

Liquor Control Commission

Instructions for downloading the Licensee List text file or Licensee Label text file into Microsoft Excel

Reminder - print the File Description, Field Definition, and County Name and Number pages before downloading one of these text files. They will be needed later.

Print these instructions by clicking on File on the menu bar.

Click Print.

Click OK.

Go back to the page you started on by clicking the BACK button on the button bar of your browser.

To download a Licensee file:

1. From your browser download the comma delimited text file by clicking on the underlined name of the file you wish to access, or by selecting a particular county from the drop down box or the clickable map. This may take several minutes to complete. Please be patient.
2. In the menu bar. Click on File.
3. Click on Save As. **NOTE! If Save As is greyed out then go back to the list page and right click on the list link. Select "Save Target As" and place the file in your hard drive where you can easily find it.**
4. Enter file name as : _____ .txt, where you choose the filename, and use the .txt extension in the name. Write the filename on paper and keep it for your future reference.
5. Click on the "C directory" to select it as the destination directory where the downloaded file will be stored.
6. Click Save. The data has been downloaded to your computer.
Exit your browser.

To start an EXCEL spreadsheet:

7. Click on the Excel icon to launch (start) the application.
8. In the menu bar, click on File.
9. Click on Open.
10. Click to select the "C" directory since this is where you saved your file during the download process.
11. Click on Files of Type drop-down box arrow at the bottom of the window, select Text Files (*.prn; .txt; .csv.) or All Files (*.*)
12. Highlight _____ .txt (the name of the file you saved.)
13. Click Open. The Text Import Wizard should pop up automatically.
14. In the Text Import Wizard box choose Original Data Type: Delimited.
15. Click Next.
16. In the next Text Import Wizard box, in the Delimiters box, place a check mark in the comma box, and uncheck other boxes if necessary.

17. Click Next.
18. Hold down the Shift key and scroll to the farthest right column. Click on it, and all of the columns should be highlighted.

19. In the Data Format box select Text.
20. Click Finish.

In order to correctly format the columns in your Excel spreadsheet, you must complete the following steps:

21. Select the entire spreadsheet by clicking the upper left cell in the spreadsheet (This cell has no label. It is located above the label for row 1 and to the left of the column A label.) The entire spreadsheet should then be highlighted.
22. In the menu bar, select Format.
23. Select Column.
24. Select AutoFit Selection. This will allow the columns to be correctly formatted.
25. De-select the spreadsheet by clicking anywhere in the spreadsheet. The highlighting should disappear.
26. In menu bar, click File, then Save As.
27. Click on Save As Type drop-down box arrow.
28. Select Microsoft Excel Workbook (*.xls) in the drop down menu in the Save As Type box.
29. Enter File Name _____ .xls, filling in the name of your choice, followed by the .xls extension. Write the file name on paper and keep it for future reference.
30. Click Save.

The data is now available for you to use as your needs require, if you want.

This page last updated 6/19/01