# 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.

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	When you run the CD, a ReadMe.txt file will display. This file contains important password information.				
	Read and make note of this information for later (Step 5).				
	For easy use, print the ReadMe.txt file (File > Print).				
2	When you are finished, click 🔀 to close the file.				
3	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.				
4	The window shown below will display:				
	WinZip Self-Extractor - 45678_11122233.exe				
	To unzip all files in 45678_11122233.exe to the specified folder press the Unzip button.				
	Unzip to folder:				
	c:\Windows\Temp Browse Close				
	Overwrite files without prompting About				
	Help				
	NOT LICENSED FOR DISTRIBUTION OF ANY KIND				
	Browse to select the location for your unzipped files. Click <b>Unzip</b> .				

# Extract the Report Files from the CD, continued

Step	Action
5	The password dialog box will display as shown below.
	WinZip Self-Extractor - Password     This self-extracting Zip file is password protected.     Please type the password:     OK     Cancel     Enter the password and click OK.     Note: If you do not have the password, follow the instructions in the ReadMe.txt file on this disc.
6	The files will be unzipped to the location you identified in Step 4. When complete, a message similar to the one below will display: WinZip Set/-Extractor     23 file(s) unzipped successfully     OK     Click OK.
7	Click 🔀 to close the WinZip Self-Extractor.
8	To view the files you've just extracted, navigate to the location you selected in Step 4. These files include • the .dht file • the .txt file • Using Electronic Files • Student Record Layout • .pdf files (if you ordered electronic copies)

### Import the Files to Excel

#### Get Started

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8	My Recent	
9 10	Documents	
11		
12	Desktop	
13	Desktop	
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16 17	My Documents	
17		
19		2009_2010_003_14_11122233_EXPL_DISTRICT_SAMPLE_ST_61_12345_DAT_G00_0000.bt       2009_2010_003_14_11122233_EXPL_DISTRICT_SAMPLE_ST_61_12345_DAT_G00_0000.dt
20	My Computer	2009_2010_14_11122233_EXPL_District_SAMPLE_ST_61_12345_HSL_608_0001.PDF
21		
22		
23	My Network	
24 25	Places	Files of type: All Files (*.*)
20		

Step	Action
1	In Excel, click ᄙ. The Open screen will display.
2	Choose All Files in the Files of type drop-down menu.
3	Use the Look in: 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

	Text Import Wizard - Step 1 of 3	? 🔀
	The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data. Original data type	
1	hoose the file type that best describes your data:	
	• Characters such as commas or tabs separate each field.	
	O Fixed width - Fields are aligned in columns with spaces between each field.	
	2 Start import at row: 1 🔄 File origin: 437 : OEM United States	~
	Preview of file\2009_2010_003_14_11122233_EXPL_DISTRICT_SAMPLE_ST_61_1	
	1 "PN", "School Code", "District Code", "State Code", "Class Code", "	s. 🔨
	File data displays here.	
	5	~
		Σ
	Cancel < Back 4 Next > Einis	;h

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

Text Import W	/izard - Step 2 o	f 3	_	_	? 🔀
	ts you set the de t is affected in the $\begin{pmatrix} 1 \\ 1 \end{pmatrix}$	limiters your data co e preview below.	ontains. You can	see	
Tab		✓ Comma	Treat con	secutive delimit	ers as one
Space	<u>O</u> ther:		Text gua	lifier:	2
Data preview					
PN	School Code	District Code	State Code	Class Code	Sort Cod
	Fil	e data disp	lavs here		
					~
				(3	
		Cancel	< <u>B</u> ack	<u>N</u> ext >	Einish

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

### Import the Files to Excel, continued

#### Set Data Format

Text Import Wizard - Step 3 o	f 3			? 🔀
This screen lets you select each the Data Format.	n column and set	Column dat		
'General' converts numeric va values to dates, and all remai		e <u>Text</u> <u>D</u> ate:	MDY V	
<u>A</u> dvanced		O Do not	: įmport column (	(skip)
Data preview				
Text General	General	General	General	General
PM School Code	District Code	State Code	Class Code	Sort Cod
1 Fil	e data displ	ays here	•	2
				>
	Cancel	< <u>B</u> ack	Next >	<u>Finish</u>

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.</shift>
3	The Column data format defaults to General. Select <b>Text</b> instead.
4	Click Finish.
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
Note:	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.