California Department of Education

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# District of Choice Data File Download Instructions

Instructions for importing the District of Choice text data files into Excel.

1. Open Excel.
2. Select the File tab in the upper left corner and select the option to Open.
3. Select “Browse” and change the files of type to text.
4. Navigate to where you saved the file and select the file and click Open.
5. Excel will open a “Text Import Wizard.”
6. In Step 1 of 3 in Text Import Wizard, select the “Delimited” radio button.

Image 1: Text Import Wizard Step 1 of 3



[Long description for image 1 is available in Appendix A](#_Image_1:_Text)

1. Then click the “Next” button on the bottom left corner.
2. In Step 2 of 3, check only the “Tab” box under Delimiters.

Image 2: Text Import Wizard Step 2 of 3



[Long descriptive for image 2 is available in Appendix A](#_Image_2:_Text)

1. Click the “Next” button on the bottom right corner.
2. In Step 3 of 3, select “General” under the Column data format.

Image 3: Text Import Wizard Step 3 of 3



[Long descriptive for image 3 is available in Appendix A](#_Image_3:_Text)

1. Click the “Finish” button and the file will be imported correctly.

## Appendix A

### Descriptive Text for Images

#### **Image 1: Text Import Wizard – Step 1 of 3 Window**

*The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.
Original data type:
Choose the file type that best describes your data:*

* *Delimited (****radio button is selected****) – Characters such as commas or tabs separate each field.*

#### **Image 2: Text Import Wizard – Step 2 of 3 Window**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below:

The Delimiter check box named “Tab” is checked.

#### **Image 3: Text Import Wizard – Step 3 of 3 Window**

This screen lets you select each column and set the Data Format.

In the “Column data format” section, the “General” radio button I selected,

The “Finish” button is highlighted in the bottom right corner.