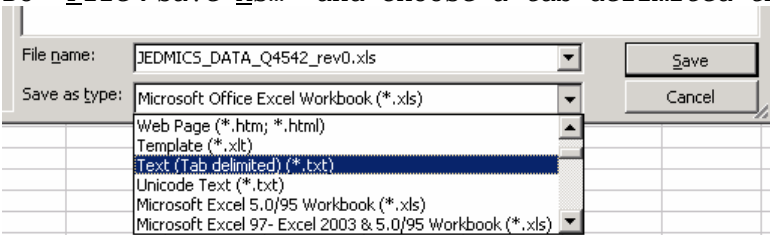
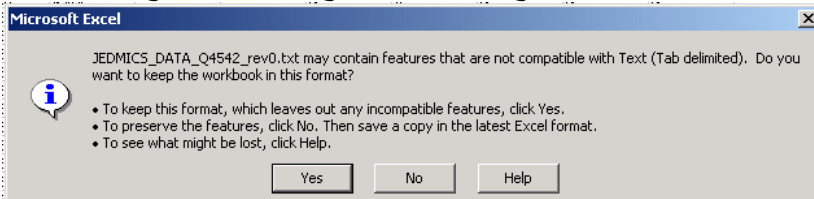


Instructions to convert an Excel Spreadsheet into a Pipe Delimited File for JEDMICS:

- 1 Open the spreadsheet containing the JEDMICS data in Excel.
- 2 Do "File→Save As..." and choose a tab-delimited txt file (see below).

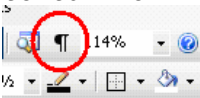


You will get a message, something like this



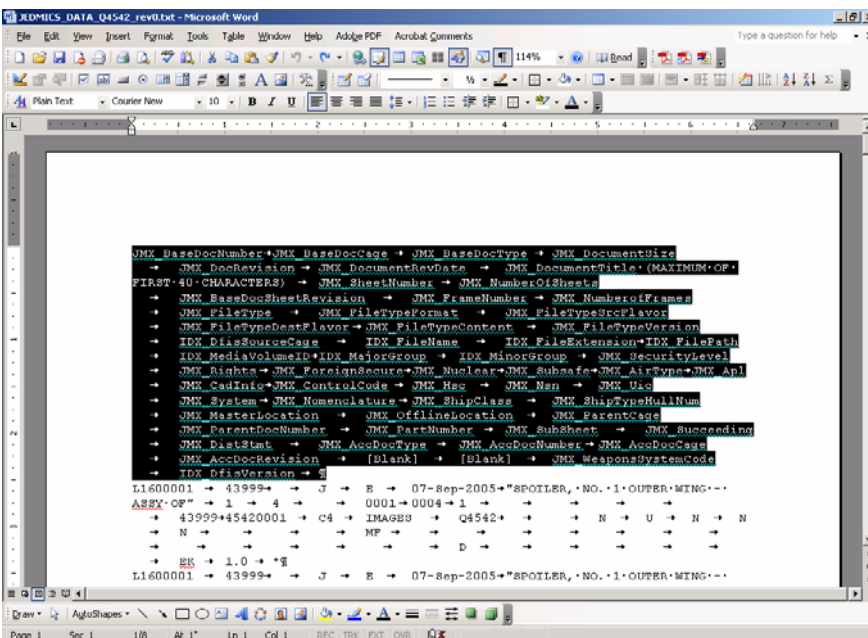
Click Yes.

- 3 Close Microsoft Excel.
- 4 Open Microsoft Word.
- 5 Do "File→Open" and select the tab-delimited txt file that you just saved. It will open in the window.
- 6 Click Show/Hide in the toolbar (see circled image below) to turn on hidden typesetting marks.

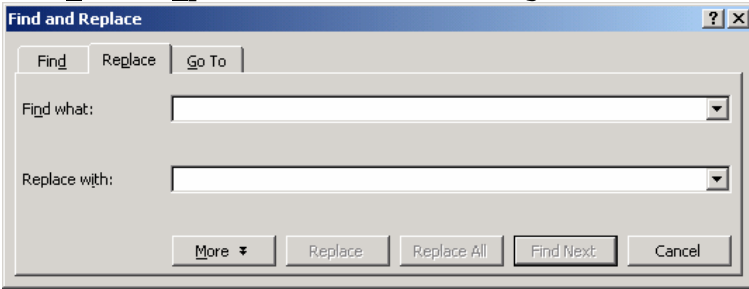


- 7 Locate and highlight the header information, which is shown in the document as the upper-most text, before the first record.

Highlight it and DELETE it. Save your work so far.



8 Do "Edit→Replace...". The following window will appear:



NOTE: In this window, you will need to do 3 sets of 'find & replace'. You can copy and paste the text strings into the "Find and Replace" dialogue box from the table below.

