

# Institution Score Reporting System

## **Instructions for Importing an ASCII file into a Microsoft Excel Spreadsheet**

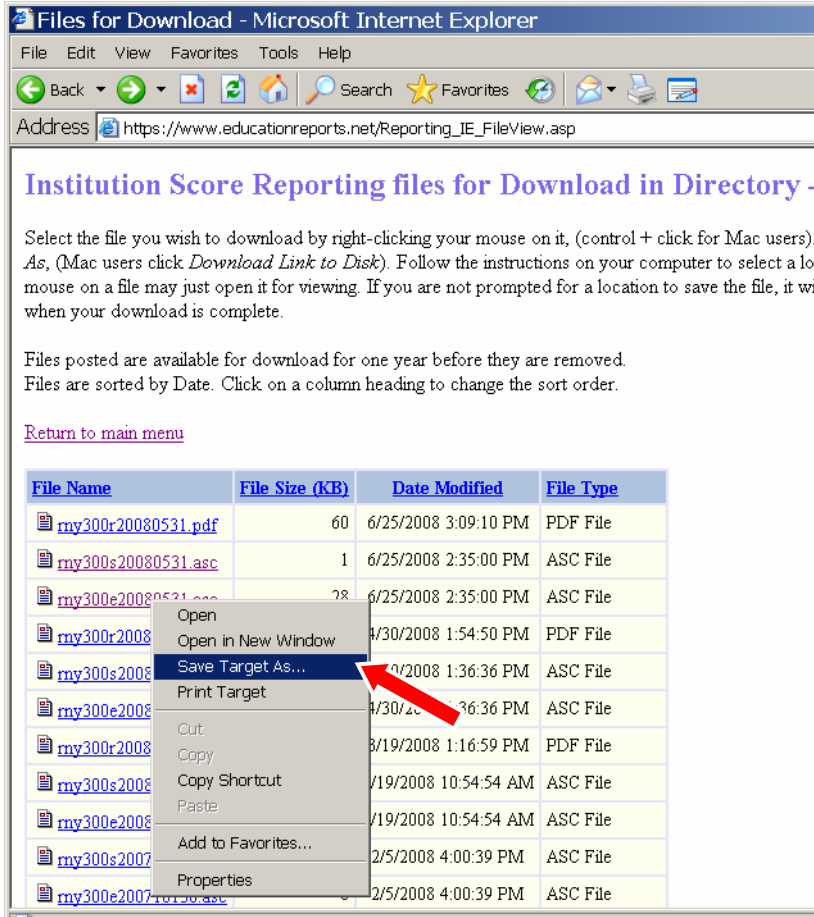
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Evaluation Systems, P.O.Box 226, Amherst, MA 01004

