

# Access the Contents of the PLAN/EXPLORE CD: Extract & Import Files to Excel

## Introduction

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### CD contents

The CD you received contains five files:

- zip file of reports
- act\_launch.bat
- autorun.inf
- readme.txt
- this user guide

To view these contents, navigate to your CD drive via Windows Explore.


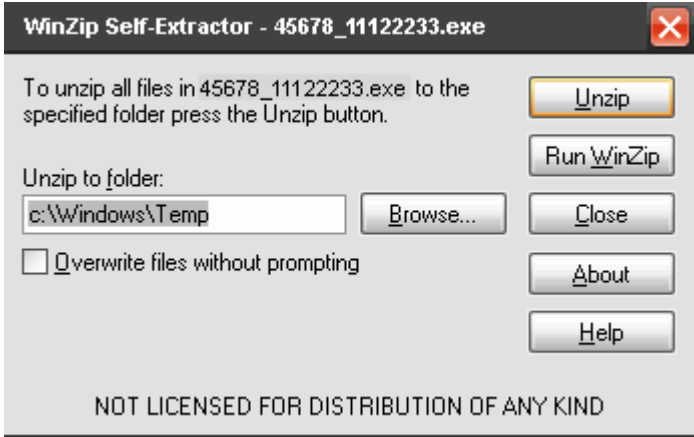
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### IMPORTANT




- Make sure you read the ReadMe.txt file for your password information.
- Have your password ready for use in Step 5 on page 3.



## Extract the Report Files from the CD

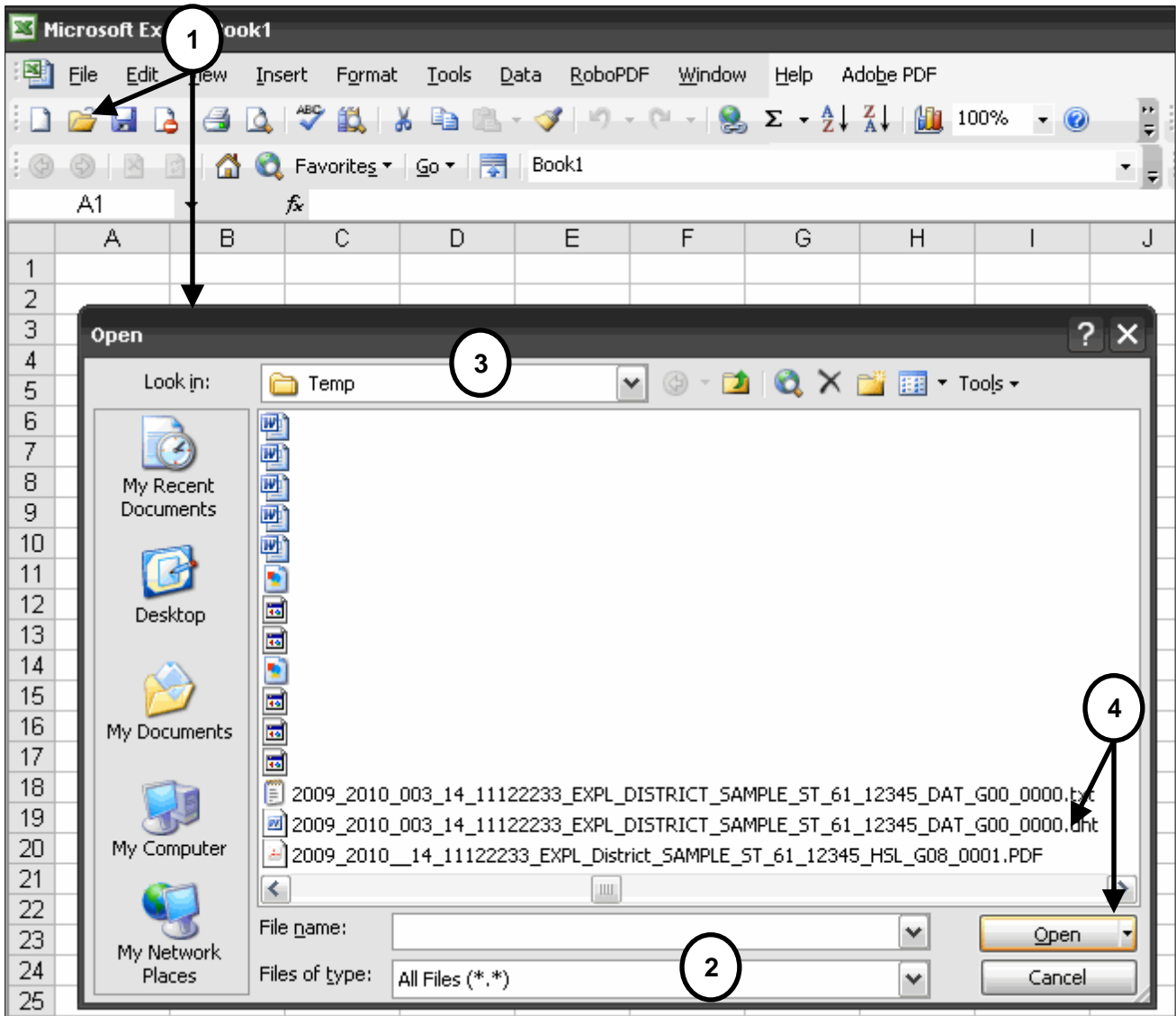
Step	Action
1	<p>When you run the CD, a ReadMe.txt file will display. This file contains important password information.</p> <p>Read and make note of this information for later (Step 5).</p> <p>For easy use, print the ReadMe.txt file (File &gt; Print).</p>
2	<p>When you are finished, click  to close the file.</p>
3	<p>A message about access will display. Read and click <b>OK</b> to indicate that you are authorized to access the files on the CD.</p>
4	<p>The window shown below will display:</p>  <p>The screenshot shows a window titled "WinZip Self-Extractor - 45678_11122233.exe". The window contains the following text and controls: "To unzip all files in 45678_11122233.exe to the specified folder press the Unzip button." Below this is a "Unzip to folder:" label, a text box containing "c:\Windows\Temp", and a "Browse..." button. There is also a checkbox labeled "Overwrite files without prompting" which is currently unchecked. On the right side of the window, there are several buttons: "Unzip", "Run WinZip", "Close", "About", and "Help". At the bottom of the window, it says "NOT LICENSED FOR DISTRIBUTION OF ANY KIND".</p> <p>Browse to select the location for your unzipped files. Click <b>Unzip</b>.</p>


