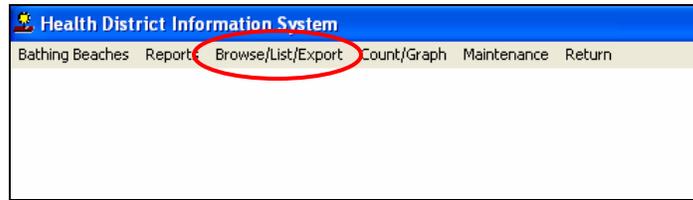
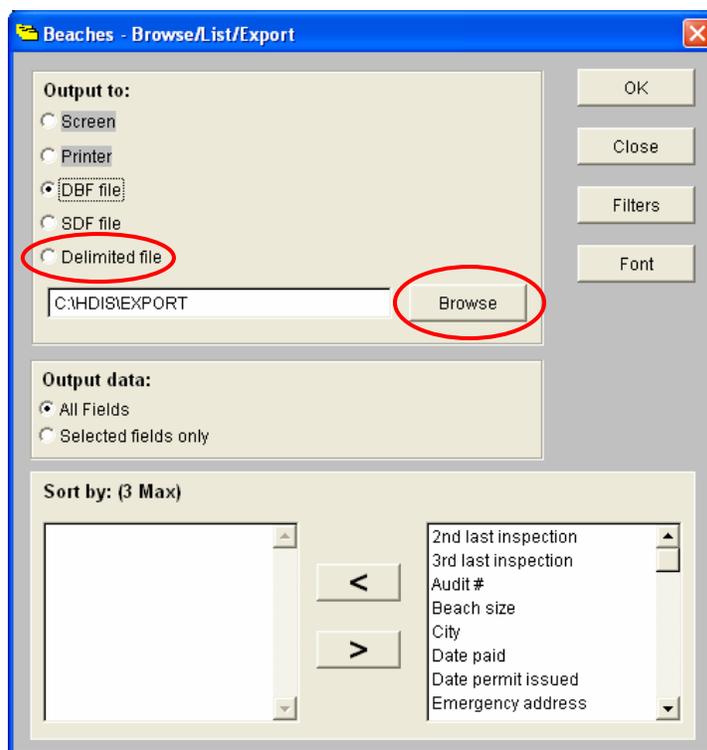


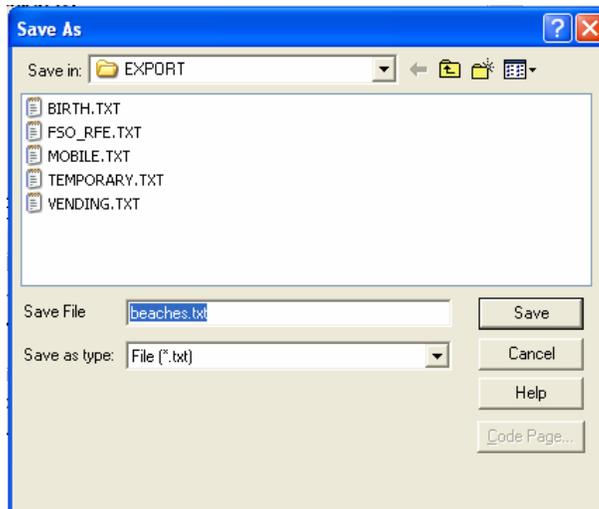
Exporting a Delimited File to Excel



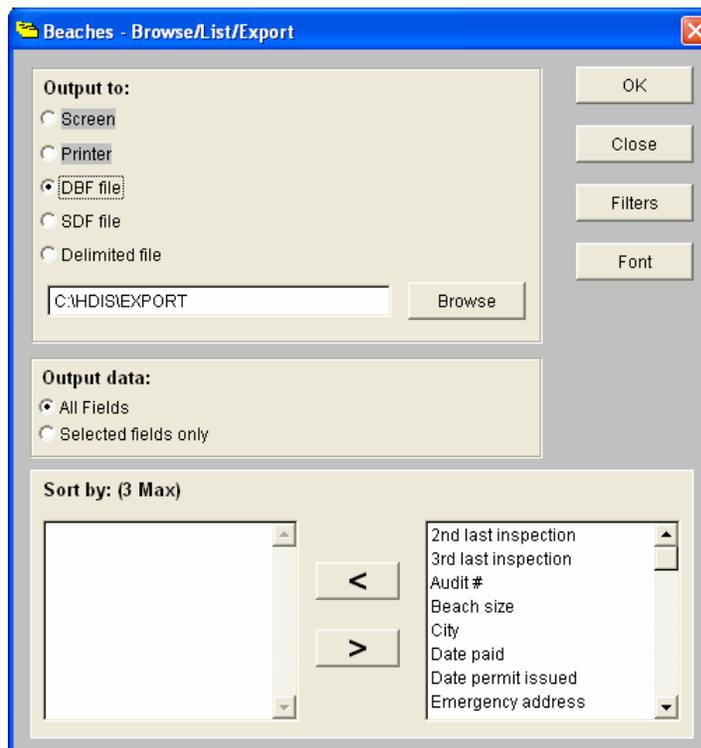
When you want to export your data, click the **“Browse/List/Export”** selection on the menu bar. In this case, we are in “Bathing Beaches”.