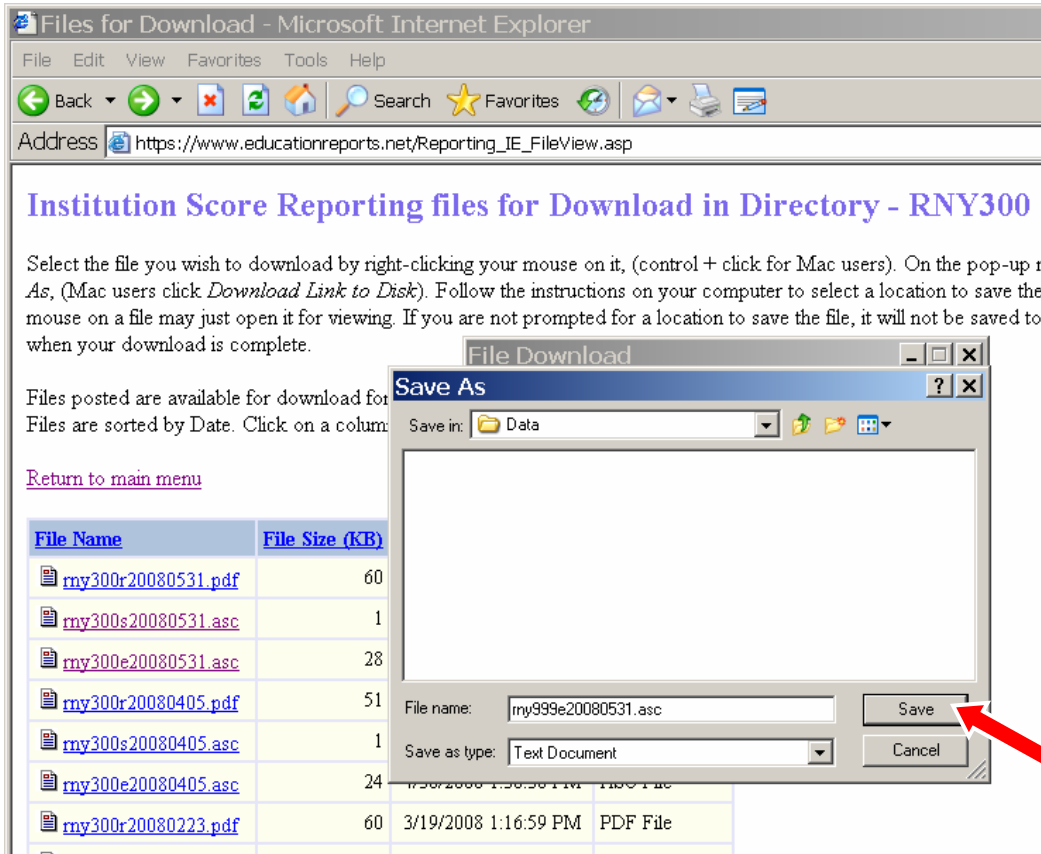
August 2008  
for NYSTCE

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

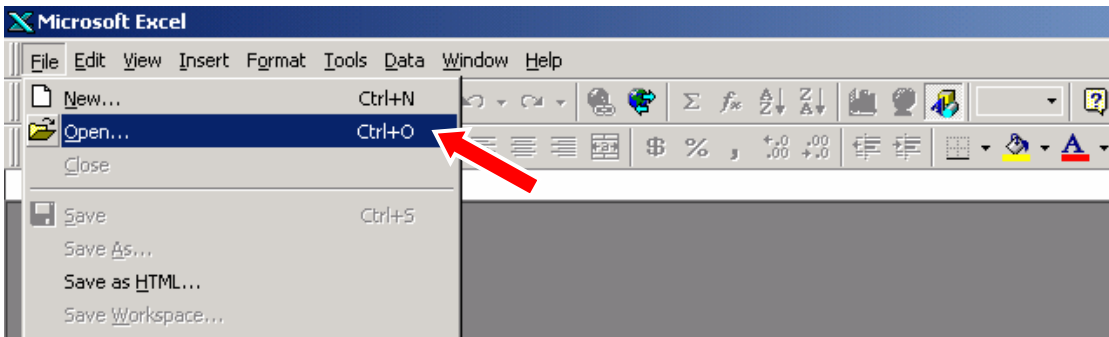
1. Download the ASCII file by following the instructions on the Institution Score Reporting System Web site.



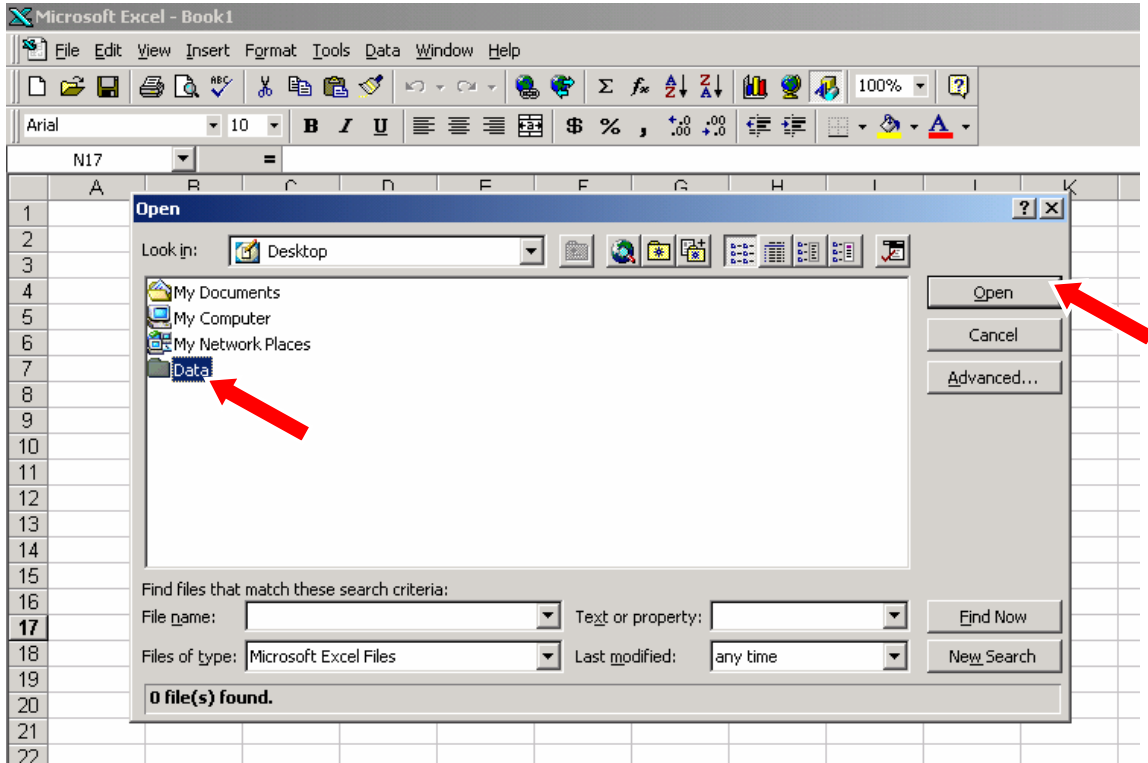
2. Save the ASCII file to a specified folder on your computer.



