



# Electronic Data User's Guide For CSV (comma delimited) Files

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## Electronic Data File Formats

Welcome Wagon provides the monthly distribution new mover data in two different formats: as a “txt” file and as a “csv” file.

- Text files end with the extension “.txt” and can be used in any word processing software program. The data contained in the file is also known as ASCII FIXED FIELD (STANDARD) data, meaning that each field occupies a specific number of characters (width) and each field is identified by its position.

The following is an example of what the file would look like:

MR & MRS MITCHELL HOGGARD	601 ALMOND GROVE CT	CHICO
CA95973 5308953325	AO5 A00077	200101
MR & MRS GREGORY HALING	572 KINGS CANYON WAY	CHICO
CA95973 5308988365	AO5 A00077	200101
MR DOUGLAS ABBOTT	5 EL CERRITO DR	CHICO
CA95973 5303434864	AO5 A00077	200101

- Comma Separated Value files end with the extension “.csv” and can be used in any spreadsheet program. The data contained in the file is also known as ASCII COMMA DELIMITED data, meaning that a comma separates each field and every character (text) is enclosed in quotes.

The following is an example of what the file would look like:

```
"MR & MRS MITCHELL HOGGARD", "601 ALMOND GROVE CT", "CHICO",  
"CA", "95973", "530", "8953325", "AO5", "A00077", "200101"  
"MR & MRS GREGORY HALING", "572 KINGS CANYON WAY", "CHICO",  
"CA", "95973", "530", "8988365", "AO5", "A00077", "200101"  
"MR DOUGLAS ABBOTT", "5 EL CERRITO DR", "CHICO",  
"CA", "95973", "530", "3434864", "AO5", "A00077", "200101"
```

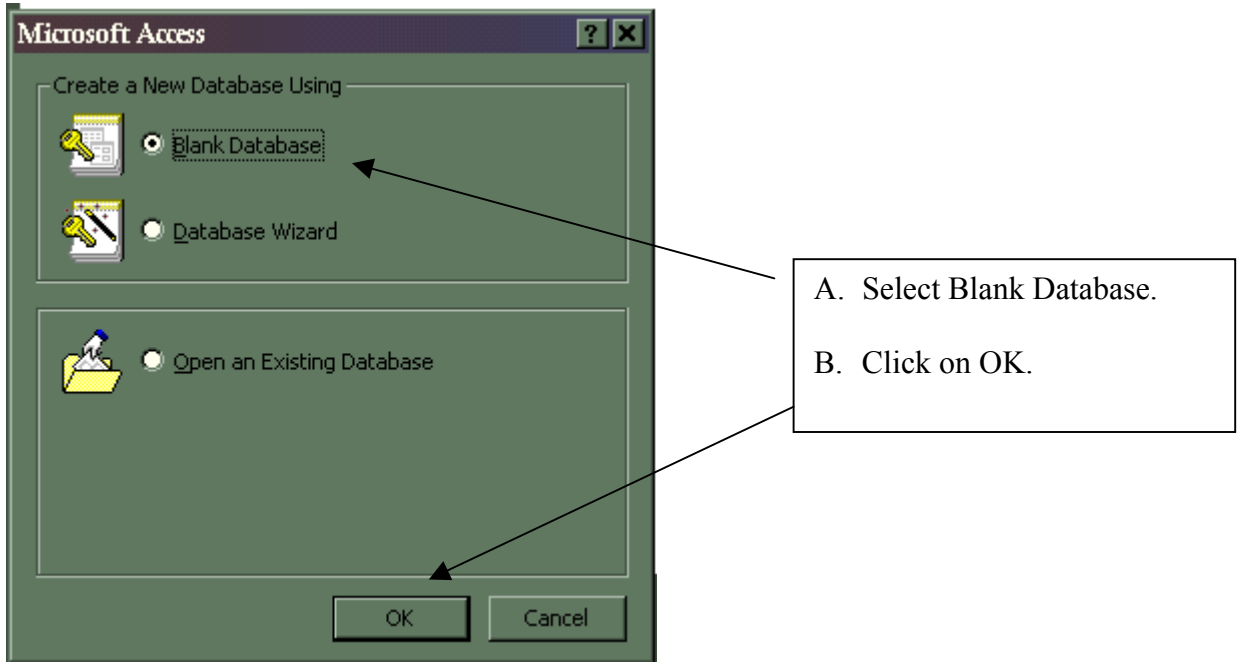
## List of Data Fields

All clients will receive the following fields of data:

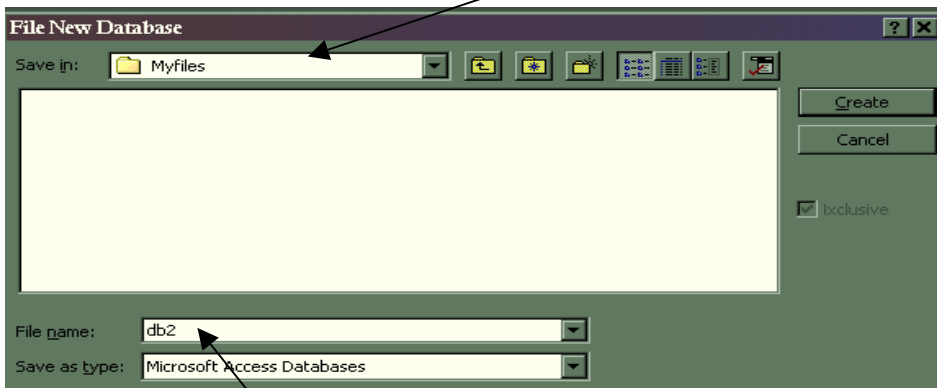
<u>Field</u>	<u>Field Name</u>	<u>Character Width</u>
1	NAME	40
2	ADDRESS	30
3	CITY	15
4	STATE	2
5	ZIP	5
6	AREA CODE	3
7	PHONE	7
8	BOOK	3
9	ACCOUNT	6
10	YYMM	6

