

## Instructions for Downloading the Text File into Microsoft Excel

Please Print These Directions

### Downloading the Statewide Text File from the Internet

- **Click** on the link to download the statewide text file of Child Welfare facilities.
- Select **File**.
- Select **Save As**.
- Name and Enter file name \_\_\_\_\_ **.txt**.
- Choose the directory where you want to save the list (make sure you remember where you put it).
- Select **OK**.

The list has now been downloaded (saved) to your computer. Close out of the Internet.

### Downloading the Text File to Microsoft Excel

- **Open Excel**.
- Select **File**.
- Select **Open**.
- Go to the directory where you saved the list.
- Click on **Files as type drop-down box arrow** at the bottom of the window
- Select **Text Files (\*.txt)** or **All Files (\*.\*)**.
- Highlight the list name \_\_\_\_\_ **.txt**.
- Select **Open**.  
*[If you get a box that says Microsoft Excel can't load...., select No.]*

In the **Text Import Wizard**:

- Choose Original Data Type: **Delimited**.
- Select **Next**.
- Choose Delimiters: Comma.
- Select **Next**.
- Choose Column Format: **General**.
- Select **Finish**.

To **format the columns** so the data can be read:

- Highlight all columns by hitting **Ctrl** and **A** on the keyboard
- In the menu bar, select **Format**
- Select **Columns**
- Select **AutoFit Selection**

- Un-highlight the spreadsheet by clicking anywhere in the spreadsheet.

To **save**:

- Select **File**
- Select **Save As**
- Click on **Save as type drop-down box arrow**
- Select **Microsoft Excel Workbook\**
- Enter File Name \_\_\_\_\_ .xls
- Select **OK**.

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

### **Deleting Columns in Microsoft Excel**

Use the **Record Description** (or column titles) to know what information is in each column. It helps if you print out the **Record Description**. It can be printed from the web page where you accessed the Statewide Text Files.

If there are columns that you do not need you may delete them by clicking only on that column. Example: If you do not want/need information about Facility State and Facility Street Address, highlight those columns and delete them.

### **Sorting Columns in Microsoft Excel**

**Note:** Make sure to highlight the whole spreadsheet when you do a sort. If you highlight only one column all of the other columns will not sort along with it. So you will not have accurate information.

Highlight all columns by hitting **Ctrl** and **A** on the keyboard.  
On the **Data** menu, select **Sort**.

In the **Sort Box**:

- **Sort by** click the column you want to sort first.
- **Then by** click the column you want to sort second.
- **Then by** click the column you want to sort third.

You do not have to have something in each sort box, for example:

- If you only want to sort by license number, put **Column A** in the **Sort by** box and leave the others blank.
- If you want to sort by license number and zip code, put **Column A** in the **Sort by** box and **Column J** in the **Then by** box. Leave the last one blank.