Importing NBI Data into Excel

•	Click on the year you're interes	ited 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.				
	File name:			All Files (*.*)	~
•	Browse to your file. Click Open	1.			
	Delimited - Characters such as commas or tabs separate each field.				
•	Choose: Fixed width - Field	s are aligned in columns with spaces betv	veen each field. , and	✓ My data has headers.	then
	Next >		,		
•	Choose Comma and single quo	ote (not the default of Tab and doub	le quote):		
	Delimiters Delimiters	te (not the deladit of 145 and 4545	ic quote).		
	Tab				
	Se <u>m</u> icolon T <u>r</u> eat	consecutive delimiters as one			
	✓ Comma Text gual Text gual Very comma Text gual Very comma Very comma Text gual Text gua	fier:			
	Space Space	ner.			
	Other:		<u>N</u> ext >		
		, then L Data greview			
		Text General STATE_CODE_001 STRUCTURE NUMBER	General 008 RECORD TYPE 005A	General Gene	ral
		01 000000000005702 01 00000000005703	1	6 1	
		01 000000000M0022	1		
		000000883039900	1	4 <u>1</u>	•
•	Highlight the second column:				- ,
		Column data format			
		⊚ <u>G</u> eneral			
		⊚ <u>T</u> ext			
		© <u>D</u> ate: MDY	_		
	then choose Text (not the defa	ult of General):	olumn (skip) , then	<u>Finish</u> . This will in	nnort the
	structure numbers correctly ar	, , , , , , , , , , , , , , , , , , ,	, tileii	. IIIIS WIII III	יייייייייייייייייייייייייייייייייייייי
•	Save your Excel file.				