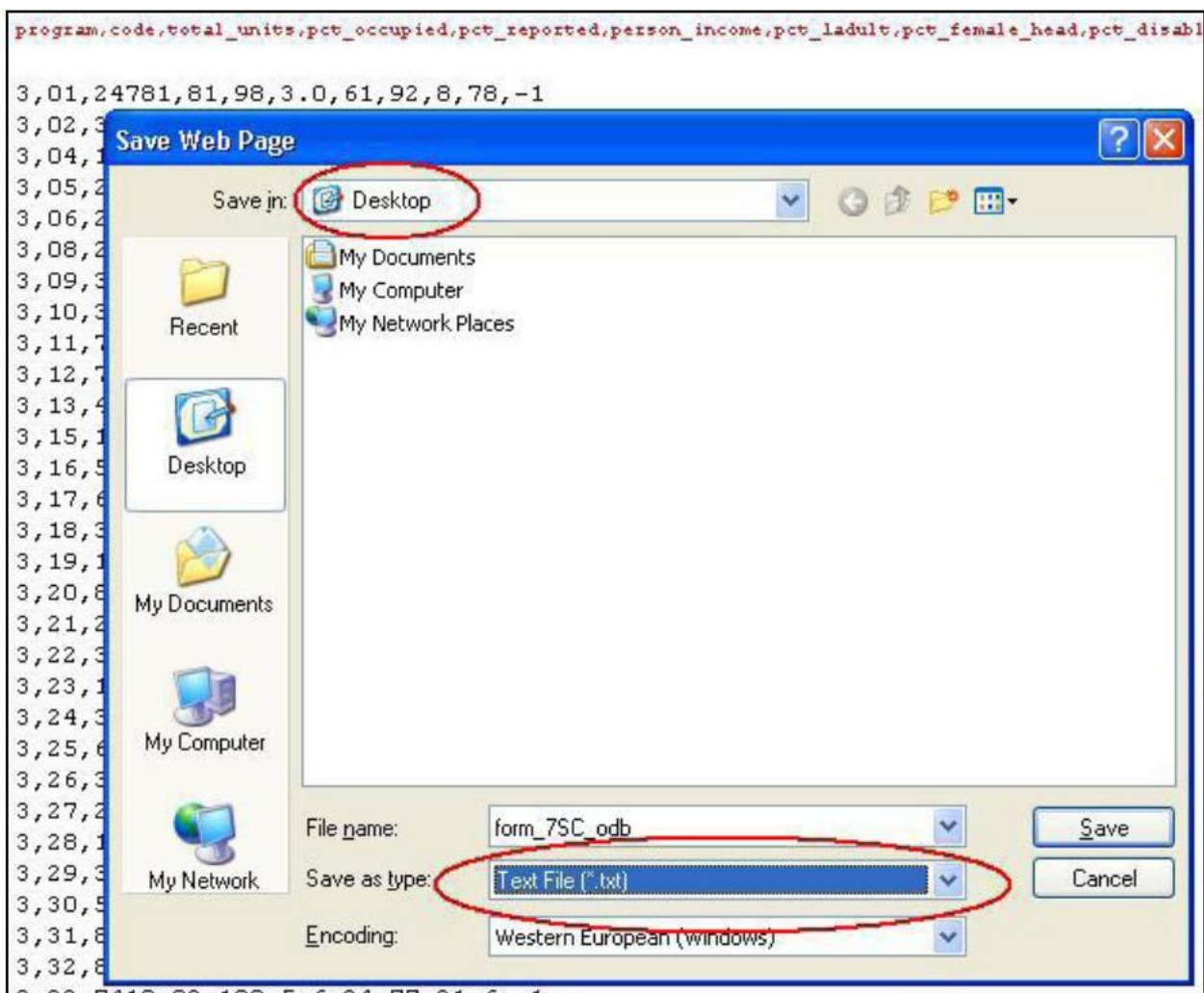


A Picture of Subsidized Households 2008 – Working with Output

To bring output into Excel:

(These instructions assume you are using a PC with Windows XP and Internet Explorer)

1. After making your query selections, choose VIEW AND SAVE COMMA-DELIMITED TEXT as your output type.
2. Please wait for the screen to load. When it does, you'll see variable names in red and data in black. Choose FILE—SAVE AS, then change the TYPE to TEXT. NOTE: In Internet Explorer, you may get a message stating “This webpage may not save correctly.” Ignore this message and click OK.



3. Save the file to your DESKTOP so you can find it easily. You can change the file name if you wish, but leave the file extension as .TXT.
4. Open Microsoft Excel. Choose FILE—OPEN. Browse to your DESKTOP and locate the file you

just saved. Highlight this file, then click OPEN.

5. The TEXT IMPORT WIZARD will appear. Make sure the DELIMITED button is selected (NOT fixed width), then click the NEXT button.

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6. The only DELIMITER you want to select is COMMA. Be sure to un-check TAB or any others. Click FINISH. Your data will appear in a new Excel worksheet.

7. To save your document, choose the FILE—SAVE AS menu. Type a new name. Select a location/directory. Change the FILE TYPE to .XLS.

NOTE: Certain versions of Microsoft Excel limit you to 64,000 rows. If your extract contains more than 64,000 rows, you should consider working in more robust statistical or database software like Microsoft Access, SPSS, or SAS.