

# Text To Columns Tool

The Text To Columns tool splits the text from 1 column into separate rows or columns.

1) Run the workflow (Ctrl+R).

2) Select a tool to view its output in the Results window.

## Split to Columns - 1 Delimiter



The Address column will split anywhere a comma (,) is found and the tool is configured to output 3 new columns, Address1, Address2, and Address3, which contain the street address, city, and state/zip.

## Split to Columns - Multiple Delimiters



Address3, which contains State and Zip codes, is split into 3 columns using space and hyphen (-) delimiters.

To use special characters like tabs, spaces, and new lines as delimiters, you may specify them by their escaped versions as shown in the table below.

Space -	\s
Tab -	\t
New line -	\n

## Split to Columns - Ignore Delimiters in Brackets



When Ignore delimiters in brackets is checked in the Advanced options section of the tool, delimiters that are enclosed in brackets will not be used as a splitting point.

In the Advanced options you may select other bookend character types to similar effect.

## Split to Rows



When a delimiter is found in Split to rows mode, the string will be split into separate rows of column being split. The output columns will be the same as the input columns, and all columns other than the one being split will be duplicated for the newly created rows.

Note that unlike Split to columns, which requires you to specify the number of columns to be created, Split to rows will create as many rows as necessary for each string being split.

When consecutive delimiters are found in the string being split, blank entries will be created for those delimiters. This can be prevented by using the Skip empty columns option, as in the example below.

## Split to rows - Skip Empty Columns



Skip empty columns in the Advanced options section makes it so that any consecutive delimiters are treated as a single delimiter.