



**DOWNLOADING ADDRESS DATA INTO EXCEL**

**CHOOSE DATA**

Select the data list(s) you wish to download. Lists are generated from the server at the time you make your selection and this may take a minute or two.

**VIEW DATA**

Your browser screen will fill with data. Each data field is surrounded by quotation marks and fields are separated by commas. This is CSV format, which stands for Comma Separated Values, although it is often called a comma-delimited file.

**SAVE DATA**

Choose File from your browser's menu bar, and then Save As. At the top of the window that appears, the Save In box shows you where the file will be saved. Change this if you want it to go into a different subdirectory. At the bottom of this window, type a name for your file inside the File Name box, followed by the file extension .CSV (the file extension is important!). Below that, you will see the Save as Type box. Click the down arrow at the right of this box and choose Plain Text. Then click Save.

**USE DATA**

Once your CSV data is on disk, you can easily open it in Excel (although it will take slightly longer to load than a native Excel file). You can print it for reference, or save it back to disk again in Excel's own XLS file format (using File/Save As on the Excel menu). You can then use Word to set up a mail merge document. Alternatively, Excel has several file type options under Save As, and you may be able to use one of them to put the data into a format that your favorite database program can read.

**NOTES**

1 A handful of browsers may not support the Save As function after a text download. In this case you can try selecting the text on the screen and pasting it into your spreadsheet or word processor. We cannot guarantee that this will give a usable data file, however.

1 The normal style for a campus zip code is to write it in parentheses: (0050). However, Excel sees this as accounting notation for a negative number and changes it to -50. For this reason, campus zips in these files are downloaded within square brackets instead: [0050].

1 Addresses are updated frequently. The date of the download is printed at the bottom of each list to help you remember how old the data is. If you use these lists on a continuing basis, we recommend coming back to the page occasionally and doing a fresh download to make sure you have the most current information.

1 If you accidentally download the file with something other than the .CSV extension (say, HTM), you can still use it. Try opening it in Excel, and Excel will realize it's a text file and bring up the Text Import Wizard. The Wizard will try to guess how to handle the file; one of its guesses will be right and the other one wrong, so you need to make one change to read your data correctly. The first Wizard screen will show that you have a delimited file. You do, so you can click Next. The next screen will show that it is tab-delimited (tab characters between fields). It isn't, so you need to check the Comma box instead. Then click Finish.