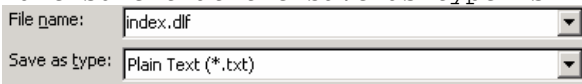
	Find what:	Replace with:	After each set click:
#1	^t		<p>"Replace <u>A</u>ll" Each time, you'll get a message that MS Word made XXX replacements. Click OK.</p>
#2	*	<leave this field blank>	
#3	"	<leave this field blank>	

Save your work.

9 Now, save the file as the filename that the Army/Jedmics needs by choosing "File→Save As...".

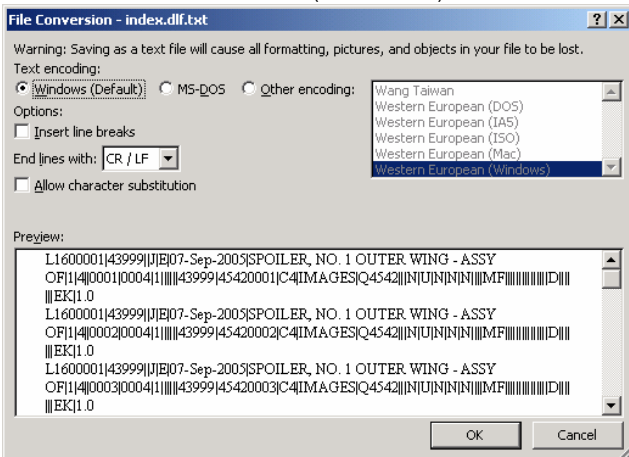
The dialogue box appears.

Save the file as "index.dlf", and make sure that the Save as type is "Plain text (.txt)".



Click Save.

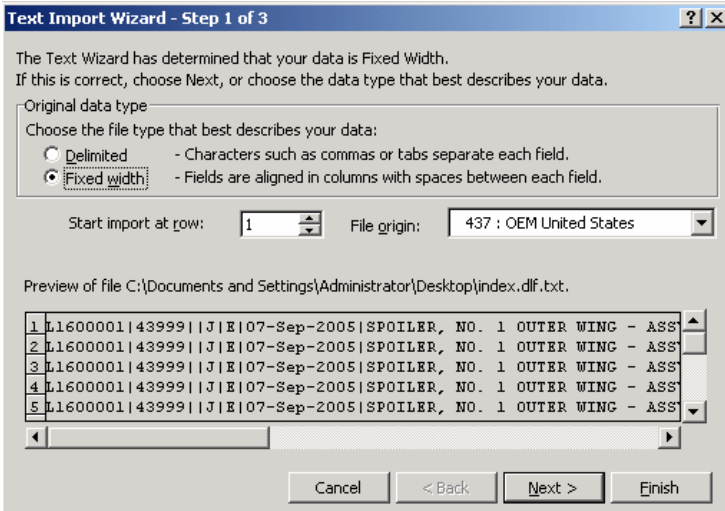
The following dialogue box appears. Make sure "Windows (Default)" is checked, then click OK.



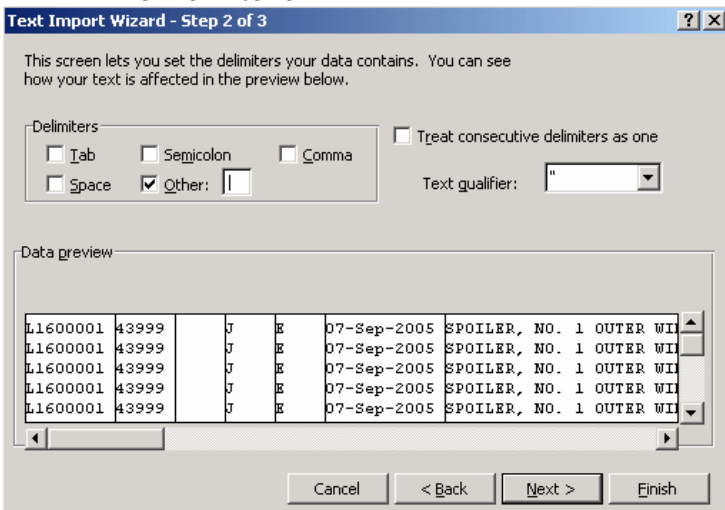
Now you need to check that the INDEX.DLF will import successfully and problem-free into Excel.

Here's how:

- 1 Launch MS Excel.
- 2 Do "File→Open...". A dialogue box appears to choose your file.
Make sure that the 'File(s) of type' field is set to "All Files (.*)".*
- 3 Point to the INDEX.DLF file that you just saved.
Highlight it, and then click OK.
This prompts a series of three Text Import Wizard dialogue boxes.
- 4 In the first window (Step 1),
 - change the data type from "Fixed width" to "Delimited".
 - Click Next.



- 5 In the second window (Step 2),
 - click Tab to deselect,
 - click Other to select, and
 - enter | in the Other field. *The data preview will change slightly.*
 - Click Next.



- 6 Click Finish.
The blank EXCEL spreadsheet will be populated with data as saved in the index.dlf.