## Opening a CSV file in Microsoft Access

1. Open Microsoft Access.

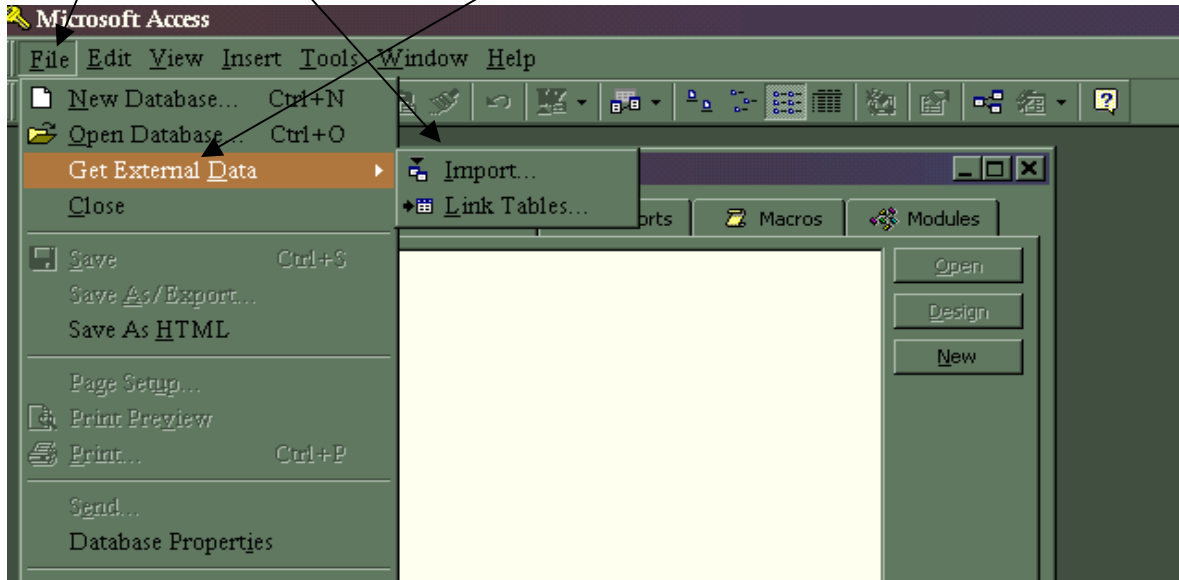


2. A. Select the directory where you want to store your file.

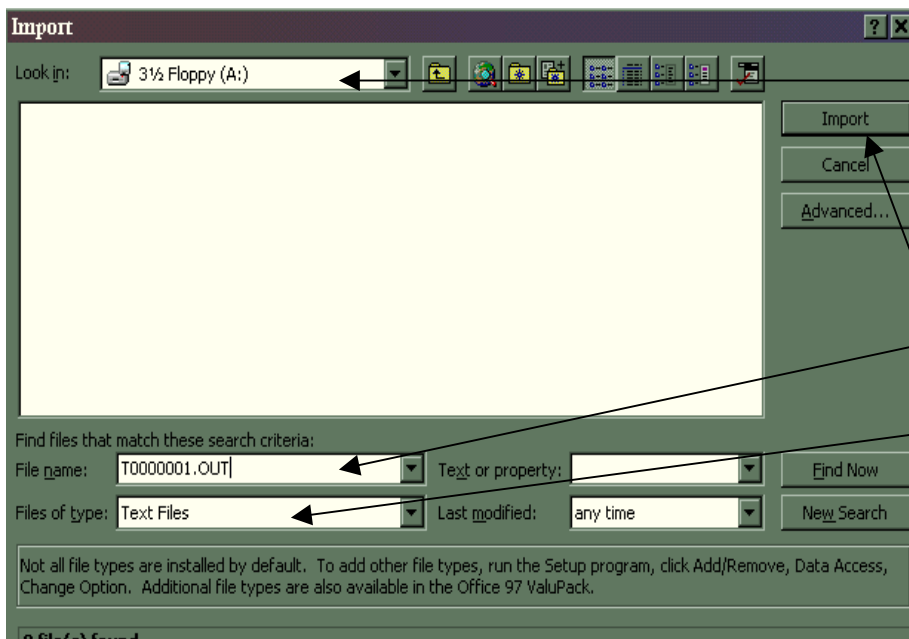


- B. Type in a file name for your new database.
- C. Leave "save as type" as Microsoft Access Databases.
- D. Click on CREATE when you are done.

3. When your database screen appears with the database tables, queries, forms, etc., select “File” from the main menu, select “Get External Data,” and then select “Import.”



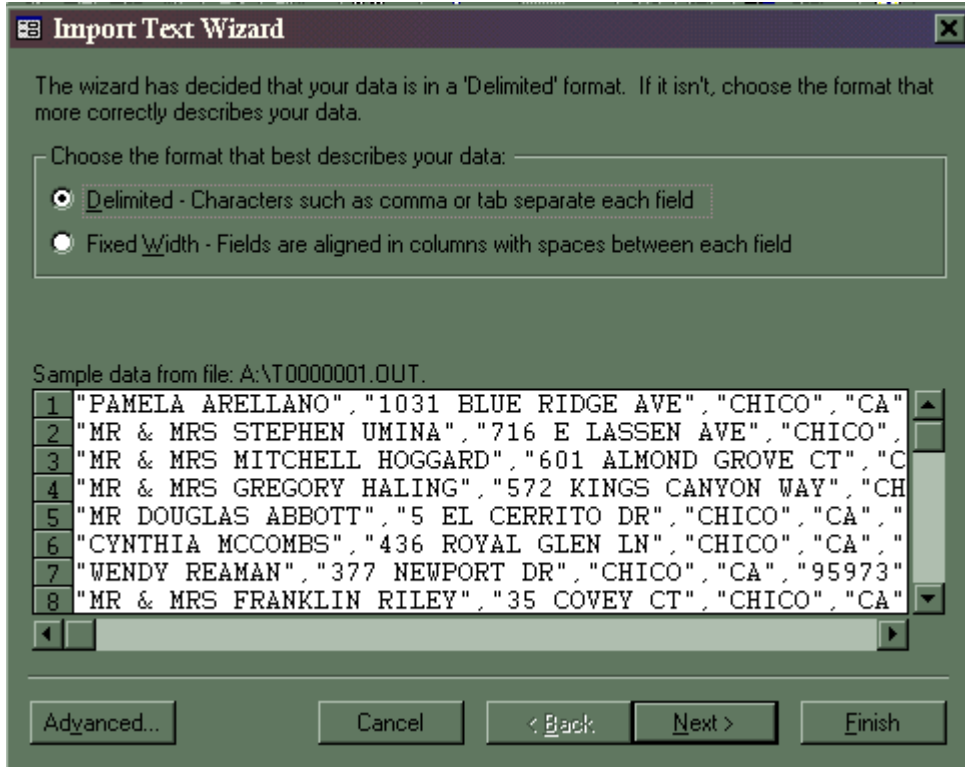
4. Locate your data, either on floppy disk or from where it is stored on your hard drive.