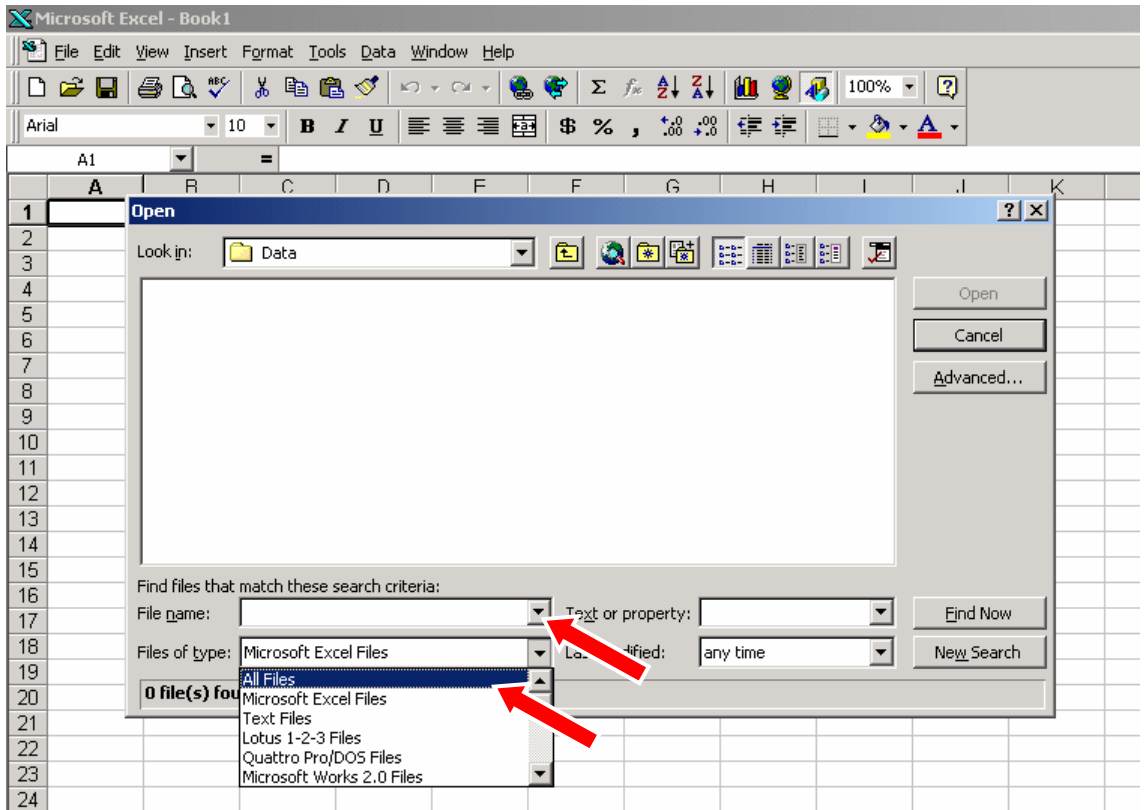
3. Open Microsoft Excel. From the **File** menu in Excel, select **Open**.



