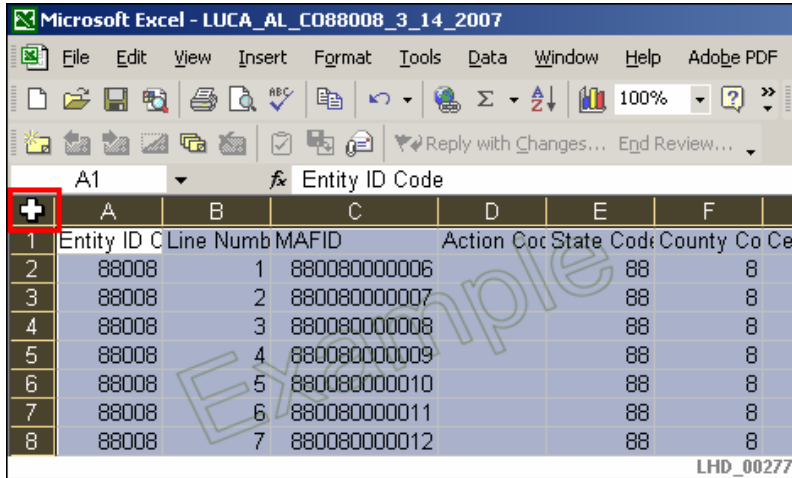


9. In the **Open** window, verify that the **Files of type:** drop-down box is set to **Microsoft Excel Files**. Navigate to the Excel document and click **Open**.

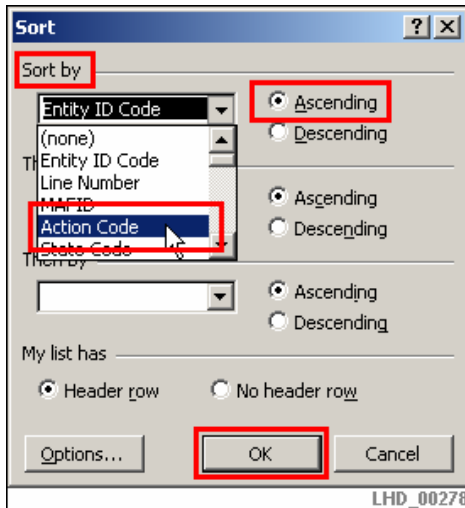


Note: If you are returning Option 2 or 3 data, skip to step 15.

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**.



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**.

	A	B	C	D	E	F
1	Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code
2	88008	1	880080000008	A	88	
3	88008	2	880080000007	A	88	
4	88008	3	880080000006	A	88	
5	88008	4	880080000005	A	88	
6	88008	5	880080000010	A	88	
7	88008	11	880080000017	A	88	
8	88008	12	880080000018	A	88	
9	88008	13	880080000019	A	88	
10	88008	14	880080000020	A	88	
11	88008	6	880080000011	D	88	
12	88008	7	880080000012	D	88	
13	88008	8	880080000014	D	88	
14	88008	9	880080000015	D	88	
15	88008	10	880080000016	D	88	
16	88008	15	880080000021	J	88	
17	88008	16	880080000022		88	

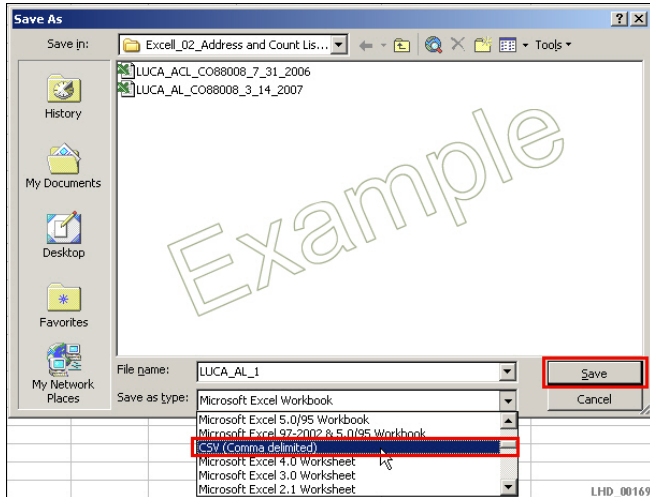
- Scroll down in the table to locate the first row that does not contain a value in the **Action Code** column (**Column D**). Select all of the rows that do not have a value in the **Action Code** column and delete them. The addresses that have been updated during the process remain, while the rest are deleted.
- Select and delete the header row. The ASCII text file should contain no headers when returned to Census.

