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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Web Support -> AIMSWeb -> Managing Account Setup -> I am attempting to import my data and getting an error message. I used Excel 2003. How do I fix it?

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