

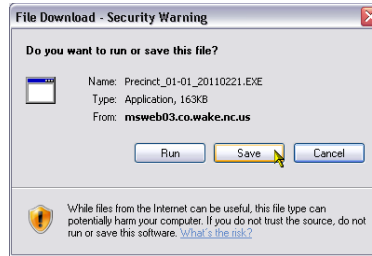
# How to Download a Voter Data File

Wake County Voter File Data Download Website:

<http://msweb03.co.wake.nc.us/bordelec/Waves/WavesDownload.asp>

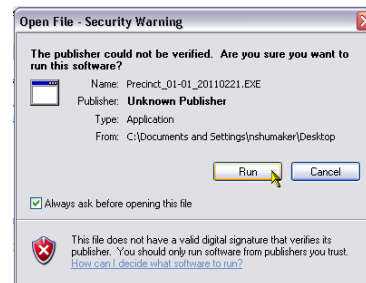
1. Click on a file name in the table. The browser will display a window.

File Name
<a href="#">WakeVoters_20110221.exe</a>
<a href="#">Precinct_01-01_20110221.EXE</a>
<a href="#">Precinct_01-02_20110221.EXE</a>
<a href="#">Precinct_01-03_20110221.EXE</a>
<a href="#">Precinct_01-04_20110221.EXE</a>



2. Click the Save button. A Save As window will appear. In this window navigate to the location on your computer where you want to save the file. Click the Save button. The window will disappear.

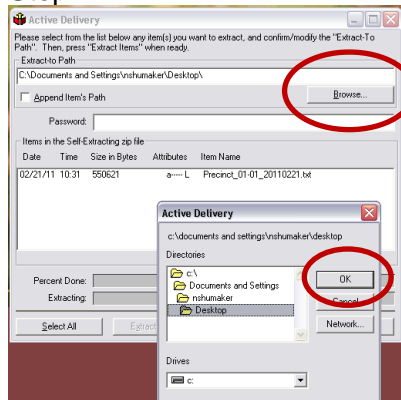
3. Navigate to the location where you saved the file. Double-click on the file. An *Open File – Security Warning* window will appear. Click the Run button.



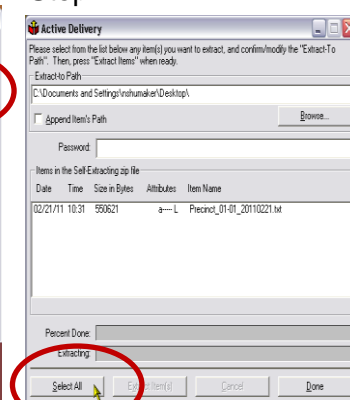
4. An *Active Delivery* window will appear. This window will convert the file into a text document.

- A. Click the *Browse* button to navigate to the location where you want to save the text file. After you've selected a location to save the file, click the *OK* button in the small window.
- B. Click the *Select All* button to choose the items in the list. The items in the list will be highlighted gray.
- C. Click the *Extract Item(s)* button.
- D. An *Active Delivery* window will appear. Click the *OK* button.

