

Instruction for Importing Downloaded HRSA Geospatial Data Warehouse Health Professional Shortage Area (HPSA) Data into Excel

1. Open the Health Professional Shortage Area (HPSA) Download Template file (HPSA_Download_Template.xls).
2. When open, click on the A2 cell to select this cell.
3. From the main menu select the **Data** menu, point to **Import External Data** item, and then click **Import Data** from the submenu.
4. The **Select Data Source** window will appear. This window will allow you to navigate around your computer file system to where the HPSA data text files are located. When the HPSA data file names (HPSA_PC.txt, HPSA_MH.txt, and HPSA_DC.txt) appear in the file list, double-click one of the downloaded HPSA text files.
5. The **Text Import Wizard Step 1 of 3** window will appear, on which you will see the **Original data type** box with two radio buttons, click the **<Delimited>** radio button. Set the starting row by selecting or typing **1** in the **Start import at row** text box. Click the **<Next>** button.
6. The **Text Import Wizard Step 2 of 3** window will appear, on which you will see the **Delimiters** box, the only block to be checked is the one labeled **Other** next to which is a text box in to which you need to type the *pipe* character (|). This character is used in the HPSA text files to separate fields. To type *pipe* character (|), from a standard keyboard hold down shift key and press the **<\>** key. The **Data preview** box at the bottom of the window will show the separated fields.
7. To the right of the **Delimiters** box is the **Text qualifier** list, select **{none}** from this list and then click **<Next>** button.
8. The **Text Import Wizard Step 3 of 3** window will appear, click the first column and change the data type to text by clicking the **<Text>** radio button in the **Data column format** box. Notice that the text above the column has changed from **General** to **Text**. *This will let Excel know that the column is text and will not convert the numeric strings to numbers (such a conversion would trim the leading zeros).*
9. Repeat **Step 8** (above) for the remaining 39 columns, they can be selected by scrolling through the **Data preview** box using the bottom scroll bar.
10. Click the **<Finish>** button.
11. The **Import Data** window will appear, you are asked, “Where do you want to put the data?” Click **<Existing worksheet>** radio button below which should be a have the following text **=A\$2**, now click the **<OK>** button.
12. Use the **File** menu and select the **Save As** option to save the file with a *different* file name.