Tab Delimited File Requirements and Conversions from Excel Spreadsheet to Tab Delimited

General Information:
- Every tab delimited file must have a header Record A, Record B, and Trailer Record
- All Column Headers must be deleted in the tab delimited file
- Tab delimited file may start out as an excel file and be converted to a tab delimited file
- No spaces nor tabs may come after the header elements or Record A or Trailer Record elements
- There will be a total of 26 columns involving the data (record B only).

Sample Header

SenderID=286
CreateDate=06/13/2007
CreateTime=13:58:55
EMAIL=jmartin@mail.vak12ed.edu
~~
DATATYPE=DISCIPLN
~
ADISCIPLN2006286

> **Header Information-See Page 20 of *Comprehensive User Guide***

> **Record A—See page 21 of *Comprehensive User Guide***

CAUTION: When converting the file to a tab delimited file From an excel file make sure that the header DOES NOT have Spaces or Tabs after each line in the header. If the tabs are not Removed it will cause an error upon submission to the web. (Helpful Hint – click the cursor directly after the type data and hold down the *shift key* and press *end*. This will highlight the spaces. Then click the *delete* key and the spaces will be deleted. Repeat for each line in the heading and Record A and RecordCount line.

Converting from excel to tab delimited

- **Have the excel file open**
- **Delete the column heading row and add the header and Record A**
- **Go to file on the menu bar and down to save as**

Save As Dialog Box

Remember where you save the file.

Save as type: Text (tab delimited)

Inside the *save as* file dialogue box, click on the *Save as type* down arrow. Scroll down to Text (tab delimited). Highlight Text (tab delimited) and it will become the *save as type*. Name the file and save it. You just saved the excel file as a text file. This means the format of the file changed to a tab delimited file. The file that is still open on the screen should remain as an excel file. Close the excel file, and open the tab limited file that you just created.

Opening the Text file

- **Open the text file in Word**
- **To show the paragraph marks, spaces and other nonprinting characters go to the icon bar at the top of your screen and find the paragraph symbol.**
- **Look at the heading and make sure there are no arrows after or before the end of each line in the heading.**

Correct Header and A Record

Incorrect Header and A Record

SenderID=008¶
CreateDate=05/13/2004¶
CreateTime=13:58:55¶
EMAIL=jmartin@mail.vak12ed.edu¶
~~¶
DATATYPE=DISCIPLN¶
~¶
ADISCIPLN2003008¶
¶

SenderID=008 → ¶
CreateDate=05/13/2004 → ¶
CreateTime=13:58:55¶
EMAIL=jmartin@mail.vak12ed.edu→ → ¶
~~ → ¶
DATATYPE=DISCIPLN → ¶
~ → ¶
ADISCIPLN2003008 → ¶
¶

- **Notice that in the correct header the paragraph symbols are next to the end of the line of data. In the incorrect header there are arrows after the line of data. The arrows must be removed these represent tabs that should not be there.**

- **The next row of data should be the data in column format. See example**

Correct File with Data

Incorrect File with Data

```
SenderID=008
CreateDate=02/02/2004
CreateTime=13:58:55
EMAIL=jmartin@mail.vak12ed.edu
~~|
DATATYPE=DISCIPLN
~
ADISCIPLN2003008
B       24069    100      0720     100
B       24578    100      0720     100
B       24606    100      0720     100
```

```
SenderID=008
CreateDate=02/02/2004
CreateTime=13:58:55
EMAIL=jmartin@mail.vak12ed.edu
~~
DATATYPE=DISCIPLN
~
ADISCIPLN2003008
          st_ID    Div_enrl            Sch_enR
B         24069    100      0720       100
B         24578    100      0720       100
```

NOTE: In the correct file with data there is not column headings after the A record. In the Incorrect file with data there are column headings which should not be there.

CAUTION: Once you have taken the excel file into Word and modified the text, you cannot return this file to excel without the tabs returning. The excel file automatically creates the tabs. Therefore make your modifications in Word or understand that the tabs have to be removed each time.

Record Count

The record count contains the total records in the file. This includes record A and all rows after the A record.
See the example below.

```
SenderID=059
CreateDate=08/19/2003
CreateTime=11:54:42
EMAIL=youremail@mail.vak12ed.edu
~~
DATATYPE= DISCIPLN
~
ADISCIPLN 2004 059
```

B	01	059	0090	059	0090	A	E1	09/03/2002
B	002	059	0090	059	0090	A	E1	
B	0003	059	0090	059	0090	A	E1	09/03/2002
B	00004	059	0090	059	0090	A	E1	09/03/2002
B	0005	059	0090	059	0090	A	E1	09/03/2002
B	006	059	0090	059	0090	A	E1	09/03/2002
B	07	059	0090	059	0090	I	R3	11/21/2002
B	8	059	0090	059	0090	A	E1	09/03/2002

```
RecordCount=9
```

What is included in the Record Count