- A. Select the correct diskette drive or location in your hard drive where you stored the data after downloading it.
- B. Type in a file name.
- C. Change type to Text Files.
- D. Click on IMPORT.

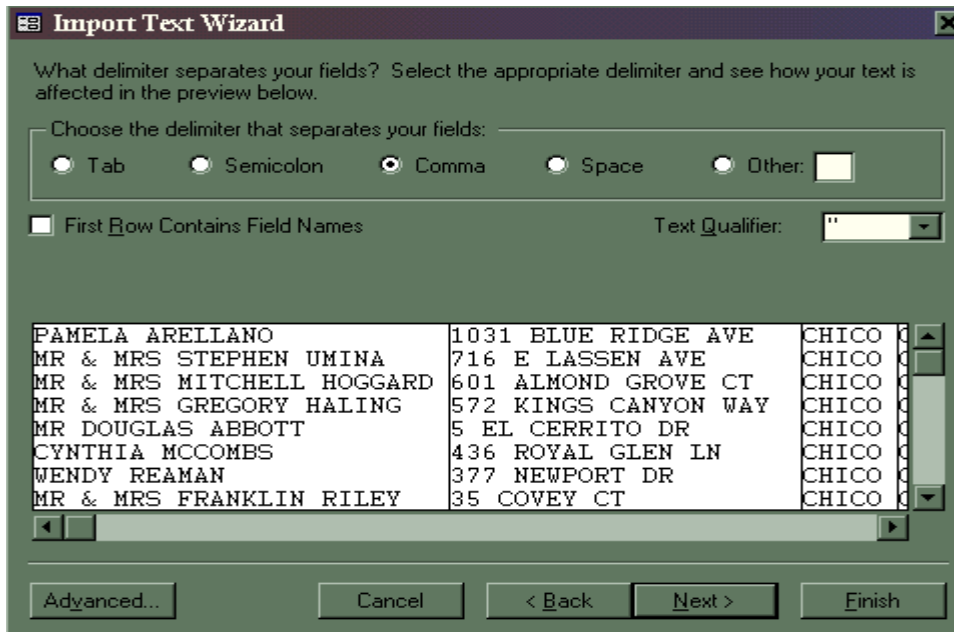
## 5. Import Text Wizard

Select “Delimited,” then click on NEXT.



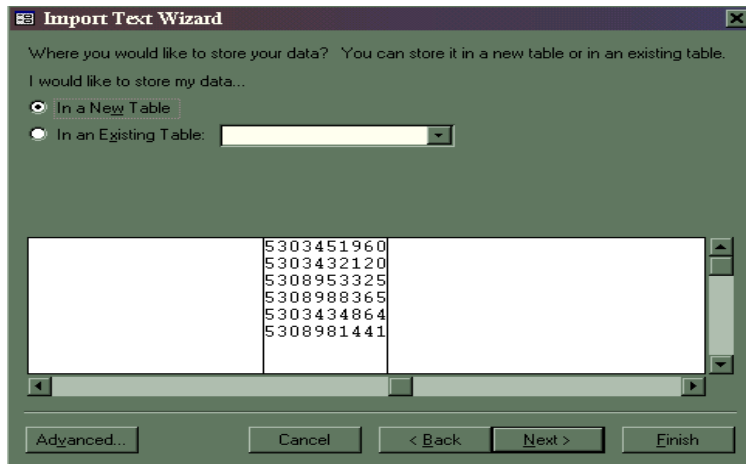
## 6. Import Text Wizard

Select “Comma,” then click on NEXT.



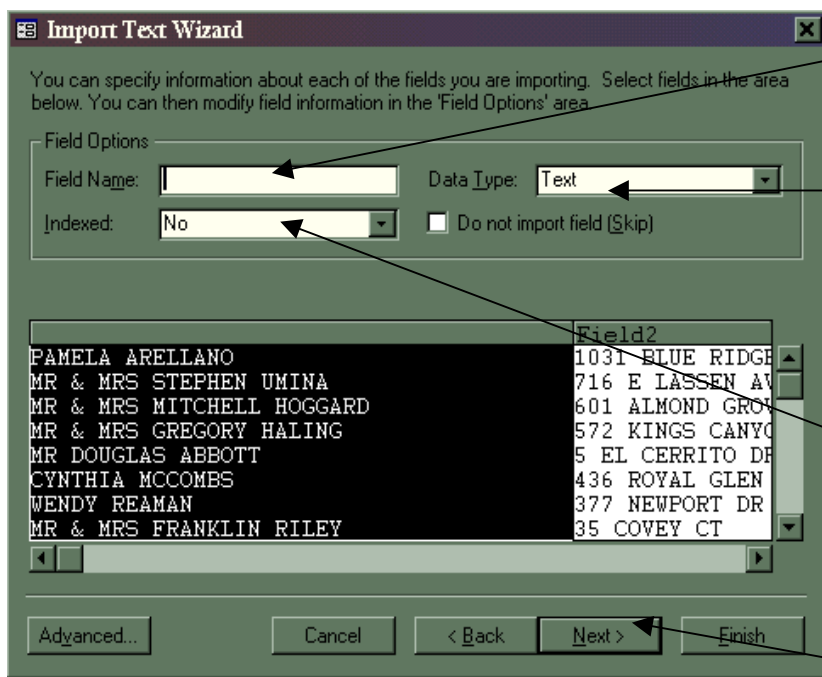
## 7. Import Text Wizard

Select “In a New Table,” then click on NEXT.