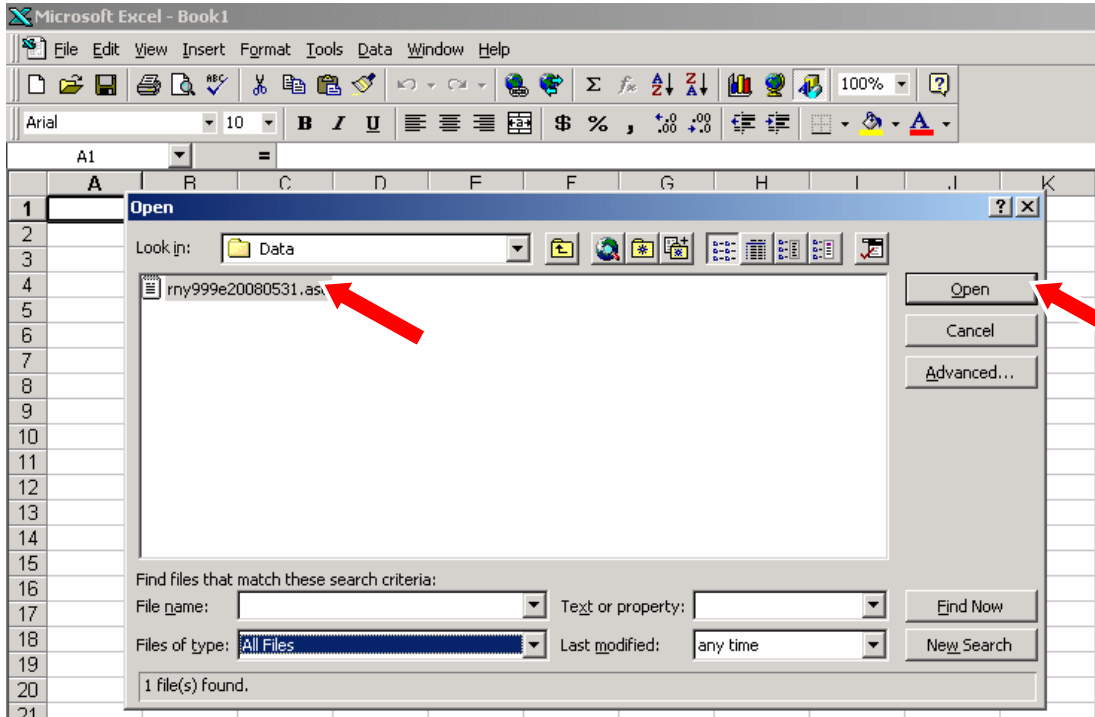
4. Select the folder where you have saved the ASCII file, then click **Open**.



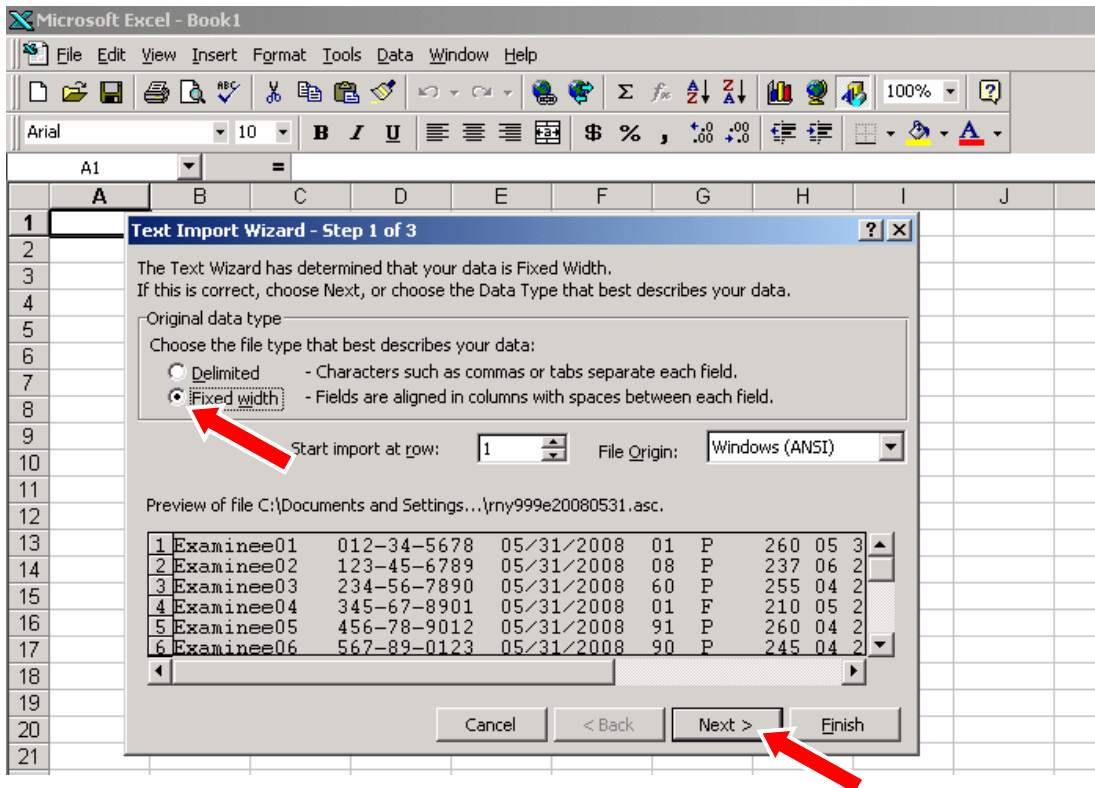
5. In the **Files of type** drop-down list, select **All Files**.