	A	B	C	D	E	F
1	Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code
2	88008	1	880080000008	A	88	
3	88008	2	880080000007	A	88	
4	88008	3	880080000006	A	88	
5	88008	4	880080000005	A	88	
6	88008	5	880080000010	A	88	
7	88008	11	880080000017	A	88	
8	88008	12	880080000018	A	88	
9	88008	13	880080000019	A	88	
10	88008	14	880080000020	A	88	
11	88008	6	880080000011	D	88	

Note: The Census Bureau only requires the return of updated or edited files.

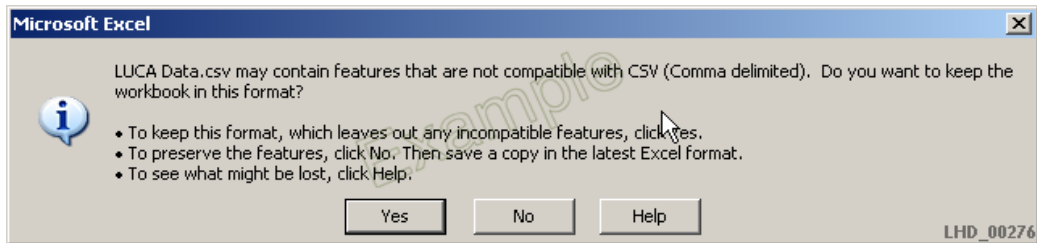
16. In the menu bar, click **File** and then click **Save As...**
17. In the **Save As** window, select **CSV (Comma delimited)** from the **Save as type:** dropdown list and click **Save**.

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

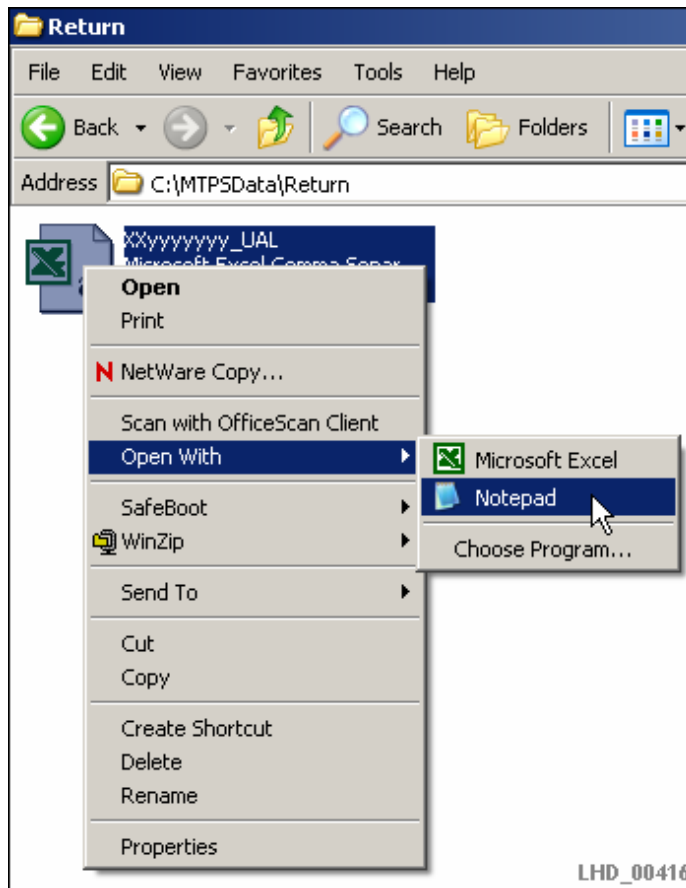


Note: A **Microsoft Excel** warning window may or may not appear.

