Saving an STIOffice File into Excel

Report Mode Selections

Print Preview Options
- ☑ Use Pre-Destination Dialog
- ☐ Disable Printer Select
- ☐ Enable Save Printer Setup
- ☑ Enable Final Destination
- ☑ Enable Final Printer
- ☐ Enable 2Up/4Up
- ☐ Disable Page Delete
- ☐ Maintain Printer Defaults

General Report Options
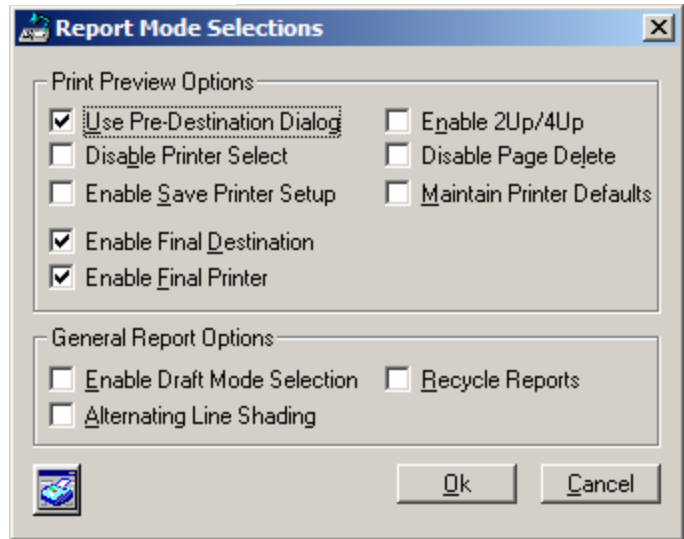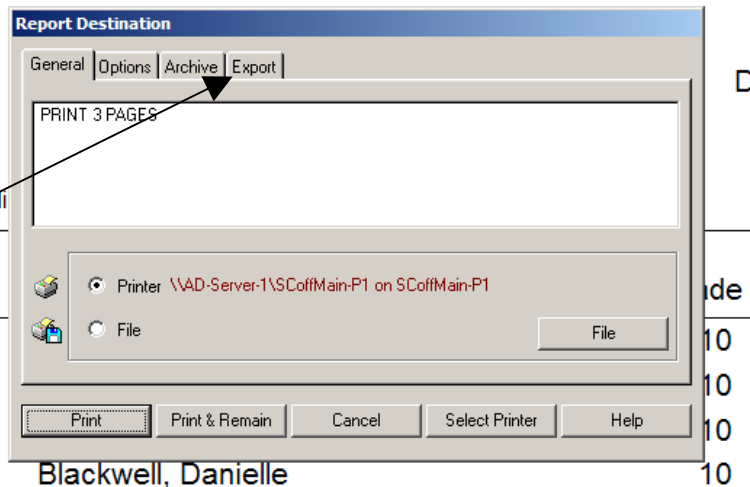- ☐ Enable Draft Mode Selection
- ☐ Alternating Line Shading
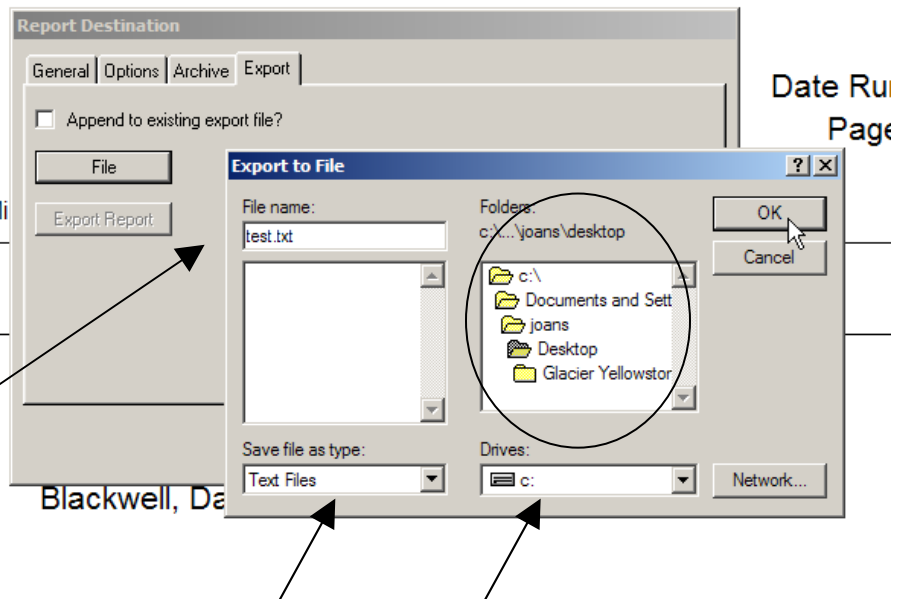- ☐ Recycle Reports

