

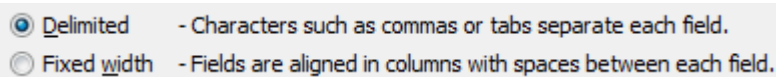
# Importing NBI Data into Excel

- Click on the year you're interested in.
- Click: [Delimited Files](#)
- Click your State.
- Click: [\[ Proceed to Data \]](#)
- Go to **File – Save As** – and put it where you want it.

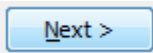
- Open Excel.
- Go to **File – Open – Browse**.
- Select **All Files (\*.\*)** from the file type drop-down.



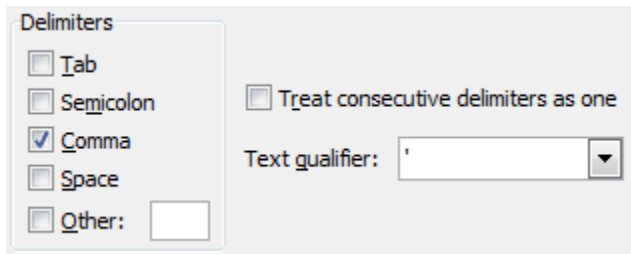
- Browse to your file. Click **Open**.

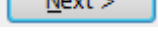


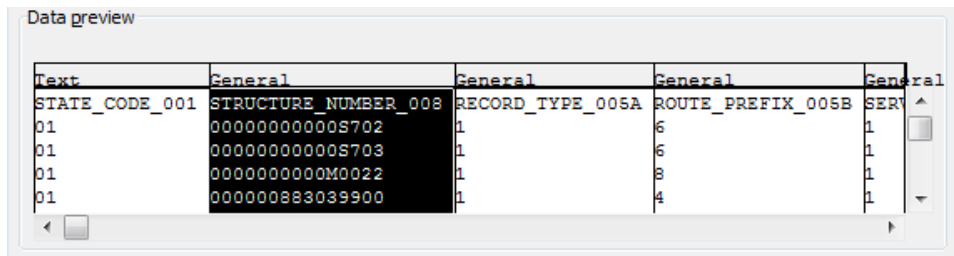
- Choose:  **Fixed width** - Fields are aligned in columns with spaces between each field, and  **My data has headers**, then



- Choose **Comma** and **single quote** (not the default of **Tab** and **double quote**):

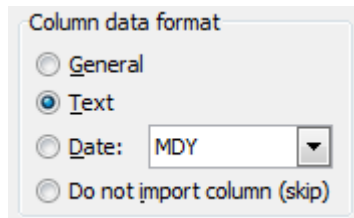



, then 



Text	General	General	General	General
STATE_CODE_001	STRUCTURE_NUMBER_008	RECORD_TYPE_005A	ROUTE_PREFIX_005B	SERIAL_NUMBER
01	000000000000S702	1	6	1
01	000000000000S703	1	6	1
01	000000000000M0022	1	8	1
01	000000883039900	1	4	1

- Highlight the second column:



then choose **Text** (not the default of **General**): . This will import the structure numbers correctly and maintain the formatting.

- Save your Excel file.