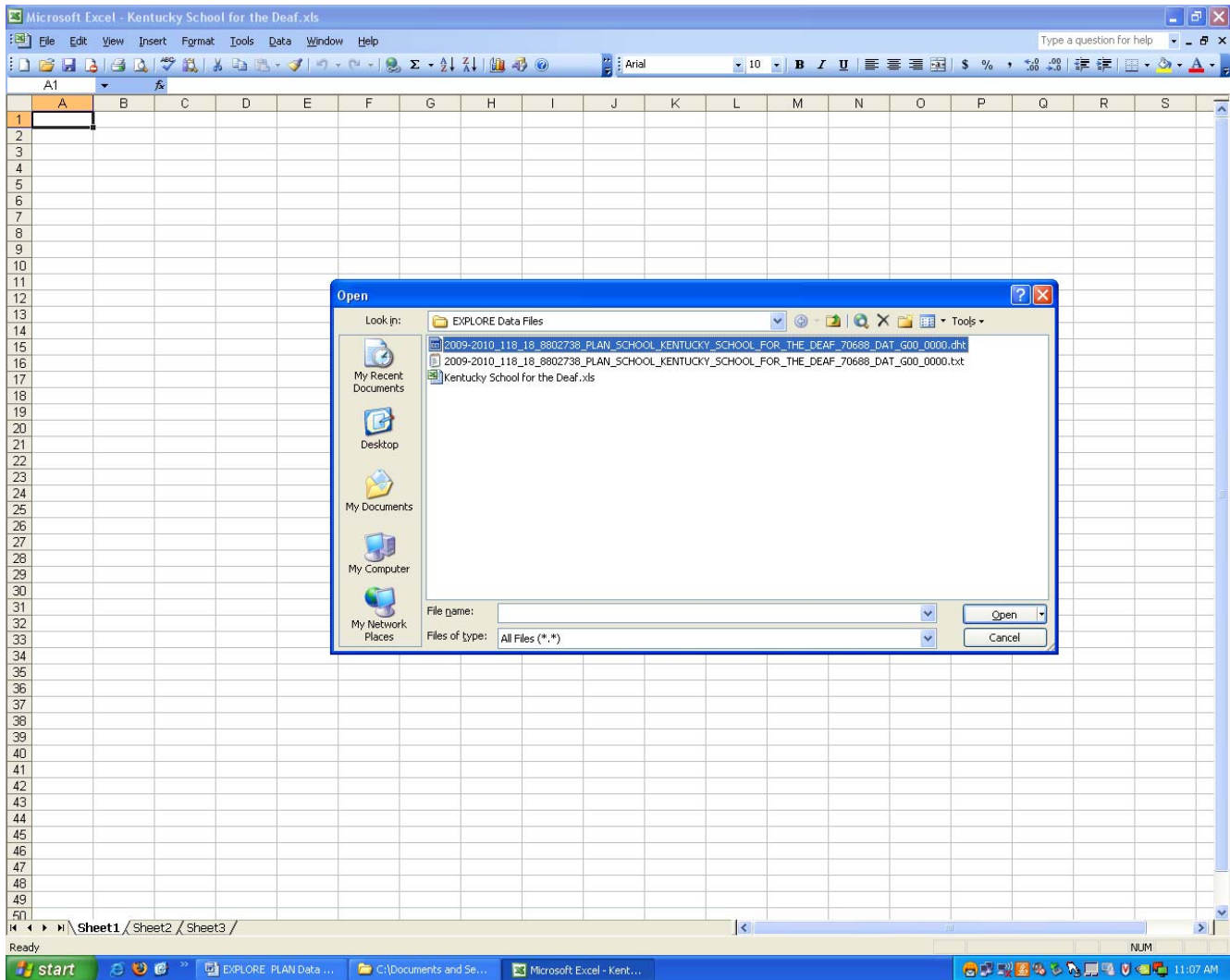


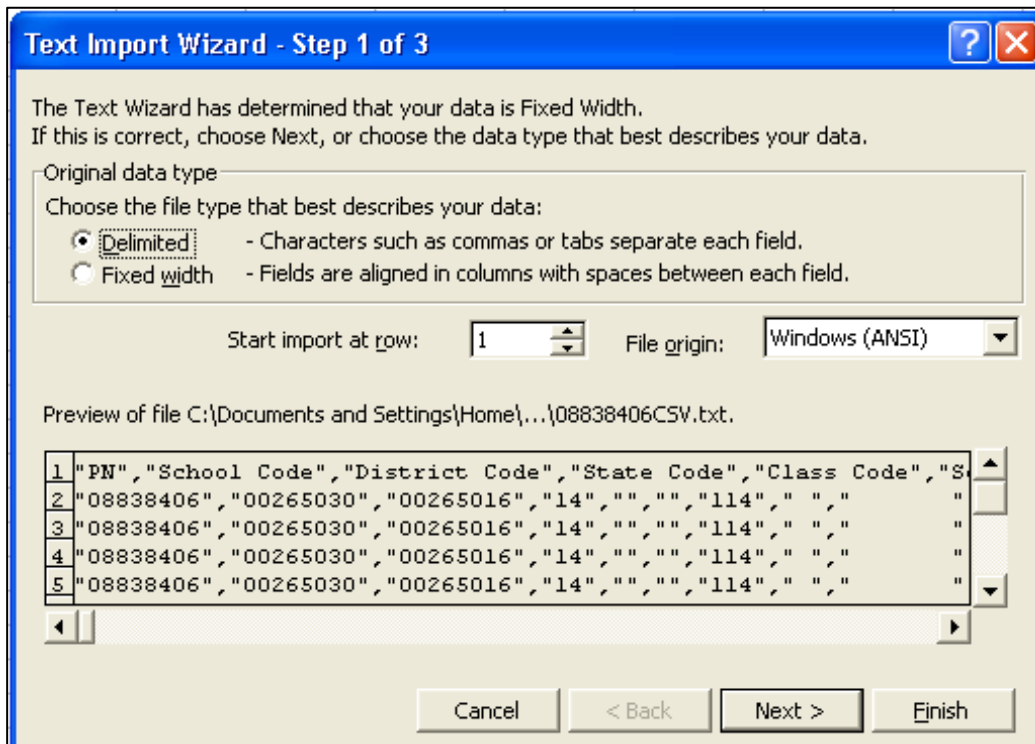
EXPLORE & PLAN Data Files 2009

Process for Opening the files in Microsoft Excel 2003 using the .dht file type

- Step A:**
- In Excel choose **File > Open**
 - Navigate to the location of the files to be opened
 - Make sure the **Files of type:** is set to All Files