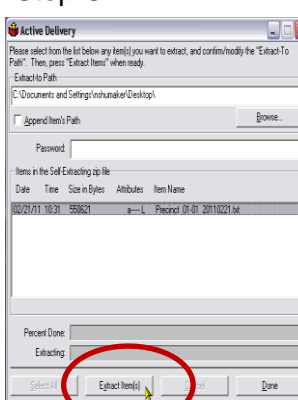
Step A



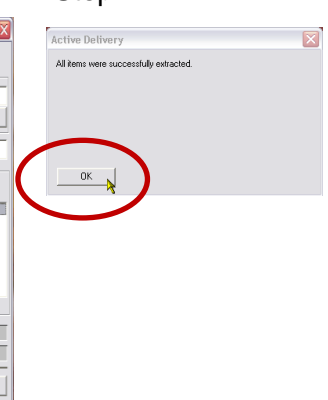
Step B



Step C



Step D



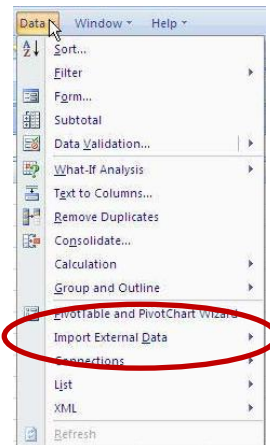
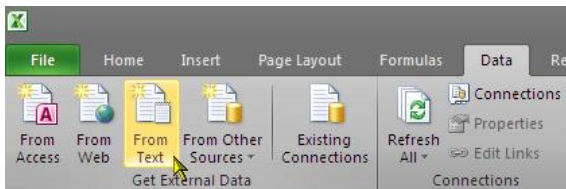
5. Navigate to the location where you saved the text file.

6. Import the text file into Microsoft Excel, Microsoft Access, or other tool in order to view and sort the data. Import the data as "comma delimited."

# How to Import a Downloaded Voter Data File into Microsoft Excel

(Consult Microsoft Help tools for instructions on importing files into Microsoft Access)

1. After following the previous steps, you will have a downloaded and extracted text file at a file location of your choice. Do not open the file unless you want to view the raw data.
2. Open a blank document in Microsoft Excel. Navigate to the *Get External Data* tools.
  - o In Excel 2007-2010, navigate to the Data ribbon, then in the *Get External Data* section click the *From Text* button.



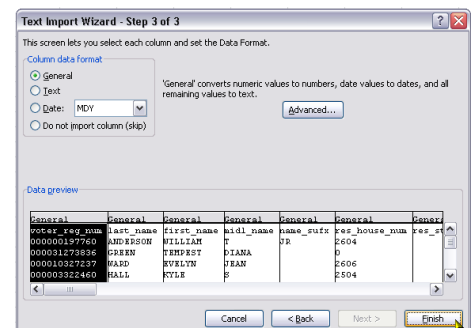
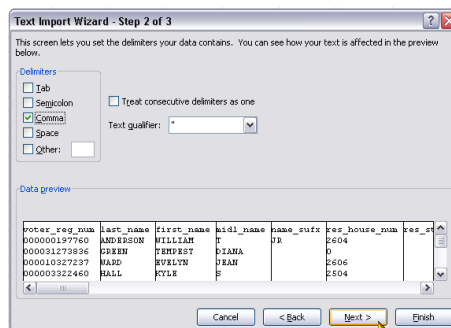
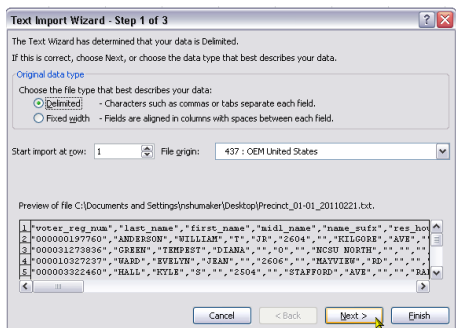
- o In previous Excel versions, click on the Data toolbar. Select *Import External Data*. Select the *Text* data type.

3. An *Import Text File* window will appear. Navigate to the location where you saved the text file and click to highlight the file. Then click the *Import* button.

4. A *Text Import Wizard* window will appear.

- A. Make sure the original data type selected is **Delimited**. Then click the *Next* button.
- B. Change the delimiter checkbox to **Comma**. Then click the *Next* button.
- C. You may leave the column data format as **General** for most fields. Sometimes the Precinct field converts to a number during an import. To prevent this, highlight the Precinct field in the data preview, then change the column data format to **Text** for that field. Then click the *Finish* button.

(Tip: You may also click on the first column in the data preview, hold the shift key, then click on the last column in the data preview to select all columns. Select the column data format for all fields to **Text**.)



5. An *Import Data* window will appear. Click the *OK* button to paste the data into the blank document.

