Institution Score Reporting System

Instructions for Importing an ASCII file into a Microsoft Excel Spreadsheet

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This document provides instructions for importing an ASCII file posted on the Institution Score Reporting System into a Microsoft Excel Spreadsheet.

1. Download the ASCII file by following the instructions on the Institution Score Reporting System Web site.



2. Save the ASCII file to a specified folder on your computer.



3. Open Microsoft Excel. From the File menu in Excel, select Open.



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4. Select the folder where you have saved the ASCII file, then click **Open**.

5. In the Files of type drop-down list, select All Files.

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6. Select the ASCII file from the list, then click **Open**.

7. The Text Import Wizard will appear. Select **Fixed Width** (if not already selected), then click **Next**.

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8. Follow the on-screen instructions to adjust columns if necessary, then click **Finish**.

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