## 8. Import Text Wizard,

For this section, you will specify field options. Click once on the field you want to work with. It will then be highlighted for you. You must do the following for each field:



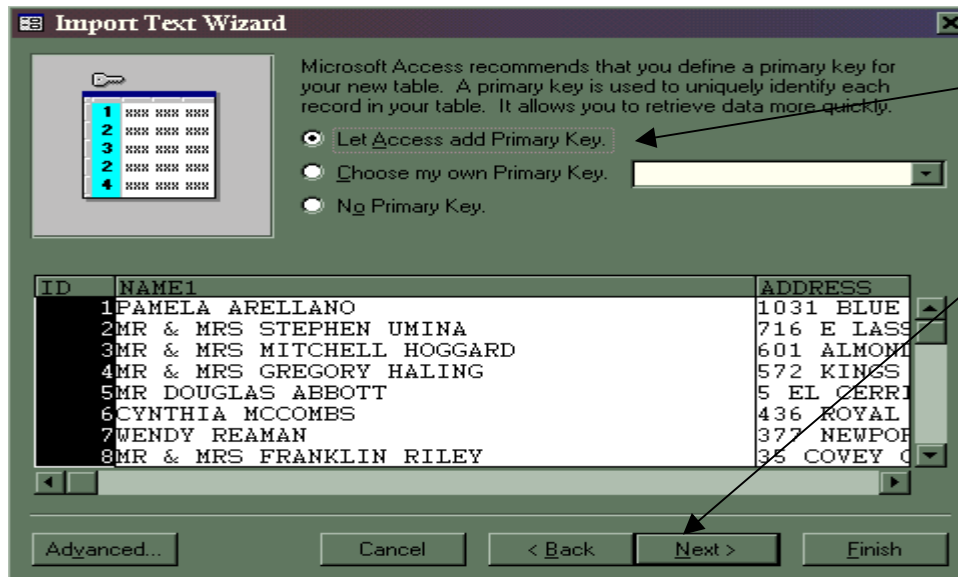
A. Create field names for each field: For example, name, address, city, etc.

B. All data types should equal text, even for fields that equal “long integer.” Long integer will drop the leading zeros. This selection is not acceptable for zip fields.

C. The indexed field is your option. Default=no. You can index the file by which field you want.

D. When finished creating all fields, click on NEXT.

9. Import Text Wizard,  
Select what you want for the Primary Key or use the default.



A. The default reply is “let access add primary key.”

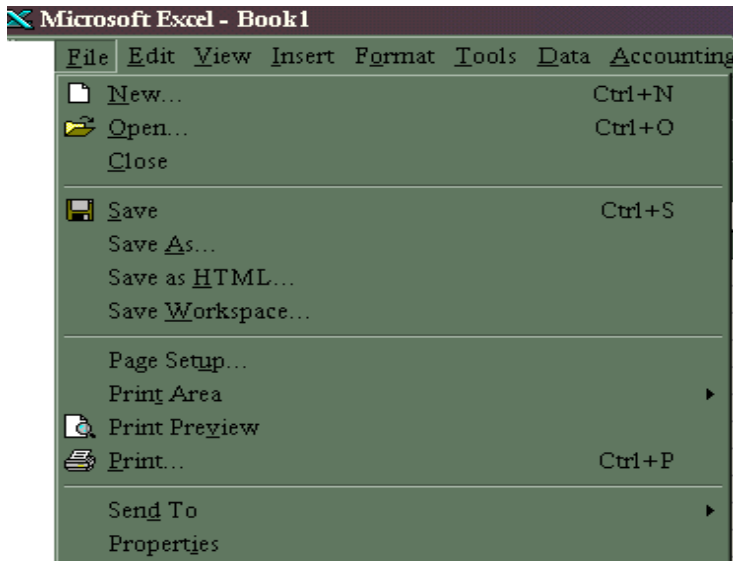
B. Click on NEXT.