Ok   Cancel

Open STIOffice
Go to File (upper left)
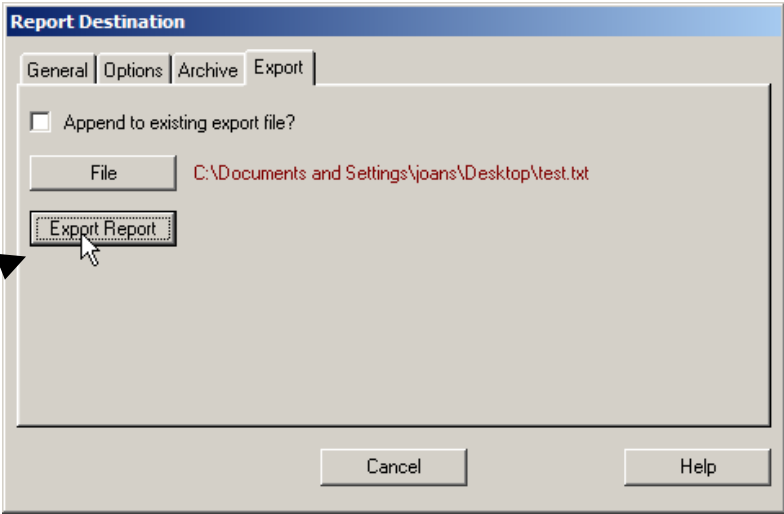Click on Report Mode and make sure the selections are correct.

Run your Rank report as if you are going to print it.

Click on the Printer icon when the report is run.

Click on the Export Tab

Report Destination

General | Options | Archive | Export

PRINT 3 PAGES

- ◉ Printer \\AD-Server-1\SCoffMain-P1 on SCoffMain-P1
- ○ File   File

Print   Print & Remain   Cancel   Select Printer   Help

Blackwell, Danielle   10

Select Drive C at the bottom.

Double click on Documents and Settings.

Find bpotrebic.SCOH and double click

Double click Desktop

In the file name area: use 6 characters or less, then .txt

Click OK

Report Destination

General | Options | Archive | Export

☐ Append to existing export file?

File

Export Report

Export to File

File name:
test.txt

Save file as type:
Text Files

Folders:
c:\...\joans\desktop

📁 c:\
📁 Documents and Sett
📁 joans
📁 Desktop
📁 Glacier Yellowstor

Drives:
💾 c:

OK
Cancel
Network...

Date Ru
Page

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Click on Export Report

Report Destination

General | Options | Archive | Export

☐ Append to existing export file?

File   C:\Documents and Settings\joans\Desktop\test.txt

Export Report

Cancel   Help

Cancel at this screen unless you want a paper copy. Cancel the report.

