



Liquor Control Commission

Instructions for downloading the text file into Microsoft Excel

Reminder - print the File Description and Field Definition pages before downloading the text file. They will be needed later.

Print these instructions:

In the menu bar, click on **F**ile.

Click **P**rint.

Click **O**K.

Go back to the page you started on:

Click the BACK button on the button bar of your browser.

To download text file:

From your browser download the fixed format text file by clicking on the underlined name of the file you wish to access. This may take several minutes to complete. Please be patient.

In the menu bar, click on **F**ile.

Click on **S**ave **A**s File

Enter file name as : _____**.txt**.

Double click on the "C directory" to select it as the destination directory where the downloaded file will be stored.

Click **O**K.

The data has been downloaded to your computer.

Exit your browser.

To start EXCEL spreadsheet*:

Click on Excel icon to launch (start) the application. In the menu bar, click on

File.

Click on **O**pen.

Double click to select the "C" directory since this is where you saved your file during the download process.

Click on List Files of Type drop-down box arrow at the bottom of the window. Select **Text Files (*.txt)**

Highlight _____**.txt** Click **O**K.

Now, in the *Text Import Wizard*:

Choose Original Data Type: **Fixed Width**

Click **Next**

Set Field Widths Screen: **Using length information in the file description list, set up columns accordingly (example, liquor code is 5 characters in length).**

Click **Next**

Choose Column Format: **General**

Click **Finish**

In order to correctly format the columns, complete the following instructions:

- A) Select the entire spreadsheet by Highlighting 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.)
- B) In the menu bar, select **Format**.
- C) Select **Columns**.
- D) Select **AutoFit Selection**. This will allow the columns to be correctly formatted.

De-select the spreadsheet by clicking anywhere in the spreadsheet.

In menu bar, click **Save As**

Click on List Files of Type drop-down box arrow. Select **Microsoft Excel Workbook**

Enter File

Name _____ .xls Click **OK**.

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

***Other spreadsheet programs have similar commands that will allow you to format the data.**