 - Select the .dht file and click **Open**

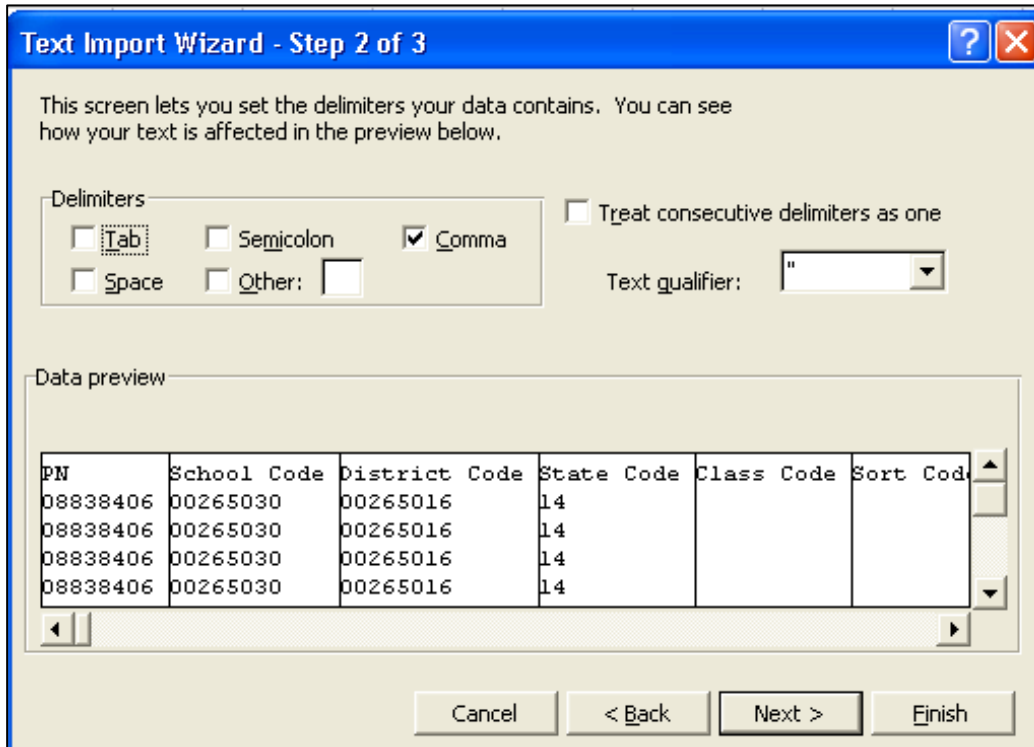


- Step B:** Text Import Wizard window opens - **Step 1 of 3**
 Choosing the file type: Select the “Delimited” radio button
 “Start import at row” should be set to 1. This is usually the default and ensures the Header row will be imported.
 Do not change the File origin default.
 Click *Next*