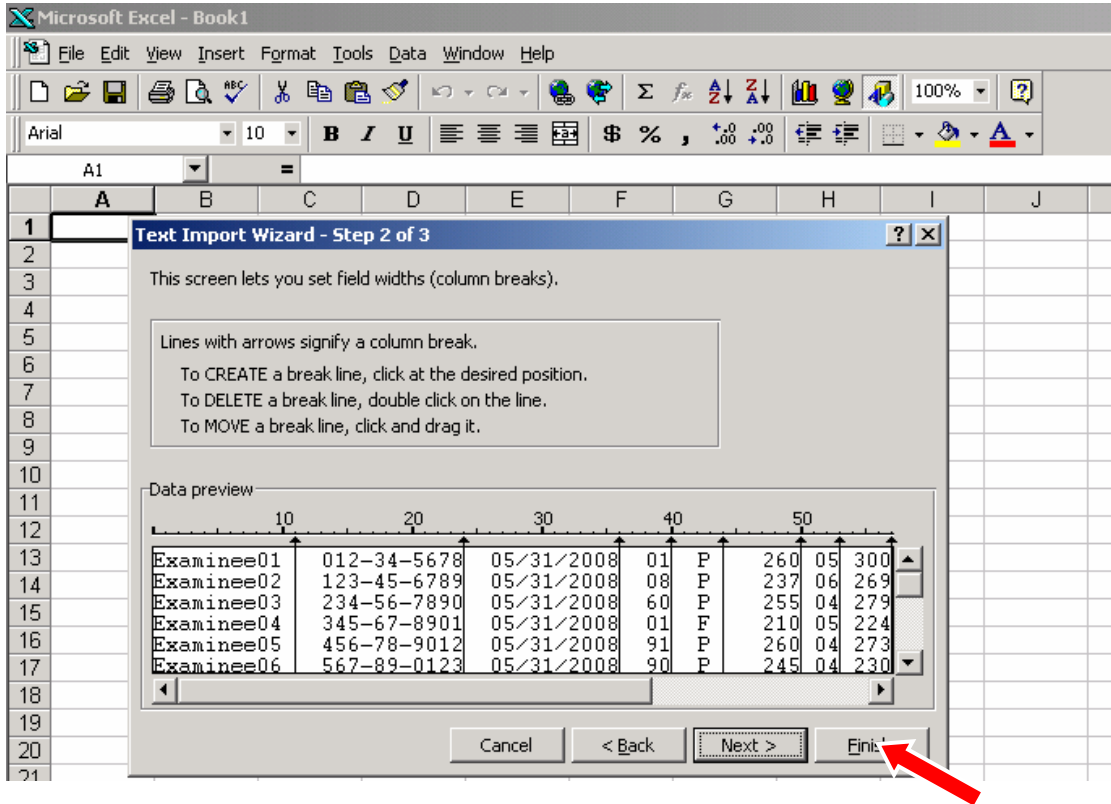
6. Select the ASCII file from the list, then click **Open**.



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



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



- From the **File** menu, select **Save As**.