In the **“Browse/List/Export”** window, under **“Output to:”** select **“Delimited file”**. Next, click the **“Browse”** button to indicate where the export file will be saved. You also have the option to use filters to select specific fields you wish to export. Otherwise, all fields will be exported

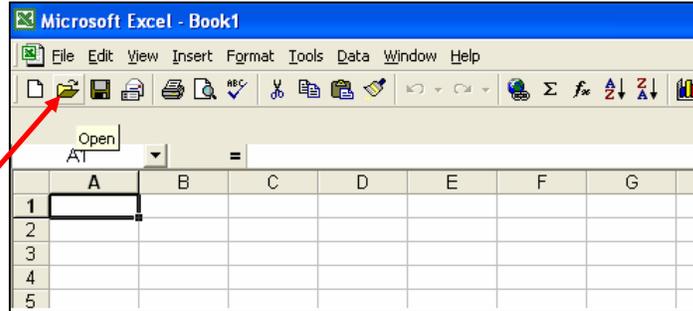


The **“Save As”** window will open and your file will already be given a name. In this case, the program named the file **“beaches.txt”**. If you wish, you are able to change the name of the file. All files will be saved in the **“C:\HDIS\EXPORT”** folder as a default unless you change the destination folder. When you are finished, click the **“Save”** button. This will take you back to the **“Browse/List/Export”** window.

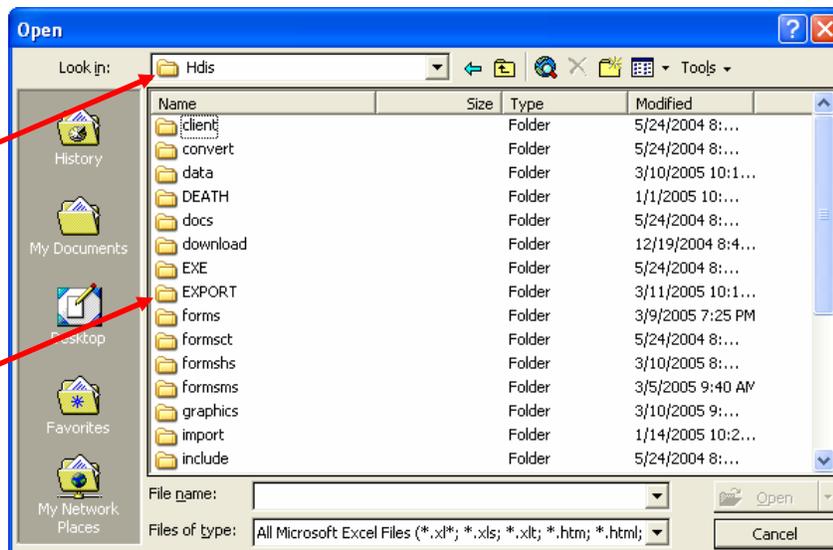


Click the **“OK”** button to save the data selected to your export file. Next, we will open the exported file in **“Excel”**.

Open Microsoft's **Excel**.