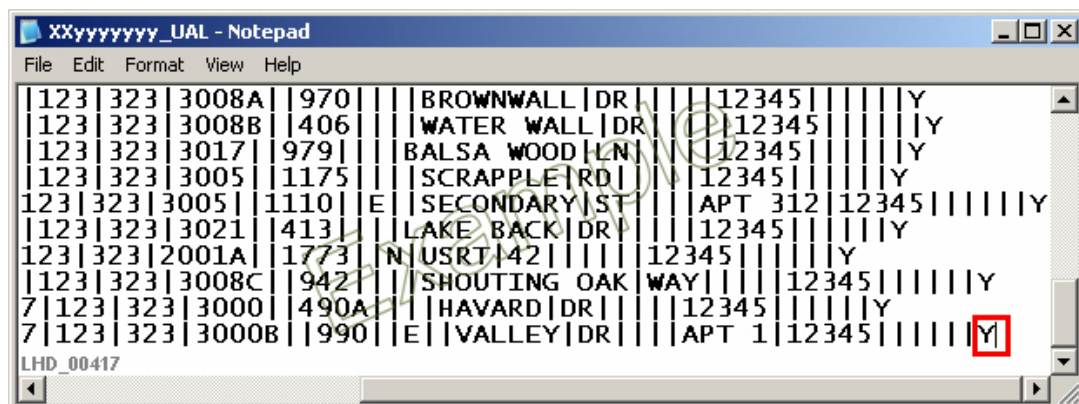
18. In the **Microsoft Excel** window, click **Yes**.



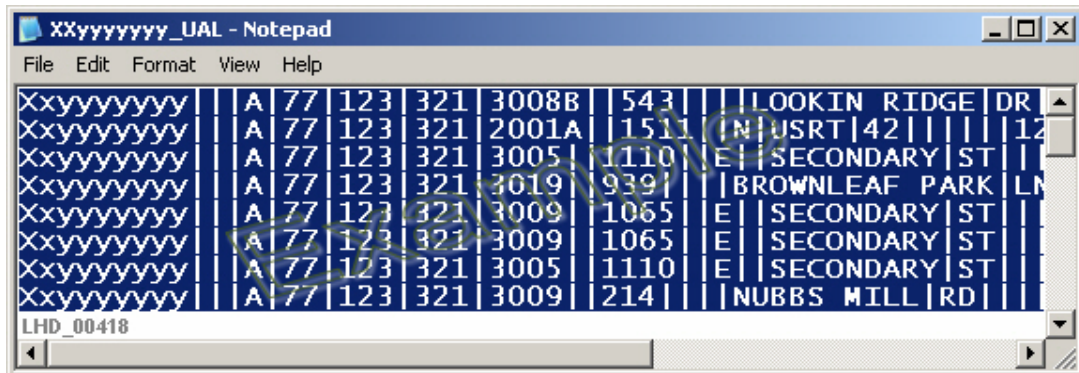
19. In the folder containing the newly created CSV file, right click on the file, then select **Open With**, and then select **Notepad**.



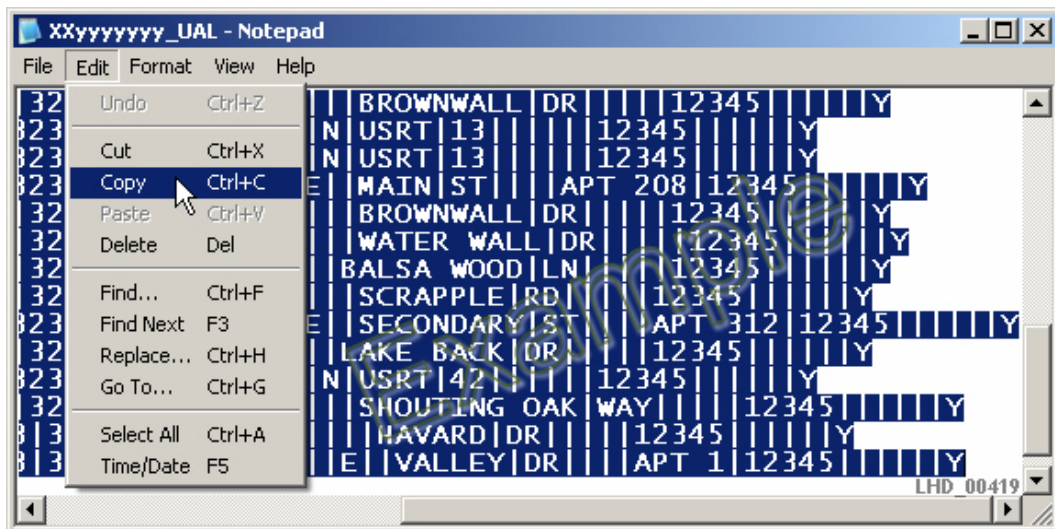
20. In the window that opens, scroll down to the bottom of the data, and place the cursor behind the last line of data.



