

# EXPORTING TO EXCEL INITIAL “CLEAN-UP”

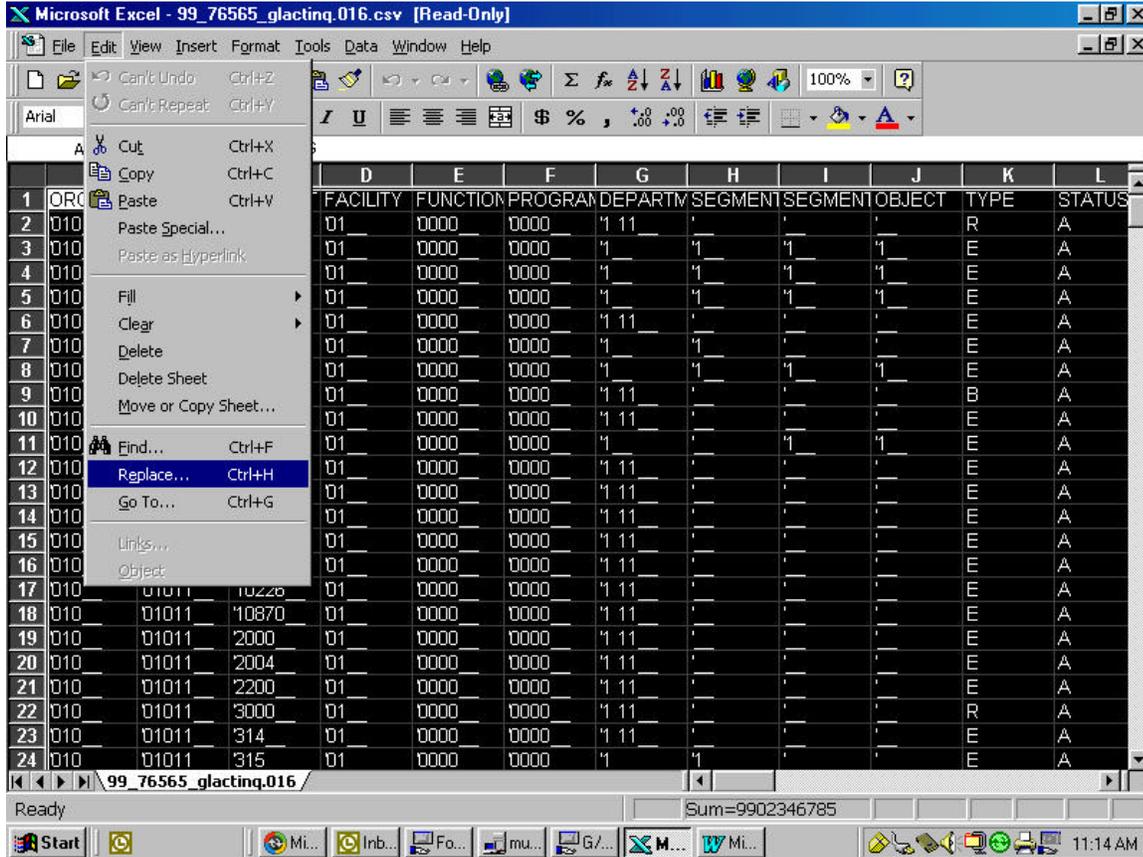
When initially exporting your data to MS Excel you will see “\_” (underscores). To rid your spreadsheet of these follow the steps listed below.

Step 1 – When your data is first exported to Excel it will appear with “\_”.

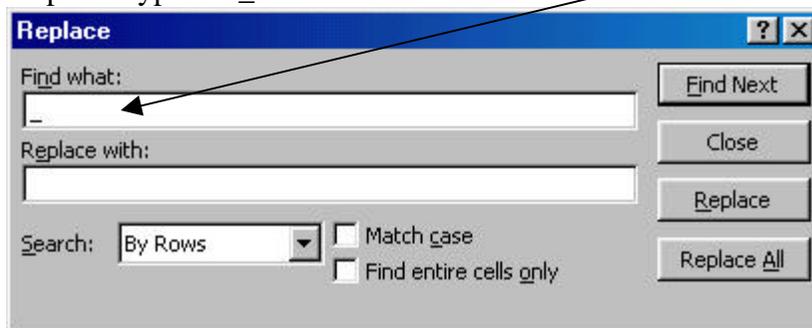
	A	B	C	D	E	F	G	H	I	J	K	L
1	ORG											
2	010	01001		01	0000	0000	'1 11				R	A
3	010	01001	07159	01	0000	0000	'1	'1	'1	'1	E	A
4	010	01001	0715c	01	0000	0000	'1	'1	'1	'1	E	A
5	010	01001	0723b	01	0000	0000	'1	'1	'1	'1	E	A
6	010	01001	10002	01	0000	0000	'1 11				E	A
7	010	01001	2000	01	0000	0000	'1	'1			E	A
8	010	01001	316	01	0000	0000	'1	'1	'1	'1	E	A
9	010	01005		01	0000	0000	'1 11				B	A
10	010	01011		01	0000	0000	'1 11				E	A
11	010	01011	0111	01	0000	0000	'1		'1	'1	E	A
12	010	01011	1000	01	0000	0000	'1 11				E	A
13	010	01011	10001	01	0000	0000	'1 11				E	A
14	010	01011	10002	01	0000	0000	'1 11				E	A
15	010	01011	10003	01	0000	0000	'1 11				E	A
16	010	01011	1020	01	0000	0000	'1 11				E	A
17	010	01011	10226	01	0000	0000	'1 11				E	A
18	010	01011	10870	01	0000	0000	'1 11				E	A
19	010	01011	2000	01	0000	0000	'1 11				E	A
20	010	01011	2004	01	0000	0000	'1 11				E	A
21	010	01011	2200	01	0000	0000	'1 11				E	A
22	010	01011	3000	01	0000	0000	'1 11				R	A
23	010	01011	314	01	0000	0000	'1 11				E	A
24	010	01011	315	01	0000	0000	'1	'1			E	A

Step 2 – Click on the “Select All” icon. This will hi-light your entire spreadsheet.

Step 3 – Once your entire spreadsheet is hi-lighted click on “Edit”, then select “Replace”.



Step 4 – Type in “\_” in the Find what section



Step 5 – Leave the Replace with section blank and click on Replace All. This will Replace all the “\_” (underscores) with spaces. Once this is complete the initial clean-up of your Excel spreadsheet is accomplished.