

## Data Preparation

### **Converting data from Excel to ASCII files for merging into CARStat or DUMPStat.**

Note: It is very important that your columns are formatted appropriately for your data. The General format is the most typical and is usually the least problematic. Usually, the data will be exported in a manner consistent with the way they are displayed in Excel.

If you choose a fixed column format you must be sure to have each column wide enough to hold the entire contents or they will be clipped in the resulting output file. This is not a concern if you choose to export in the CSV format.

1. Open your worksheet.
2. Check for any illegal field entries and correct them; if there is an error in a formula, you will typically see an entry that looks like '#NAME?'.
3. Increase the column widths if required and you want to save using a fixed column format (see note above).
4. Save the worksheet in its current format (File | Save) so that you won't have to worry about saving it if you are prompted later.
5. Save the worksheet as a file of type: CSV (Comma delimited). The CSV extension will be automatically added.
6. You may be prompted with a message stating "*filename.csv* may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" If this message appears, press 'No' and respond to any prompts which follow. You do not need to save the file if you did so in step 4.
7. Close the worksheet. Reply 'No' to the following prompt: "Do you want to save changes in *filename.csv*?"
8. Close Excel.

### **To load your data into CARStat or DUMPStat.**

1. Select Merge Data from the Database menu in DUMPStat or CARStat.
2. Select Delimited in the Segmentation Style box and then choose <CSV> from the list beside it.
3. Click on the Select File button and open your newly-created file *filename.csv*.
4. Drag the column headers until the headings line up over the appropriate columns of your data. Double-clicking a header creates a blank 'spacer' column. Unwanted blank columns can be removed by dragging them to zero width.
5. When the Syntax Check area looks correct, click the Merge button.

Note: Even though the steps above are specifically for Excel, most spreadsheet and database programs can export their data in CSV format making this procedure generally applicable.