Notes on importing the data:

Click on the year you're interested in.
Click: Delimited Files
Click your State.
Click: [Proceed to Data]
Go to File – Save As – and put it where you want it.
Open Excel.
 Click the Data tab.
Click From Text in the Get External Data section.
Browse to your file.
<u>Delimited</u> - Characters such as commas or tabs separate each field.
Choose: Fixed width - Fields are aligned in columns with spaces between each field. , then
Choose Comma and single quote (not the default of Tab and double quote):
Delimiters
Tab
Semicolon Treat consecutive delimiters as one
Comma Text gualifier:
Space
Data preview
Text General General General General General State_CODE_001 STRUCTURE_NUMBER_008 RECORD_TYPE_005A ROUTE_PREFIX_005B SER ^
01 00000000000000000000000000000000000
01 00000000000000000000000000000000000
۲ () () () () () () () () () (
Highlight the second column:
○ <u>G</u> eneral I
© Date: MDY ▼
then choose Text (not the default of General): O Do not import column (skip), then Finish. This will import the
structure numbers correctly and maintain the formatting.
Import Data
Where do you want to put the data?
Existing worksheet: =\$A\$1
∑ <u>N</u> ew worksheet
Properties OK Cancel OK
Go with the default on the Import Data dialog:

• Save your Excel file.