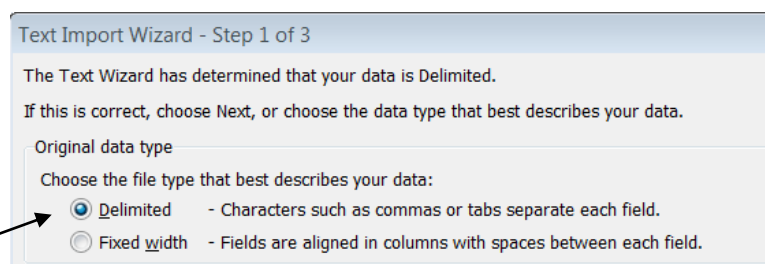## Opening VRIS Extract in Microsoft Excel
Note: there may be slight variations depending on your version of excel
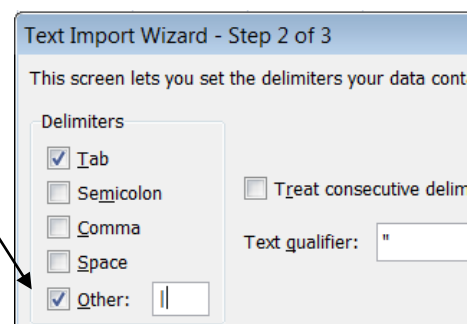
1. Copy the Text file from the CD onto your computer

2. Open Microsoft Excel

3. Go to File →Open. Find the folder where you saved the text file. Change where it says "Files of Type" to "All Files (*.*). Select the VRIS extract text file and click open.

4. A Text Import Wizard box appears. Where it says "choose the file type that best describes your data" choose "Delimited" and press next.
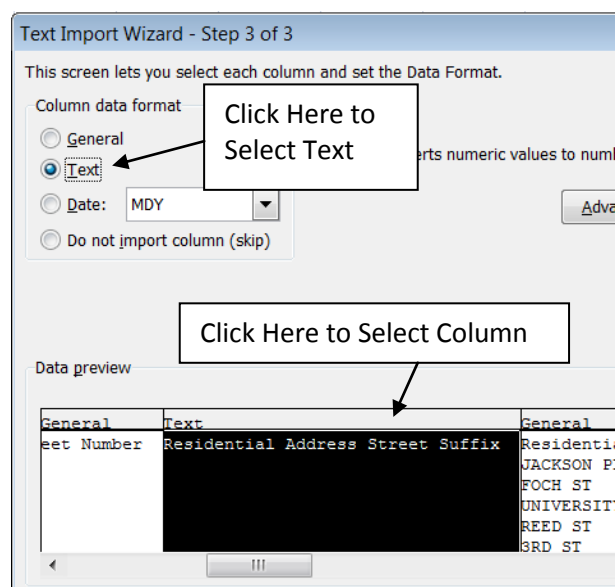
   Text Import Wizard - Step 1 of 3

   The Text Wizard has determined that your data is Delimited.

   If this is correct, choose Next, or choose the data type that best describes your data.

   Original data type
   Choose the file type that best describes your data:
   ⦿ Delimited   - Characters such as commas or tabs separate each field.
   ○ Fixed width   - Fields are aligned in columns with spaces between each field.

5. In the box that shows Delimiters, click the box next to "Other" to select it.

   In the blank box next to "other," type the symbol "|". (This is on the keyboard over the backslash (\) above the enter key). Then Press Next.

   Text Import Wizard - Step 2 of 3

   This screen lets you set the delimiters your data cont

   Delimiters
   ☑ Tab
   ☐ Semicolon   ☐ Treat consecutive delim
   ☐ Comma
   ☐ Space   Text qualifier: "
   ☑ Other: |

6. For Voting Lists and Resident Lists, it is recommended that you select certain columns (street suffix, apartment number, zip code) and change them from General to Text (see picture) to prevent excel from autocorrecting those fields incorrectly. (For example, excel will change ½ to January 2 if you don't change it to text).
   Then press Finish.

   Text Import Wizard - Step 3 of 3

   This screen lets you select each column and set the Data Format.

   Column data format   Click Here to
   ○ General   Select Text
   ⦿ Text   erts numeric values to num
   ○ Date: MDY   ▼   Adva
   ○ Do not import column (skip)

   Click Here to Select Column

   Data preview

General	Text	General
eet Number	Residential Address Street Suffix	Residenti
		JACKSON P
		FOCH ST
		UNIVERSIT
		REED ST
		3RD ST

7. Go to File →Save As and save your file as an excel workbook rather than a text file to keep all formatting and sorting.