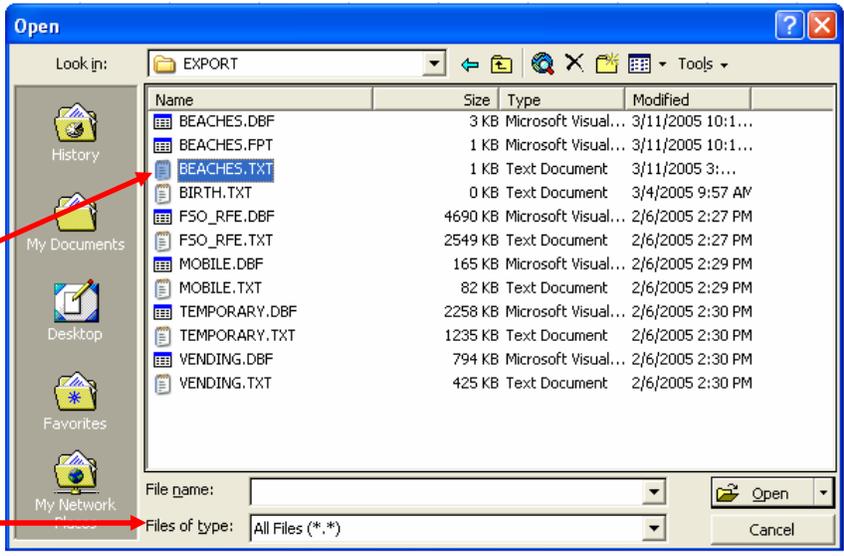


In Excel, click the yellow "**Open**" folder.



In the "**OPEN**" dialog window, change the "**Files of Type**" to "**Text Files (*.prn; *.txt; *.csv)**". Locate the "**HDIS**" folder and then choose the "**EXPORT**" folder and click the "**Open**" button.

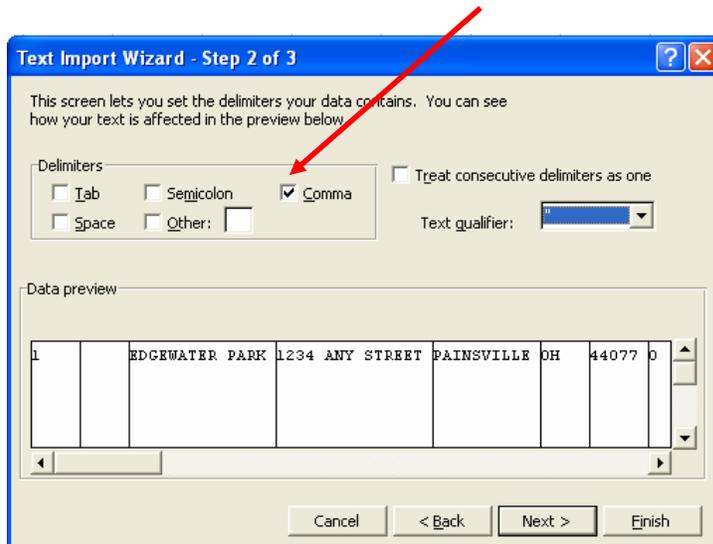
Remember, all exported data in "**HDIS**" will be sent to the "**EXPORT**" folder unless you specified a different destination folder.



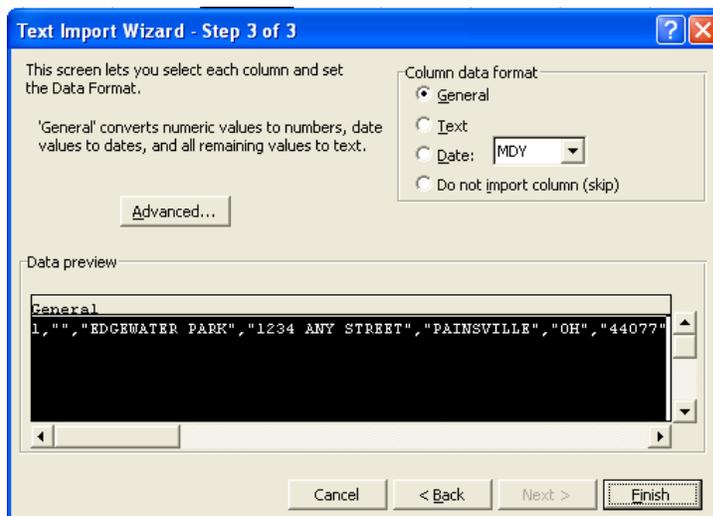
In the **“Open Window”**, find your file and click the **“Open”** button to open the file in Excel.



The **“Text Import Wizard”** window will open. Make sure that you have selected **“Delimited”**. Click **“Next”**.



In the “**Delimiters Box**” uncheck “**Tab**”.
Click “**Comma**”.
Click “**Next**”.



You may indicate the type of data in each column by selecting the column and then selecting the “**Column Data Format**”.

Click “**Finish**” button when done.