10. Give the table a name, then click on FINISH.

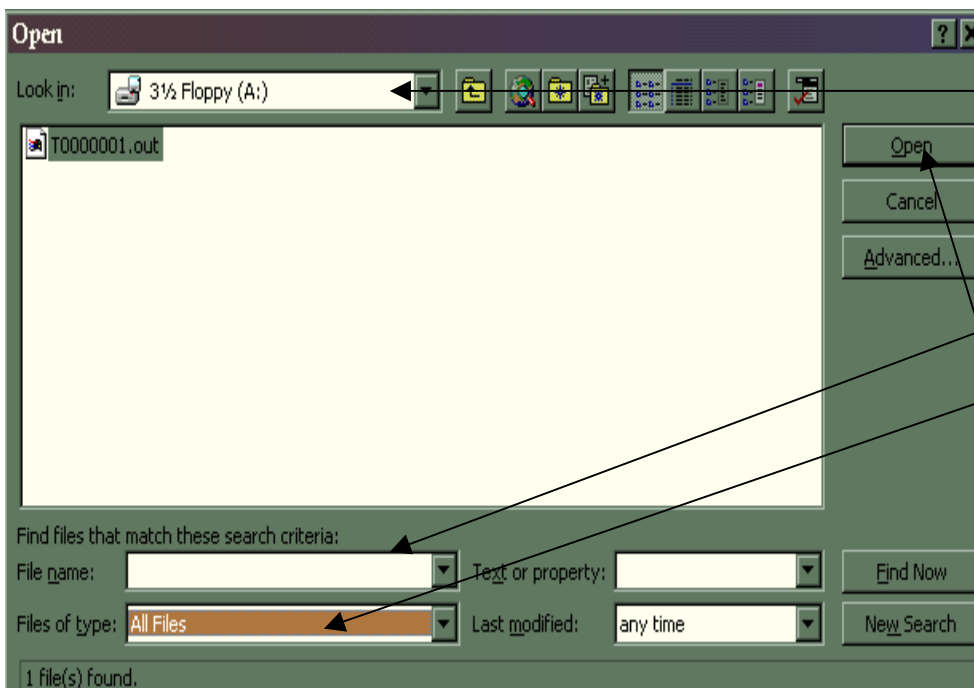


## Opening a CSV file in Microsoft Excel

1. Open Microsoft Excel.
2. Select “File” from Main Menu, then select “Open.”



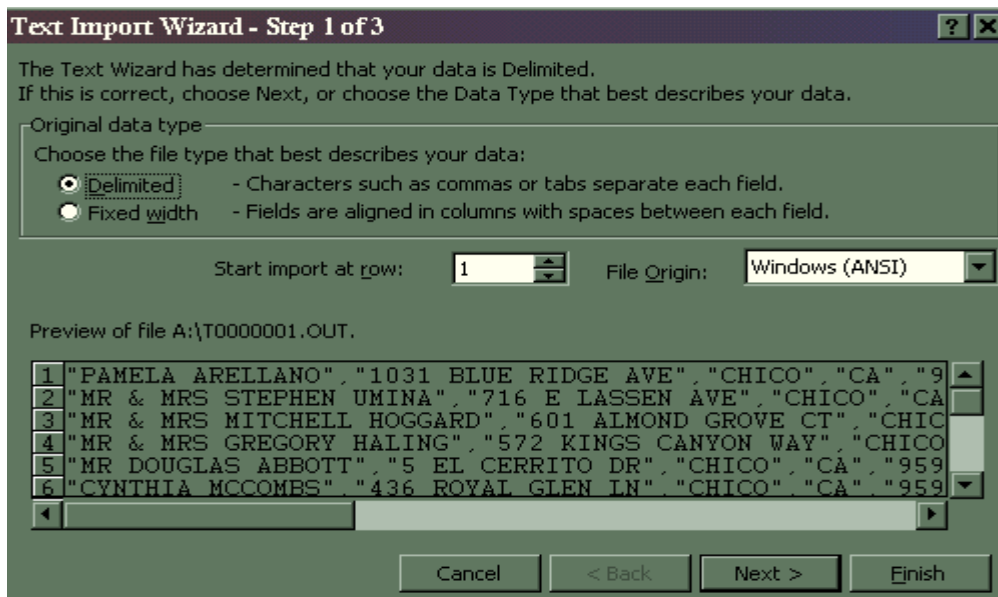
3. Locate your data, either on floppy disk or from where it is stored on your hard drive.



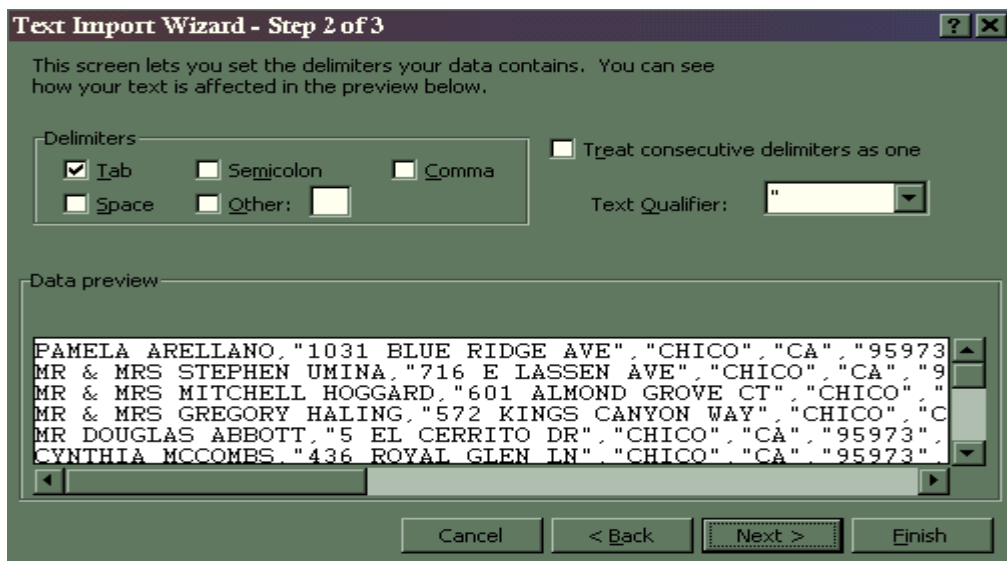
- A. Select the correct location where you stored the data after downloading it.
- B. Type in the filename.
- C. Change type to All Files.
- D. Click on OPEN when finished.

#### 4. Text Import Wizard

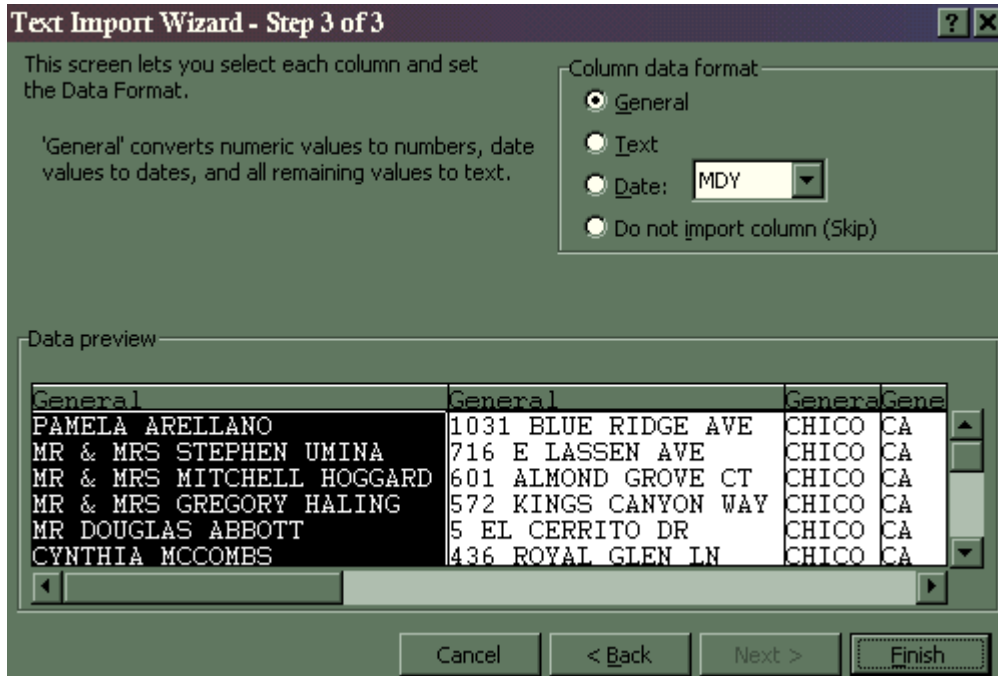
A. Step 1 -- Leave AS IS (Delimited) and click on NEXT.



