

## Opening a Text File in Excel or Another Program

**Discussion:** The purpose of this Product Support Bulletin is to document and discuss the procedure for opening a text file, exported from a Cow Sense Report, in another program such as Excel or Word.

### Procedure

- 1) Open Excel, Word or other spreadsheet type program.
- 2) Go to File > Open
- 3) Navigate to where the text file is saved. Unless changed, the default location when Exporting from Cow Sense, will be C:\CowSense\Export
- 4) Once you have selected the folder that the text file is in, the program (MicroSoft Excel in this example) will look for files of the type common to that program. You will need to change the "Files of Type" to "All Files" for the program to "see" the text file you wish to open.
- 5) Now you can click on the text file to select and then click the "Open" button.
- 6) The "Text Import Wizard" window will appear.
  - a) In Step 1, check that Text Tab Delimited is selected and click "Next"
  - b) In Step 2 of the Import Wizard, "Tab" will already be selected. Check the preview sample data below.
    - i) If the data is in columns divided by vertical lines then click "Next."
    - ii) If the data is still mixed together, click to select the "Comma" option. When you select that, the data below should go into columns, divided by vertical lines.
    - iii) Click "Next"
  - c) In Step 3 of the Text Import Wizard
    - i) If you have exported the any ID column that contains a leading zero (example 001, 0125), you will need to change the Format for those columns FROM "General" TO "Text." Not doing so will strip the leading zeros off of the data. If you have exported the EID column you will also need to format the EID column to "Number," with zero decimal places. Selecting these formats will keep the data safe. Forgetting to do this will trash the EID and ID columns.
    - ii) Click the column to select then click on "Text" in the upper right hand corner of the window.
    - iii) Click "Finish" and the file will be displayed in Excel.
- 7) If you want to keep this file in an Excel format, go to File > Save As. In the "Save As Type" drop down list change to an Excel option (.XLS).