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.



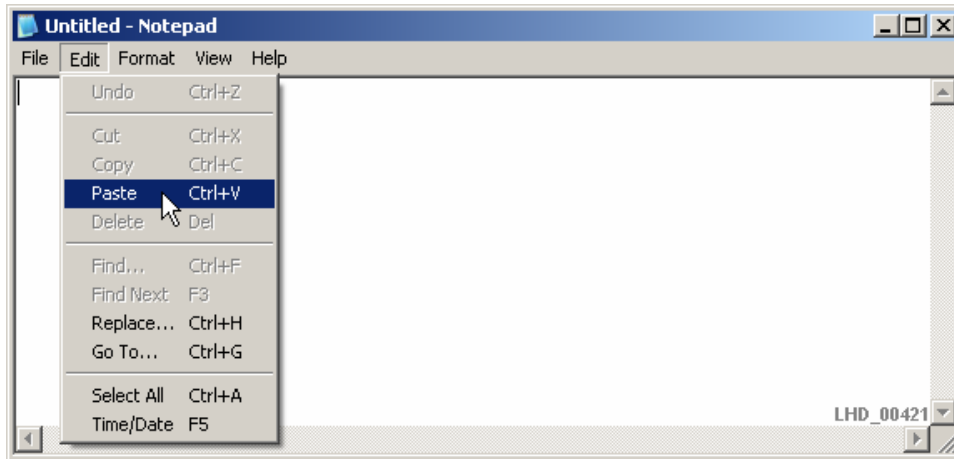
22. In the window, select **Edit**, and then select **Copy**.



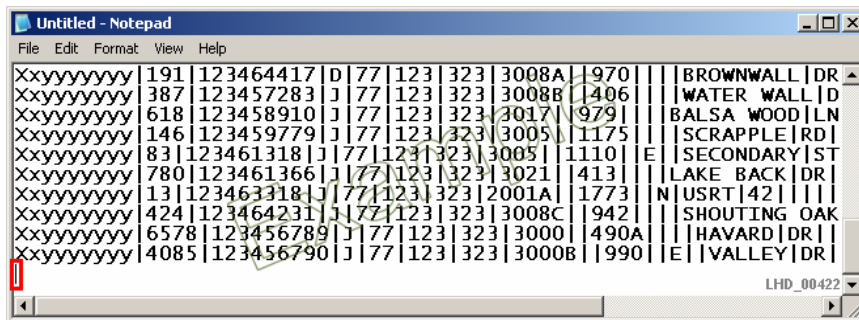
23. In the window, select **File**, and then select **New**.



24. In the **Untitled-Notepad** window, select **Edit**, and then select **Paste**.

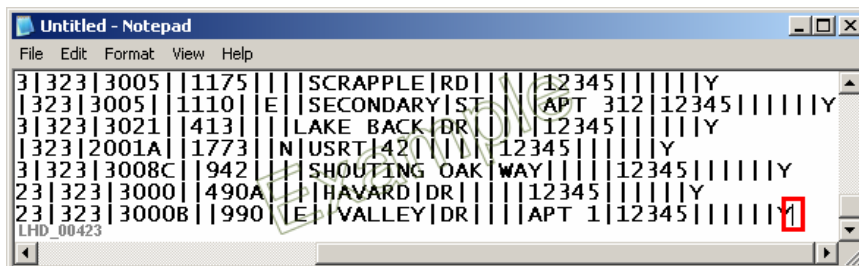


25. In the **Untitled-Notepad** window, the data copied earlier should now appear. Scroll down to the bottom of the data, and try to click in the empty space below the last data record. If the blinking cursor is located below the last line of text, an End Of File (EOF) marker is present, which must be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