Report Destination

General | Options | Archive | Export

PRINT 3 PAGES

◉ Printer \\AD-Server-1\SCoffMain-P1 on SCoffMain-P1

○ File   File

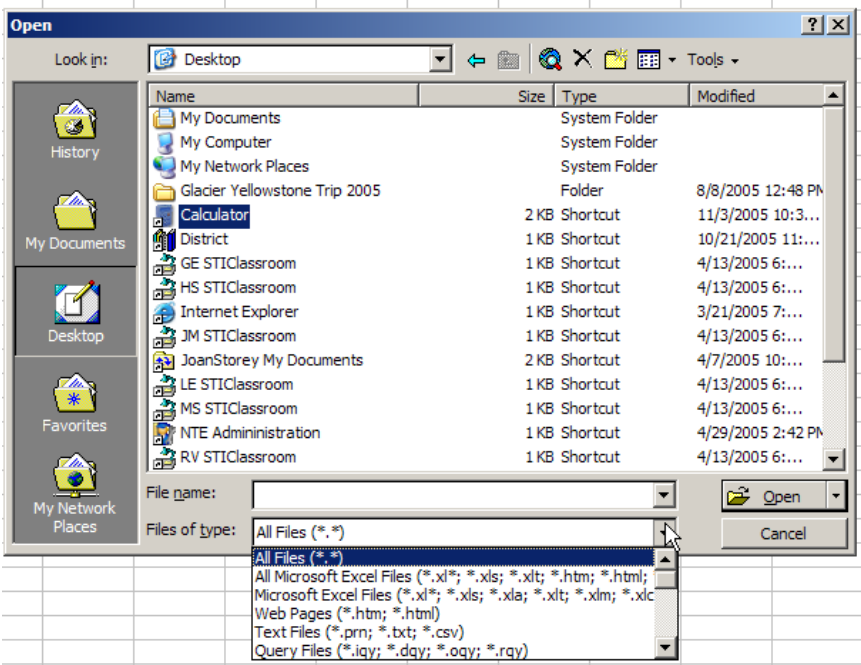Print | Print & Remain | Cancel | Select Printer | Help

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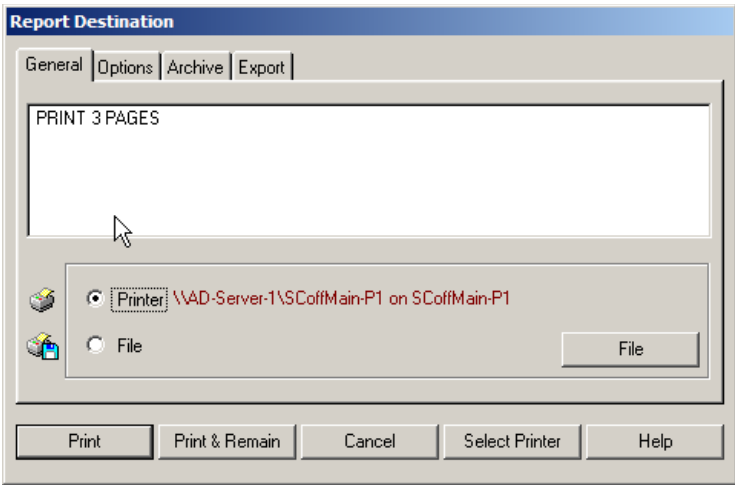
Open Excel

Click on File, Open

Use the drop-down to go to the Desktop.
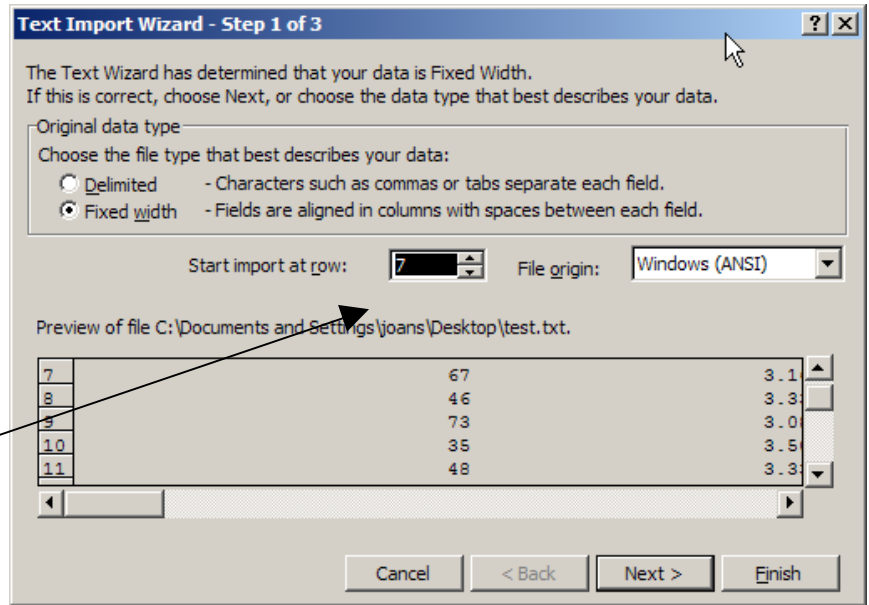
Click the drop-down to choose All Files