## Extract the Report Files from the CD, continued

Step	Action
5	<p>The password dialog box will display as shown below.</p>  <p>The dialog box titled "WinZip Self-Extractor - Password" contains the text: "This self-extracting Zip file is password protected. Please type the password:". Below the text is a text input field and two buttons: "OK" and "Cancel".</p> <p>Enter the password and click <b>OK</b>.</p> <p><b>Note:</b> If you do not have the password, follow the instructions in the ReadMe.txt file on this disc.</p>
6	<p>The files will be unzipped to the location you identified in Step 4. When complete, a message similar to the one below will display:</p>  <p>The dialog box titled "WinZip Self-Extractor" contains the text: "23 file(s) unzipped successfully". Below the text is an "OK" button.</p> <p>Click <b>OK</b>.</p>
7	<p>Click  to close the WinZip Self-Extractor.</p>
8	<p>To view the files you've just extracted, navigate to the location you selected in Step 4. These files include</p> <ul style="list-style-type: none"><li>• the .dht file</li><li>• the .txt file</li><li>• Using Electronic Files</li><li>• Student Record Layout</li><li>• .pdf files (if you ordered electronic copies)</li></ul>

# Import the Files to Excel

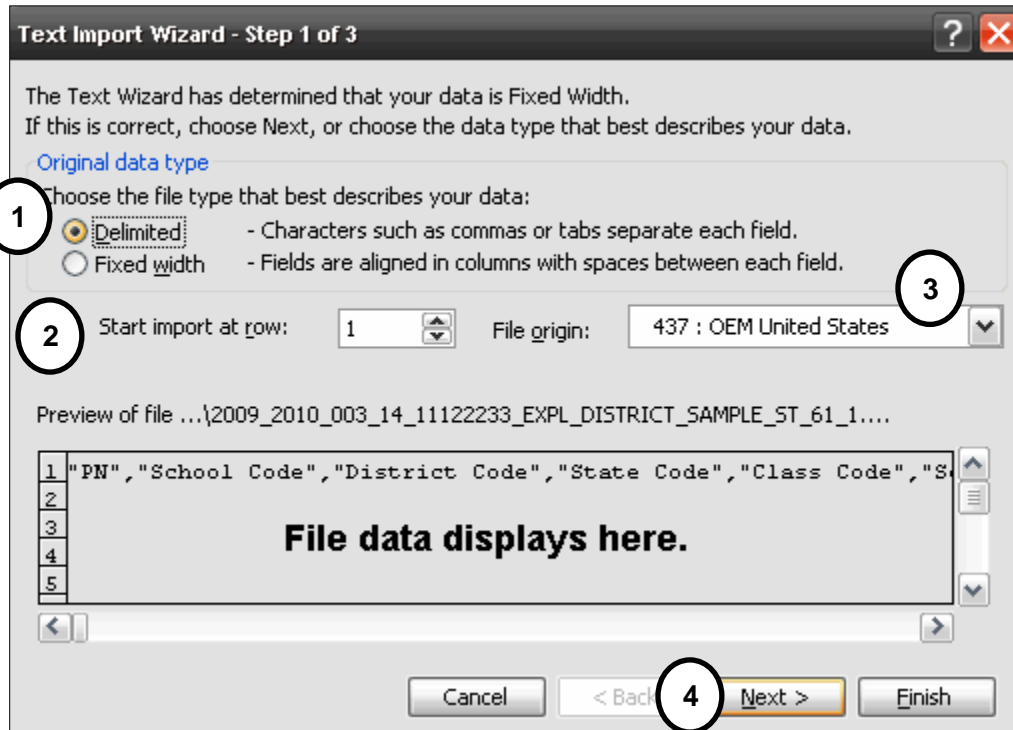
## Get Started



Step	Action
1	In Excel, click  . The Open screen will display.
2	Choose <b>All Files</b> in the <i>Files of type</i> drop-down menu.
3	Use the <i>Look in:</i> drop-down box to navigate to the files.
4	Click to select the .dht file and click <b>Open</b> .