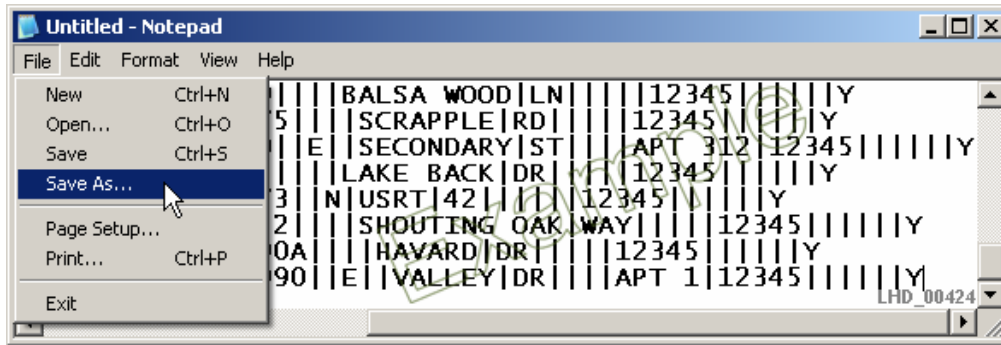


Note: If the cursor cannot be positioned below the last line of text there is no EOF marker. Skip to step 27.

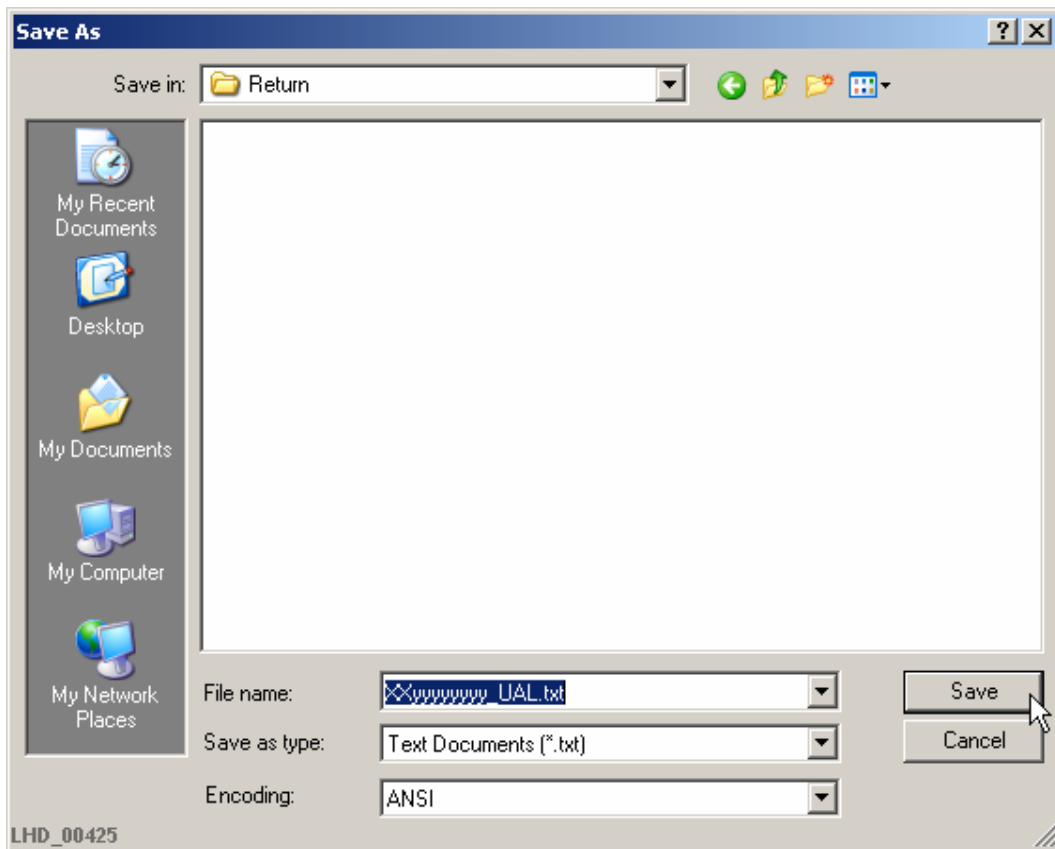
26. To delete the EOF marker, position the cursor in the empty line below the last line of text and press the **Backspace** key. When the EOF marker has been removed, the cursor will be located at the end of the last line of data.



27. In the **Untitled-Notepad** window, select **File** and then select **Save As...**



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 2010 LUCA User Guide. (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**.



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.