Find your file on the Desktop and double click to open in Excel

Open

Look in: Desktop

Name	Size	Type	Modified
My Documents		System Folder	
My Computer		System Folder	
My Network Places		System Folder	
Glacier Yellowstone Trip 2005		Folder	8/8/2005 12:48 PM
Calculator	2 KB	Shortcut	11/3/2005 10:3...
District	1 KB	Shortcut	10/21/2005 11:...
GE STIClassroom	1 KB	Shortcut	4/13/2005 6:...
HS STIClassroom	1 KB	Shortcut	4/13/2005 6:...
Internet Explorer	1 KB	Shortcut	3/21/2005 7:...
JM STIClassroom	1 KB	Shortcut	4/13/2005 6:...
JoanStorey My Documents	2 KB	Shortcut	4/7/2005 10:...
LE STIClassroom	1 KB	Shortcut	4/13/2005 6:...
MS STIClassroom	1 KB	Shortcut	4/13/2005 6:...
NTE Admininistration	1 KB	Shortcut	4/29/2005 2:42 PM
RV STIClassroom	1 KB	Shortcut	4/13/2005 6:...

File name:

Files of type: All Files (*.*)

All Files (*.*)
All Microsoft Excel Files (*.xl*; *.xls; *.xlt; *.htm; *.html;
Microsoft Excel Files (*.xl*; *.xls; *.xla; *.xlt; *.xlm; *.xlc
Web Pages (*.htm; *.html)
Text Files (*.prn; *.txt; *.csv)
Query Files (*.iqy; *.dqy; *.oqy; *.rqy)

Open   Cancel

You should get a dialog screen like this.

Find the first row of actual data (in this case row 7) and tell the wizard to start importing at that row.

Now click Next a couple times and then Finish for your last choice.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
- ○ Delimited — Characters such as commas or tabs separate each field.
- ● Fixed width — Fields are aligned in columns with spaces between each field.

Start import at row: 7   File origin: Windows (ANSI)

Preview of file C:\Documents and Settings\joans\Desktop\test.txt.

7	67	3.1
8	46	3.3
9	73	3.0
10	35	3.5
11	48	3.3

Cancel   < Back   Next >   Finish

Now you can edit the spreadsheet as you want to. If you want to delete a whole column, highlight it, right click in it, Delete.

Also notice that as you scroll down there are rows you'll need to delete.

27	3.565	84757	Hickman, Karah L	10
70	3.085	84764	Hilbrich, Amanda	10
54	3.25	84717	Horsley, Heather L	10
53	3.2525	84773	Huddlestun, Joshaua	10
35	3.5	84742	Keilman, Kaylin P	10
79	3	84780	Kneiszler, Samuel D	10
25	3.665	84777	Knox, Matthew A	10

STIOffice Cy Inc.
Hobart High School   Date Run:
      Page: 2

      GPA Ranks by Last Name
      Min GPA: 3.0000 Max GPA: 99999.9999 Minimum Cred

*) Withdrawn Student

Rank	GPA	ID	Student	
79	3	84786	Knox, Zachary M	10
17	3.77667	84645	Koleff, Jovana N	10
21	3.6675	84646	Koselke, Kevin J	10
63	3.1675	84647	Ladwig, Matthew A	10
54	3.25	72226	Lazoroski, Nicholas B	10

When you have it the way you want—go to File, Save As, put a name in and choose Microsoft Excel Workbook from the drop-down list.

Save As

Save in: Desktop

- My Documents
- My Computer
- My Network Places
- Glacier Yellowstone Trip 2005
- JoanStorey My Documents
- Shortcut to Account Files
- test.txt

History
My Documents
Desktop
Favorites
My Network Places

File name: test.txt

Save as type: Text (Tab delimited) (*.txt)

Microsoft Excel Workbook (*.xls)
Web Page (*.htm; *.html)
Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
Microsoft Excel 5.0/95 Workbook (*.xls)

10
10
10
10
10
10