B. Step 2 -- Uncheck TAB and check COMMA, then click on NEXT.



- C. Step 3 -- Click on each section and click on TEXT, after each column is changed to TEXT, click on FINISH

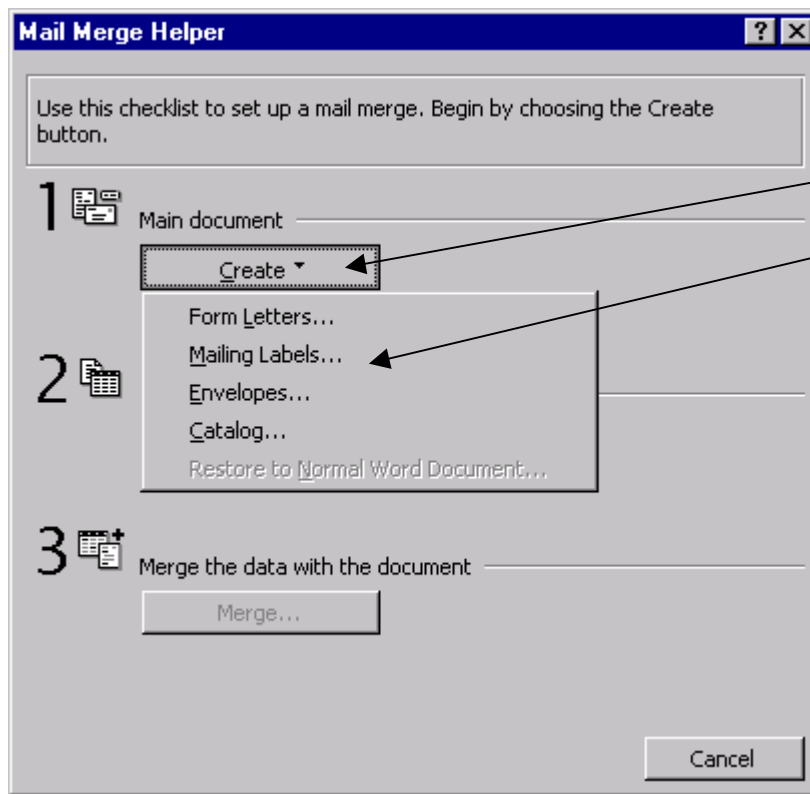


**NOTE:** If you select “General” for the column data format, it will drop leading zeros in all numeric fields. This will not be acceptable in certain fields such as zip code.

## Using Access and Excel Data in Microsoft Word

After you have a Microsoft Access file or an Excel file, you can use your data in Microsoft Word to create form letters, mailing labels and envelopes.

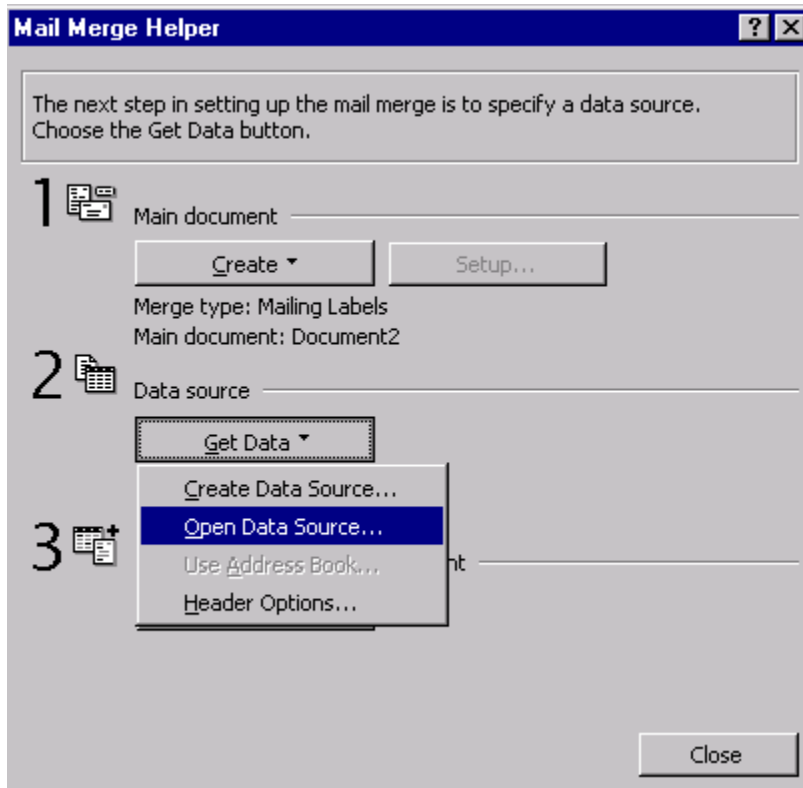
1. In the File menu, choose NEW.
2. Click on BLANK DOCUMENT.
3. In the TOOLS menu, choose MAIL MERGE.
4. From the Mail Merge Helper Select #1 – MAIN DOCUMENT.

