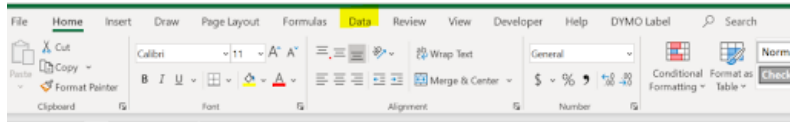


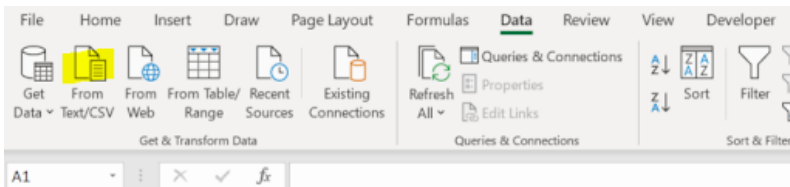
Importing a .txt File Into Excel

1. Open a blank Excel workbook

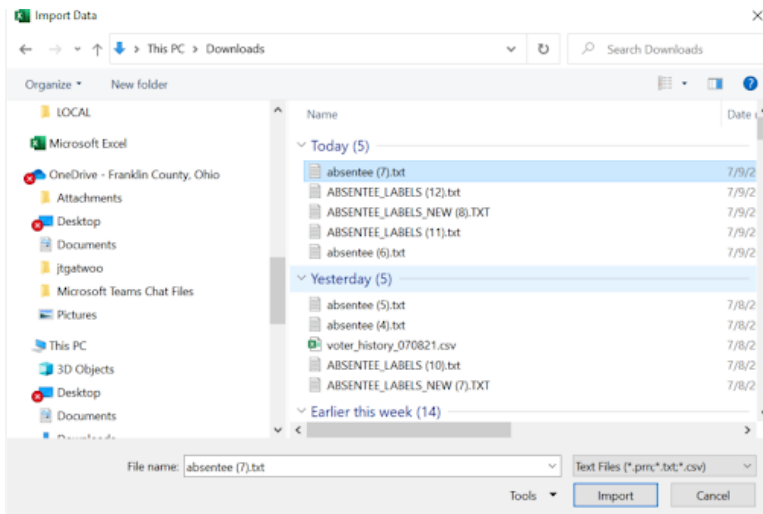
2. Navigate to the *Data* tab in the top toolbar



3. In the *Data* tab, select *From Text/CSV*



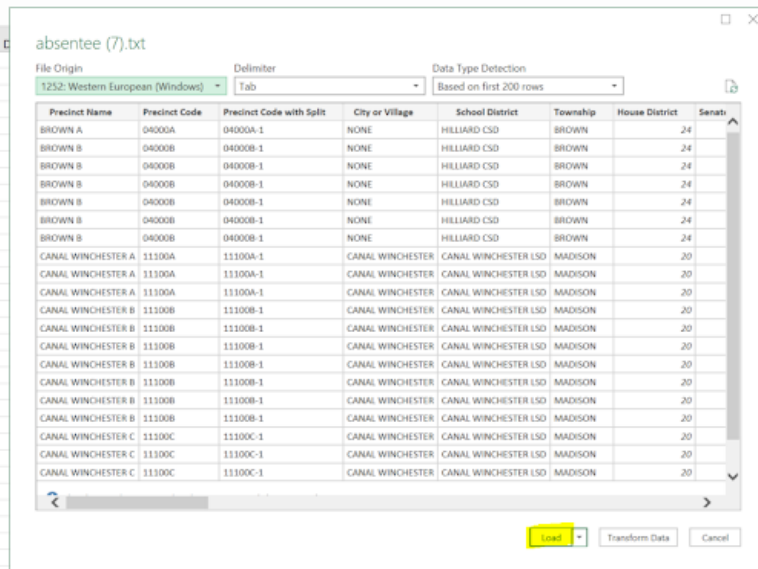
4. Navigate to the location where the .txt file was downloaded



5. Select the .txt file to import and press *Import*

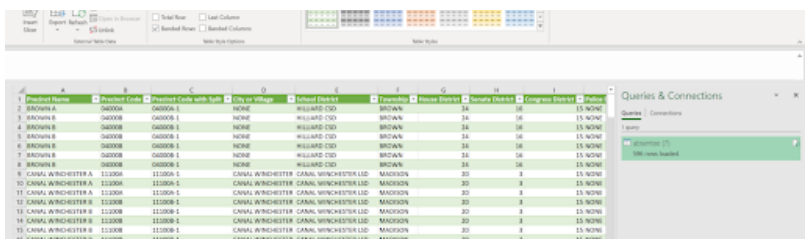


- A data import screen is displayed. Select *Load*



Precinct Name	Precinct Code	Precinct Code with Split	City or Village	School District	Township	House District	Senate
BROWN A	04000A	04000A-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
CANAL WINCHESTER A	11100A	11100A-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER A	11100A	11100A-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER A	11100A	11100A-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	

- The data will be imported into the Excel worksheet with filters turned on for all rows. It will also display on the right the number of rows loaded.



Precinct Name	Precinct Code	Precinct Code with Split	City or Village	School District	Township	House District	Senate
BROWN A	04000A	04000A-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
BROWN B	04000B	04000B-1	NONE	HILLIARD CSD	BROWN	24	
CANAL WINCHESTER A	11100A	11100A-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER A	11100A	11100A-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER B	11100B	11100B-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	
CANAL WINCHESTER C	11100C	11100C-1	CANAL WINCHESTER	CANAL WINCHESTER LSD	MADISON	20	

- Save the document with the name of your choice. Note: the file will be saved as an Excel document.

