CollegeBoard

Student Search Service®

Importing .TXT Documents Into Excel

"Unzipping" the Data into a .TXT document

1. Double click on .ZIP file
2. This will open the WinZip program to enable you to unzip the file into a .TXT document
3. Choose "Use Evaluation Version" if you do not have the full version of WinZip installed.
4. Follow the prompts in the WinZip Wizard to extract the file – this should only take a couple of seconds.
5. We recommend choosing the Desktop as a place to put the .TXT file on your hard drive – in order to find it easily.
6. Close WinZip and find your .TXT file.

Opening the .TXT document in Excel

7. In order to make sure you have a viable file, double click on the .txt file, which will open it in Notepad or WordPad. If you see a bunch of numbers, names, addresses, etc., your file has been extracted correctly.
8. Open the Excel Program, then open the .txt doc (Make sure the "file type" is checked to "All types")
9. Once file is selected and opened the "Text Import Wizard" will prompt you to format the text in 3 easy steps.
    - **Step 1:** Select "fixed width" and then select "next" button
    - **Step 2:** Once in this field, make sure all columns are defined (there are instructions on this page on how to accomplish this task) then select "next" button
    - **Step 3**: Make sure all columns with numbers in them are selected and changed to "text". To select column; click on column in data preview. *(This is very important for ZIP codes, otherwise it does not record the zero in the beginning of a ZIP)*
    - **Select "Finish"**

Printing Labels from Excel to Word

10. Once you have imported all the information. Insert a row before the first line of text. (Select first line, Insert, Row) You will use this row as your title bar for each column. Label each column.
11. Save document as .XLS and close document.
12. Open Word.
13. Go to "Tools" then "Mail Merge"
14. Click on "Create", then select "Mailing Labels", then select Active Window.

15. Click on “Get Data”, select “Open Data Source”
16. Find your document (Make sure the “file type” is checked to .XLS file) and open document.
17. Click on “Entire Spreadsheet” then click “OK”
18. Click on “Set Up Main Document”
19. Find the Label product and product number and click “OK”. (standard mailing labels size is Avery 5160.)
20. In the sample label box hit the enter key once, so there will be a space between the top of the label and the persons name.
21. Select “Insert Merge Field” and select First Name, then a space.
22. Select “Insert Merge Field” and insert Last Name, then press enter.
23. Select “Insert Merge Field” and insert Address, then press enter.
24. Select “Insert Merge Field” and insert City, insert a comma, insert a space, insert ST, insert 2 spaces, then ZIP.
25. Step 3: Click “OK”, then “Merge”,
26. In pop-up window click on “Merge” to New Document and make sure that the “don’t print blank lines” is selected.

Notes:

- Auto Fit Column widths in Excel: If you want to Auto-fit columns in Excel, Select all data (Ctrl & A) go to Format, Column and Auto-Fit.
- Merging Documents: You can see number of records merging at bottom left side of document, pres ESCAPE key to cancel.
- 10,000 names is equal to 334 pages, Each Avery 5160 page holds 30 labels per page.