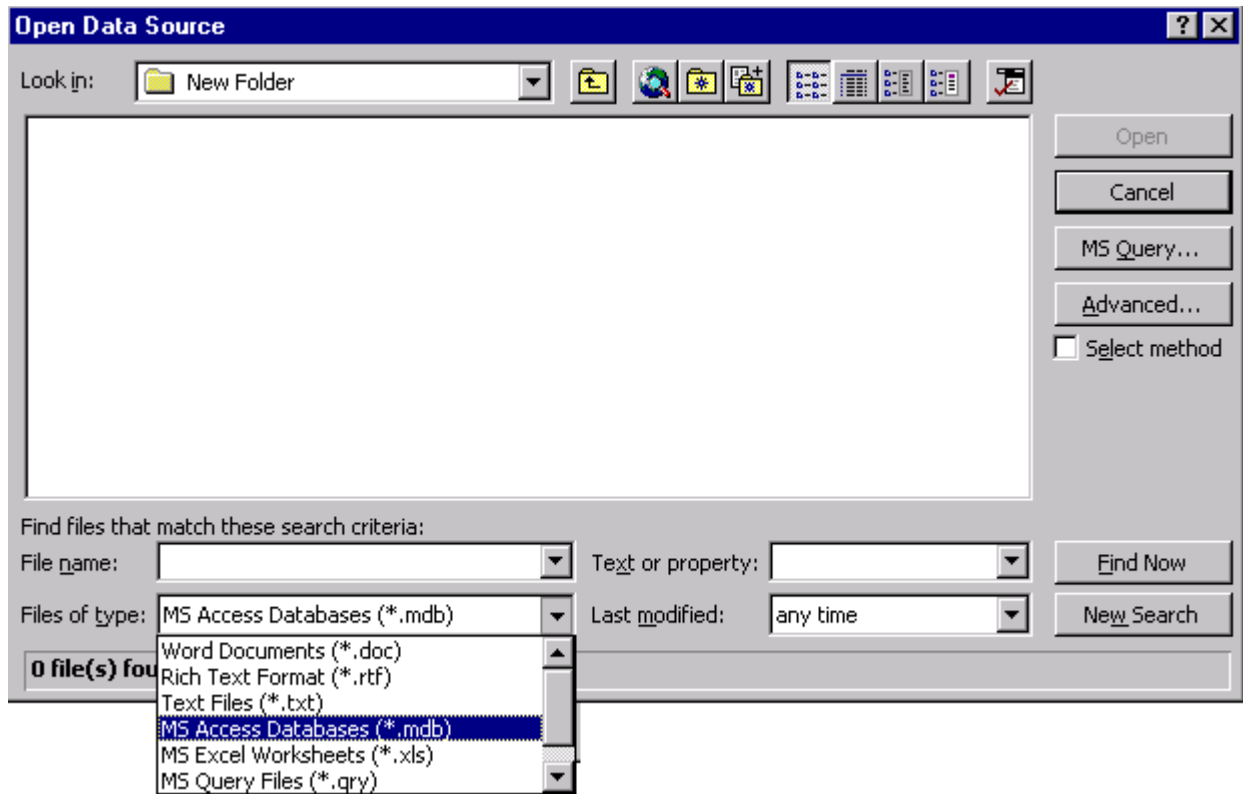


A. Click on CREATE.  
B. Select what you want to create.

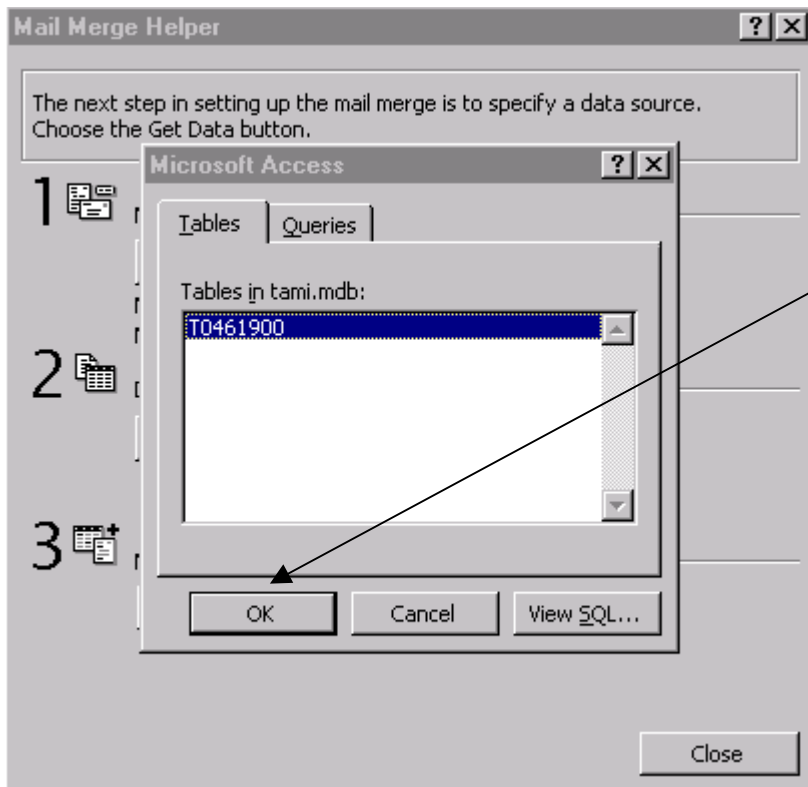
For this example:  
We will select the mailing labels.

5. From the Mail Merge Helper, Select #2 – DATA SOURCE, select OPEN DATA SOURCE.

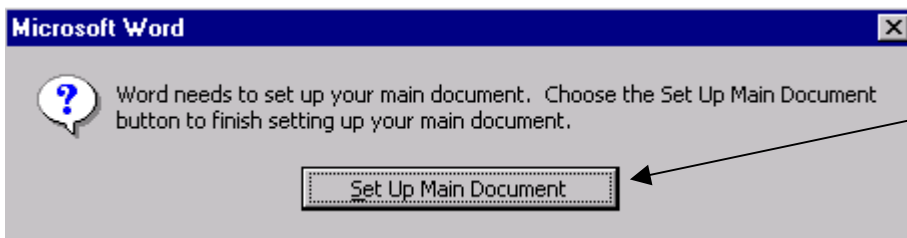




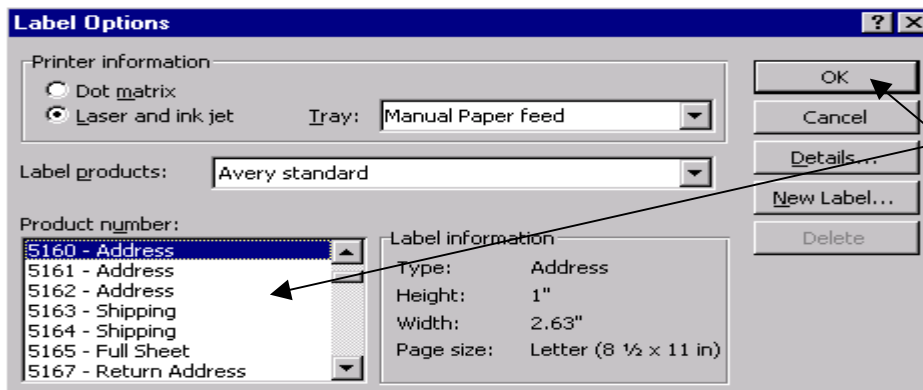
6. LOOK IN: Locate the appropriate folder where your data is stored.
7. FILE NAME: Find the file containing your data.
8. FILES OF TYPE: Select either MS Access Database or MS Excel Worksheets.
9. Click on OK.



