

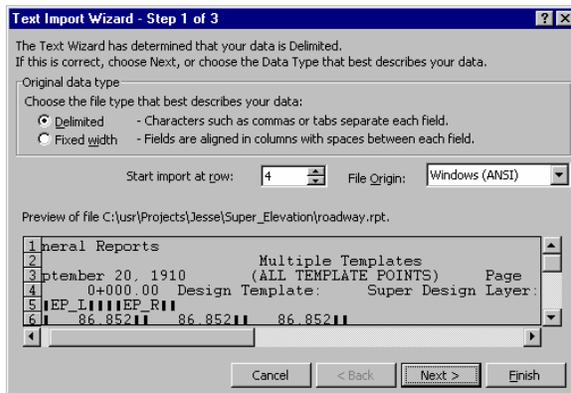
Importing text files into Excel

By Jesse 'J' Threlkel

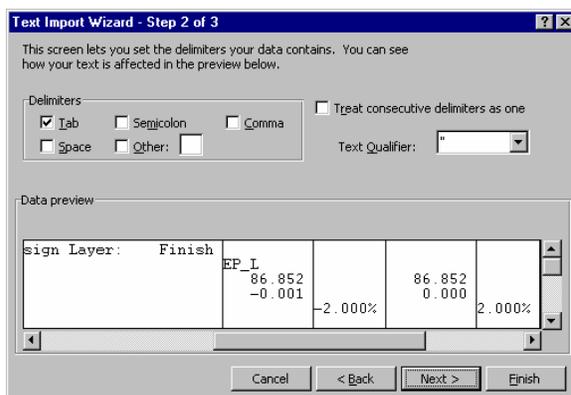
Excel can be used to import text files and various types of InRoads reports into a format that can be easily organized, manipulated and make use of specified data to perform calculations. The overall process for importing data into Excel is a relatively easy process with a few minor awkward steps.

Once you have created, the InRoads report from the corresponding .bin file open the Excel program. Use the file\open button.  Change the filter from '.xls' to all files '*.*' in the 'files of type' list box  that is located in the lower left corner of the 'Open' dialogue box. Highlight the file that you want to import into Excel and select 'Open'.

The 'Text Import Wizard' dialogue box will appear. The next three examples will guide you through the rest of the file import process.



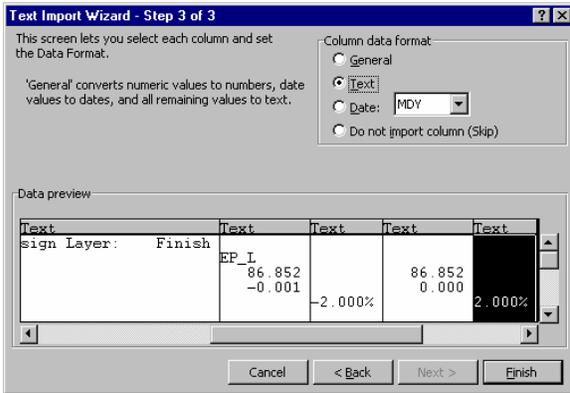
Step 1 of 3: The default value of the radio button is set to 'Fixed width.' Most of the files that will be imported from InRoads are 'Delimited' with special characters (spaces, tabs, commas, etc.) In this example the 'Start import at row', selection is set to begin importing the data at the 4th row. The default is 1. Leave 'File Origin' as Windows (ANSI) and select 'Next.'



Step 2 of 3: The Wizard will auto detect where column breaks should be, (they will be bold lines at the top, separating the data) depending on the criteria selected as the delimiters. Try experimenting with the different options of delimited characters to see which combination organizes your files to the correct format. Most InRoads report output files are often variations of tab and space delimited files. The data preview window will allow you to

see the result of the options that you have selected. There may be instances where it will be easier to manually organize the column breaks. To remove them double click on the line, to insert column breaks click at the desired position, to move them simply click and drag. Click 'Next.' The file that was used for the

example has a 'Tab' delimited output for creating highway grades that are exported to an excel file.



column, then scroll to the last column. Hold down the 'Shift' Key and select 't' for text. Select 'Finish.'

Step 3 of 3: This step allows for the text formatting within the column. It is acceptable to leave the radio button set to the default position of 'General' for words or letter characters. When you are importing InRoads generated reports the 'Text' option requires less formatting changes in the finished Excel document. You can easily format all of the columns for importing to a text format. Highlight the first

	A	B	C	D	E	F
1	0+000.00	Design Template:	Super	Design Layer:	Finish	
2	TC	EP_L				EP_R
3	EL	86.852		86.852		86.852
4	OF	-0.001		0.000		0.001
5	SI		-2.000%		2.000%	
6						
7	0+001.00	Design Template:	Super	Design Layer:	Finish	
8	TC	EP_L				EP_R
9	EL	86.876		86.876		86.876
10	OF	-0.001		0.000		0.001
11	SI		-2.000%		2.000%	
12						
13	0+002.00	Design Template:	Super	Design Layer:	Finish	
14	TC	EP_L				EP_R
15	EL	86.899		86.899		86.899

You have successfully imported your text file into Excel. You may need to do some minor clean up to the file for your final presentation. The 'Edit > Replace' function will simplify the clean up process. Keep in mind that numbers will not work correctly until they are formatted to actually be numbers. The Excel help office assistant can guide you with trouble shooting assistance. Of course, there are multiple opportunities to take

structured classes with in ODOT to help improve skills with this software.