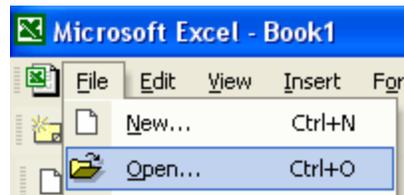


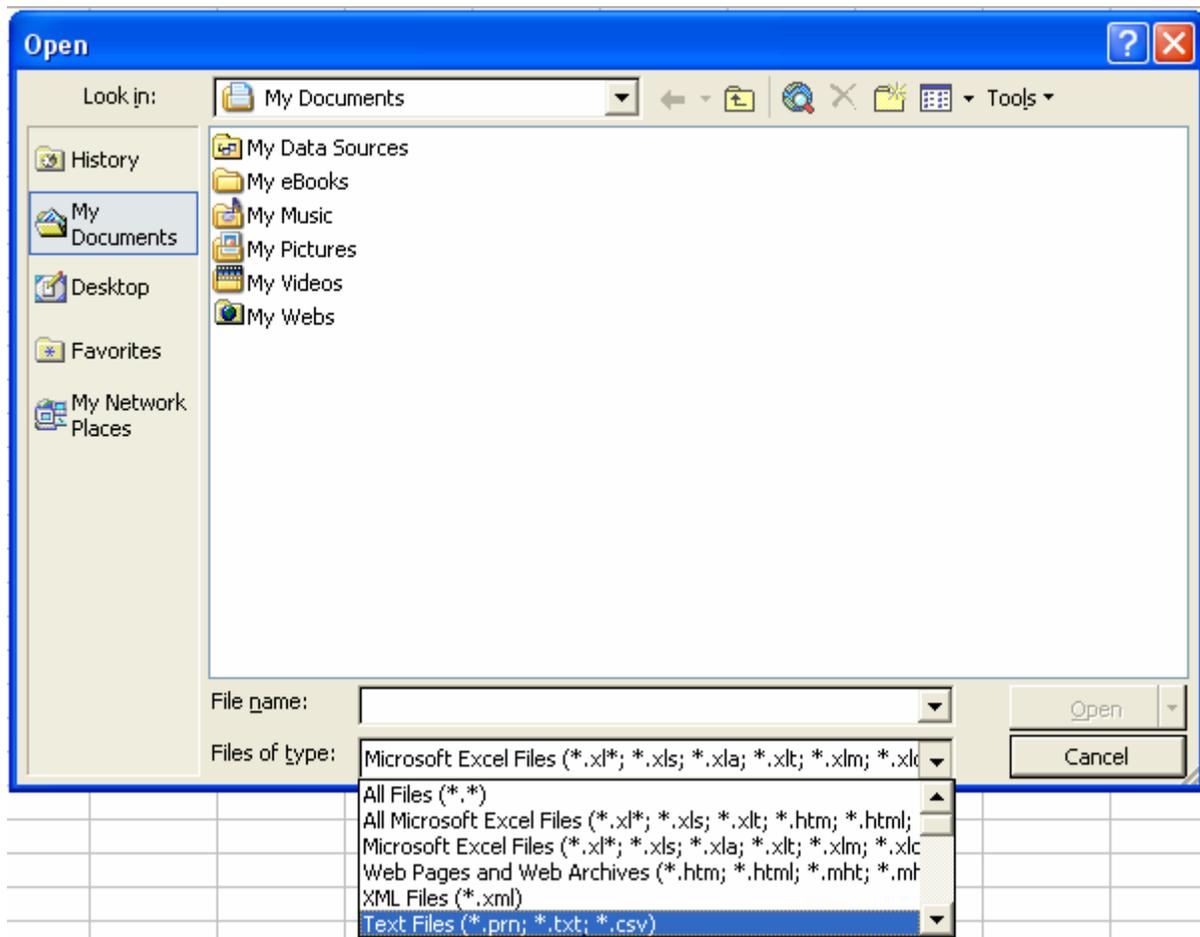
The Delimited Notification List file is easily opened by a spreadsheet program such as Excel and can then be saved as a spreadsheet and sorted in many different ways depending upon your needs.

Save the file to your server or hard drive.

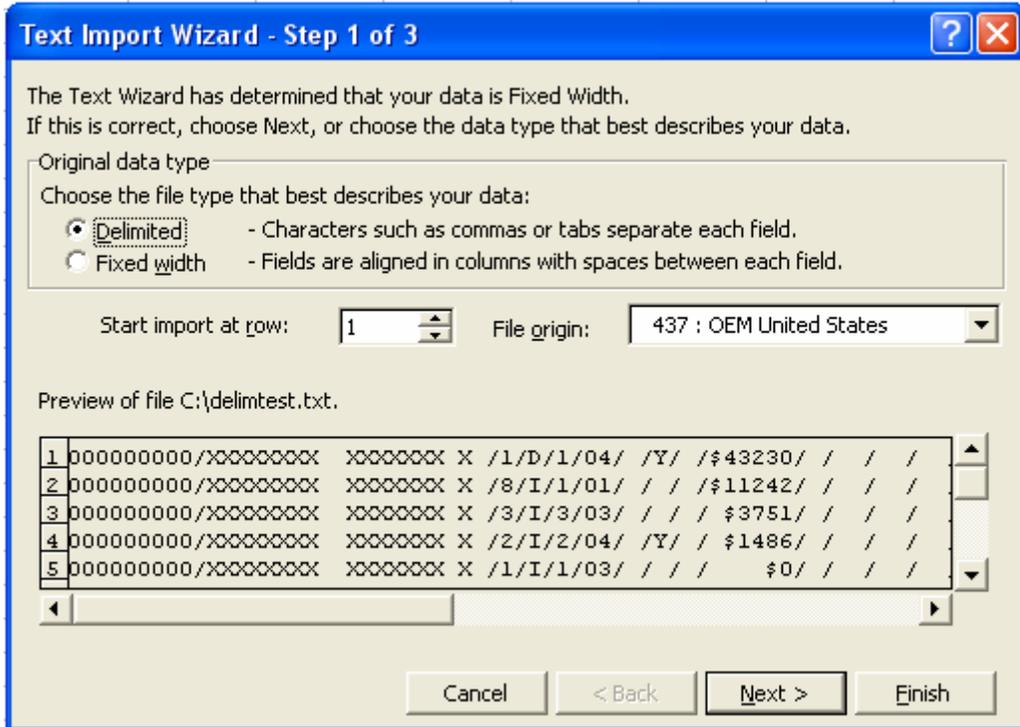
Open Excel.