Step C: Text Import Wizard – Step 2 of 3

Under Delimiters, Deselect **Tab** and Select **Comma** by clicking on the checkbox. Then make sure "Text qualifier" is set to quotation marks " in the drop-down list. Field separators are "automatically" added to the data preview window. Click **Next**

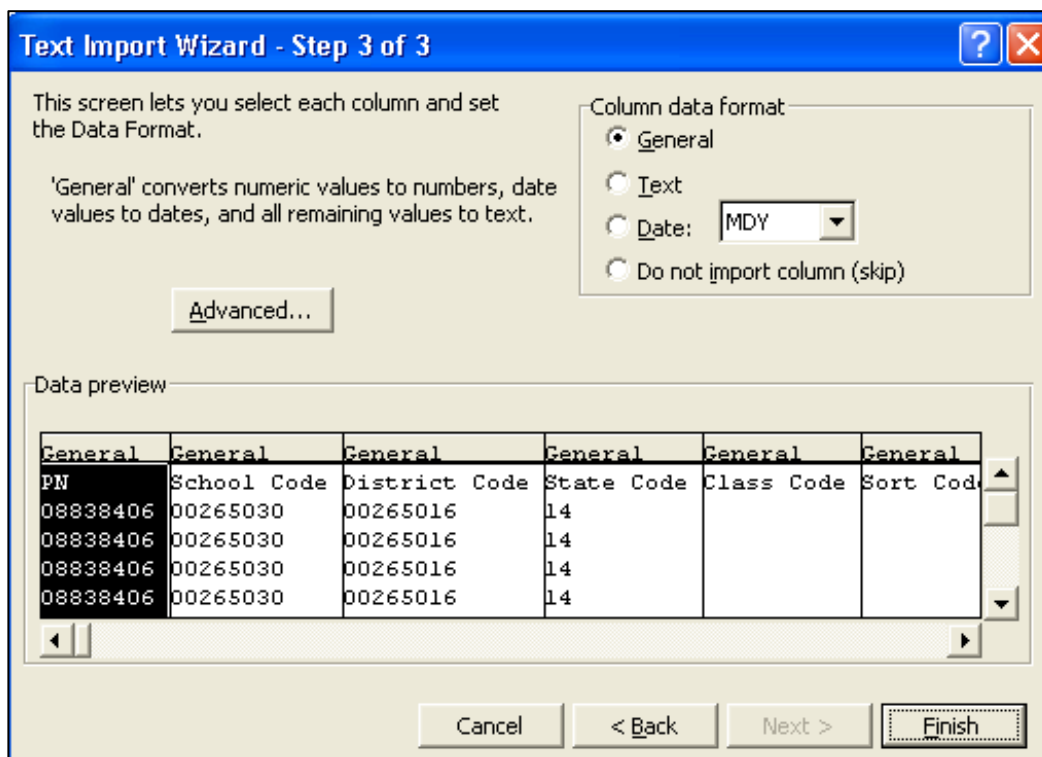


Step D: Text Import Wizard – Step 3 of 3

In the “Data Preview” section, you will notice that the first column is highlighted. Scroll to the last column, hold down the *shift* key and simultaneously *click* the last column (all of the columns will now be selected). The “Column data format” of each column defaults to **General**. Change this by selecting the “Text” radio button under Column Data Format

Click *Finish*.

Your EXPLORE/PLAN Excel data file has been created. Save the file to a secure location by choosing File > Save As from the menu bar. Rename your file making sure to change the file extension and the file type to Microsoft Excel (e.g. JonesHS_EXPLORE_2009.xls).



Note: If at a later time you wish to perform arithmetic/calculations to field contents (e.g. Scale Score fields) the data type for that column will need to be modified appropriately. You can perform this change in Excel by reformatting the cells you select.