Click on OK when your proper file name appears.



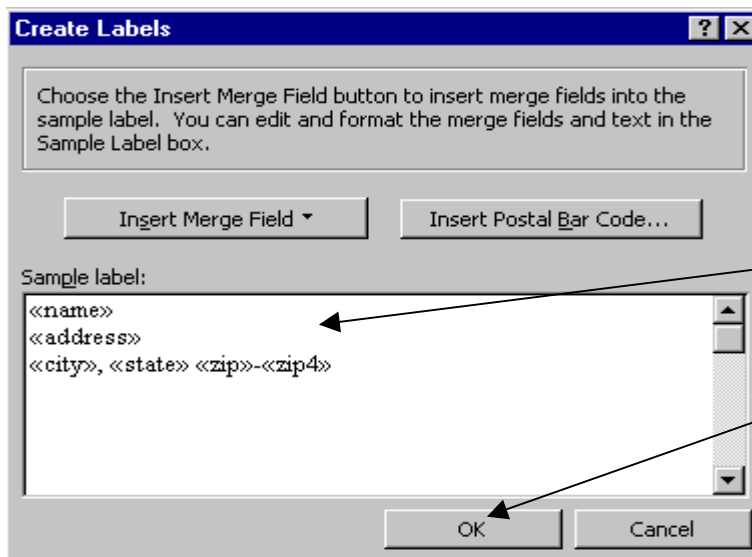
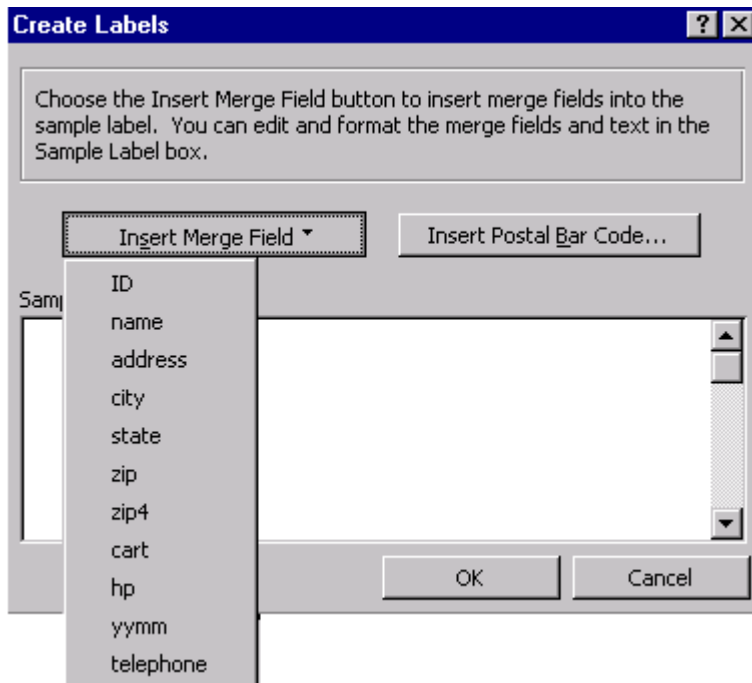
Click on SET UP MAIN DOCUMENTS.



Select all your label options and click on OK.

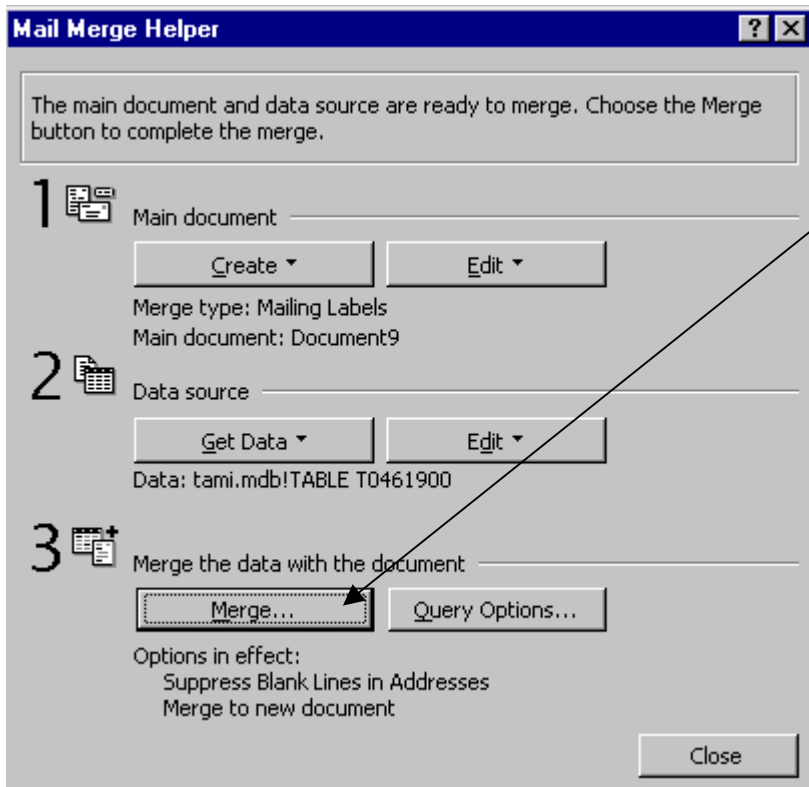
In this section, you will set up your labels exactly the way you want the labels to print.

- A. Click on INSERT MERGE FIELD.
- B. Select name [enter].
- C. Click on INSERT MERGE FIELD.
- D. Select address [enter].
- E. Click on INSERT MERGE FIELD.
- F. Select city.
- G. Key a comma next to city.
- H. Click on INSERT MERGE FIELD.
- I. Select state hit space bar once.
- J. Click on INSERT MERGE FIELD.
- K. Select zip.



The sample label should look like this example.

If it does, click on OK.



Click on MERGE.  
Now you are ready to print your labels.