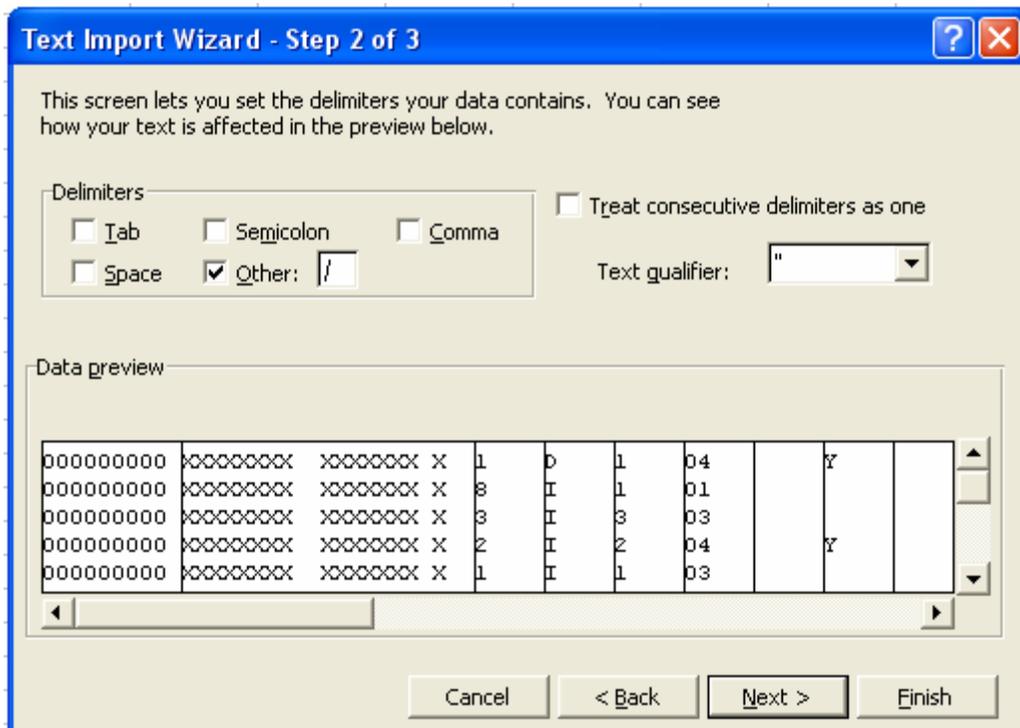
Using **File>Open**, make sure that the "files of type" box is set to look at "All files" or ".txt, .prn" files, navigate to where you saved the new file, select it and click OK.



A wizard will pop up and ask if it is a "fixed width" or a "delimited" file. Select "Delimited".



The next screen allows you to tell the program which character is the delimiter. In the "other" box, type "/" (without the quotes). You should see the data immediately divided into the appropriate columns.



If you click NEXT, you are given the option to define each column as 'general' or 'text' or 'date' etc. You may want to define the SSN column as TEXT so that any SSNs that start with zero won't lose their leading zeroes.

To easily manage the column widths so that the data are completely visible, type **ctrl+A**, this selects the entire document. Put your cursor on the line between column headers so that it has a double sided arrow (b/n the A and B for example) and double click. This widens each column according to the longest string of data in it.

The next page has the delimited file layout.

Please don't hesitate to contact me with any questions!

Barb Moermond

[Barbara.moermond@heab.state.wi.us](mailto:Barbara.moermond@heab.state.wi.us)

608-266-3091

### 2004-05 Delimited file layout

Column label if imported into a spreadsheet	Field Name	Field Size
A	Student Social Security Number	9
B	Student Name	up to 20
C	Student's Year In School	1
D	Dependent/Independent	1
E	Student's Marital Status	1
F	Family Size	2
G	Wisconsin Resident Indicator	1
H	Selective Service Registration Status	1
I	Child Support Issues or Delinquency	1
J	Total Family Contribution - EFC	5
K	Rejected in Analysis Indicator	1
L	WHEG Semesters Spent	2
M	TIP Semesters Spent	2
N	Indian Grant Semesters Spent	2
O	Minority Grant Semesters Spent	2
P	State Award - 10,30,45,50,55,60 45,50,60 add second record \$\$\$\$\$.00	9
Q	State Spent (\$\$\$\$\$.00)	9
R	TIP code	1
S	TIP Award (Blank When Zero- \$\$\$\$\$.00)	9
T	TIP Spent (Blank When Zero- \$\$\$\$\$.00)	9
U	Report Code	1
V	Processing Code	1
W	TG Family Contr. Percentage (00.00)	5
X	New Record Indicator	1
Y	Date Record First on HEAB System (YYYYMMDD)	8
Z	HEAB school code	3
AA	EV cell-1 digit program code or HEAB slot #	1
AB	EV MSG - rejected or sec'dry pgrm - FILLED WITH STARS ***** IF NO MSG	6
AC	Tuition Grant Semesters Spent	2