

Converting a Spreadsheet into a Fix Width Text File

Tool of choice: MS Access

Part One: Importing File

1. Open Access and create a database for HEI conversion or use any existing database or your choice.
2. Click on the Table tab in *MS Office 97* or click the OBJECT named Table in *MS Office 2000*.
3. Click the New Table Icon, select ***“Import Table”*** and click OK.
4. Change the FILE TYPE to Microsoft Excel.
5. Click the IMPORT button.
6. Then NEXT.
7. At the Import File Wizard check the box “First Row Contains Headings”, if the first row contains headings.
8. Then NEXT.
9. Store data in a “New Table”
10. Then NEXT.
11. IMPORTANT! Change each field’s data to TEXT.
12. Then NEXT.
13. Select “Choose My Own Primary Key” or “No Primary Key.”
14. Then NEXT.
15. Name the table to be imported.
16. Then FINISH.

Part Two: Exporting the File

1. Select file to be exported.
2. Go to FILE on the MS Access Menu Bar.
3. Select ***“Export”***
4. Change FILE TYPE to Text Files.
5. Then SAVE.
6. At the Export File Wizard select Fixed Width.
7. Then NEXT.
8. Select ADVANCED.
9. Starting at the first Field input the starting point of each field followed by the appropriate width as defined by the HEI record description.
10. Then OK.
11. Then NEXT.
12. Name the file to be exported.
13. Then FINISH

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