

# I am attempting to import my data and getting an error message. I used Excel 2003. How do I fix it?

There is a known issue (<http://support.microsoft.com/kb/77295>) with using Excel 2003 to create your tab-delimited file. If you have used Excel and are getting an error message during the initial verification of your file, please do the following prior to importing your file:

1. Open your data file.
2. Click the heading of the **District** column to highlight the entire column.
3. Right-click and select **Cut** from the menu.
4. Click the empty column directly to the right of the last column in your file to highlight.
5. Right-click and select **Paste** from the menu to paste your **District** column.
6. Click the row below the last row in the document containing data to highlight the entire row.
7. Press **Shift + Ctrl +Down Arrow** Key on your keyboard.
8. Right-click and select Delete from the menu.
9. Click anywhere in the document outside of the highlighted row to remove the highlighting.
10. Select **Save As** from the **File** menu.
11. Select **Text (Tab-delimited)** for Windows and **Text to Windows** for Mac.
12. Click **Save** to open a message window.
13. Click **OK** to open the next message window.
14. Click **Yes** to save the file. You are now ready to import your file.

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3881>