5	The Text Import Wizard displays, as described beginning on the following page.

# Import the Files to Excel, continued

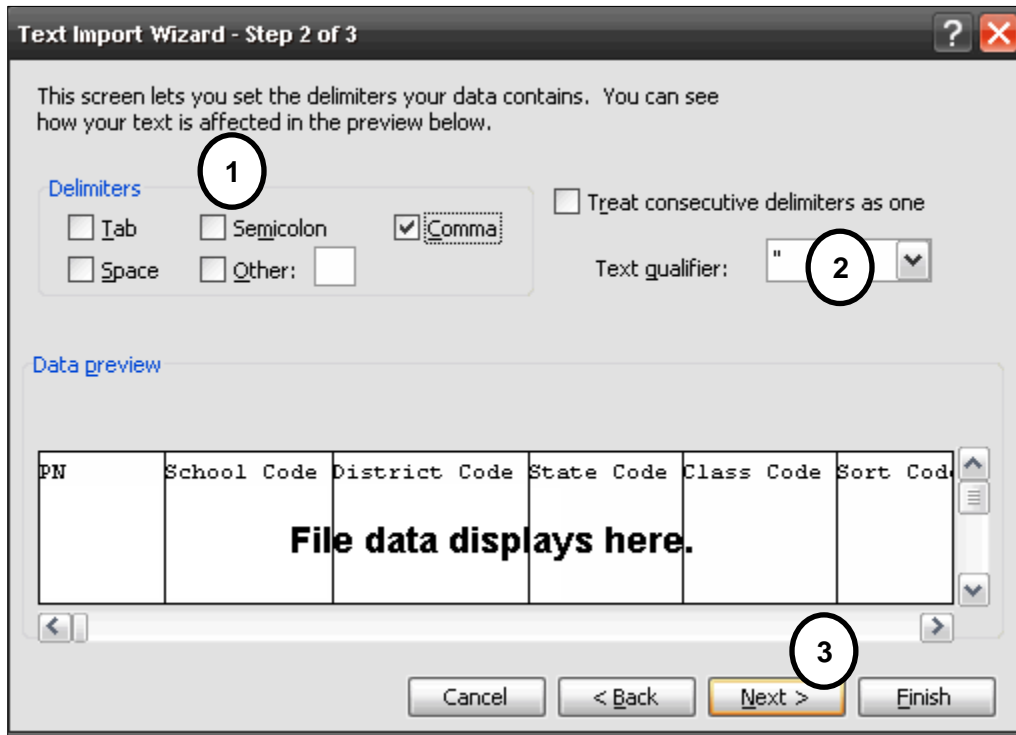
## Choose Data Type



Step	Action
1	Select the <b>Delimited</b> file type.
2	Make sure the <i>Start import at row</i> field is set to <b>1</b> . This ensures that the Header row will be imported.
3	Leave the File origin as-is.
4	Click <b>Next</b> . Step 2 of the Text Import Wizard displays, as shown on the following page.

# Import the Files to Excel, continued

## Set Delimiters



Step	Action
1	Under Delimiters, deselect <b>Tab</b> . Select <b>Comma</b> instead.
2	Make sure the Text qualifier is set to quotation marks (“”).
3	Click <b>Next</b> . Step 3 of the Text Import Wizard displays, as shown on the following page.

## Import the Files to Excel, continued

### Set Data Format



Step	Action
1	In the Data preview section, notice that the first column is highlighted.
2	Press <Shift> + click the last column to select all columns.
3	The Column data format defaults to General. Select <b>Text</b> instead.
4	Click <b>Finish</b> .
5	Your EXPLORE/PLAN Excel data file has been created, and will now display in Excel. Select <b>File &gt; Save As</b> on the Excel taskbar to save the file to a secure location.
6	Rename your file. Make sure to change the file extension and type to Microsoft Excel. <u>Example:</u> JonesHS_EXPLORE_2010.xls
<b>Note:</b>	If at a later time you wish to perform arithmetic/calculations to field contents (e.g., Scale Score fields), modify the data type for that column. Make this change in Excel by reformatting the cells you select.