## Importing NBI Data into Excel

• Click on the year you're interested in.	
Click: Delimited Files	
Click your State.	
Click: [Proceed to Data]	
<ul> <li>Go to File – Save As – and put it where</li> </ul>	e 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.	
Delimited - Characters su	uch as commas or tabs separate each field.
Choose:      Fixed width - Fields are aligned	ned in columns with spaces between each field. , and My data has headers. then
Next >	,
<u>H</u> ext	
Choose Comma and single quote (not	the default of Tab and double quote):
Delimiters	
Tab	
	tive delimiters as one
✓ Comma Text gualifier: '	▼
Space	
Other:	, then Next >
Data pre	
	<u>General</u> <u>General</u> <u>General</u> CODE_001 STRUCTURE_NUMBER_008 RECORD_TYPE_005A ROUTE_PREFIX_005B SER ^
01	00000000000000000000000000000000000000
01	000000000000022 1 3 1 000000883039900 1 4 1 -
٠	4 V
Highlight the second column:	,
	Column data format
	© <u>G</u> eneral
	Text
	© <u>D</u> ate: MDY ▼
then choose <b>Text</b> (not the default of <b>G</b>	General): Do not import column (skip) , then Finish . This will import the
structure numbers correctly and main	
and main and the main and main	

• Save your Excel file.