

## Instructions for using the 2008 Landscape Excel Source File

The 2008 Medicare landscape excel source file includes information about 2008 plan options including categories such as Company Name, Plan Name, and Benefit Type for every state. The following provides detailed instructions for limiting the data by filtering and changing the font size.

### Filtering Data

There are thousands of rows of information in the landscape source file. In order to limit the information to specific categories (rows) of interest, click once on the downward facing triangle filter button in the bottom right hand corner of the column header for which you want to limit the data. A drop-down menu will appear and you can select the variable of interest to you. After you have filtered the data, the triangle will turn blue to let you know you have filtered the data in that column as shown below.

The screenshot shows a Microsoft Excel spreadsheet titled "2008 Medicare Part D Stand-Alone Prescription Drug Plans" for the state of Alabama. The spreadsheet has columns for State, Company Name, Plan Name, Benefit Type, \$0 Premium with Full Low-Income Subsidy, Monthly Drug Premium, Annual Drug Deductible, and Type of Extra Coverage Offered in the Gap. The 'State' column is filtered to show only 'Alabama'. A yellow circle highlights the downward arrow in the 'State' column header, indicating that the data is filtered. The spreadsheet lists various Medicare Part D plans from companies like Aetna, CIGNA, Coventry, and Humana.

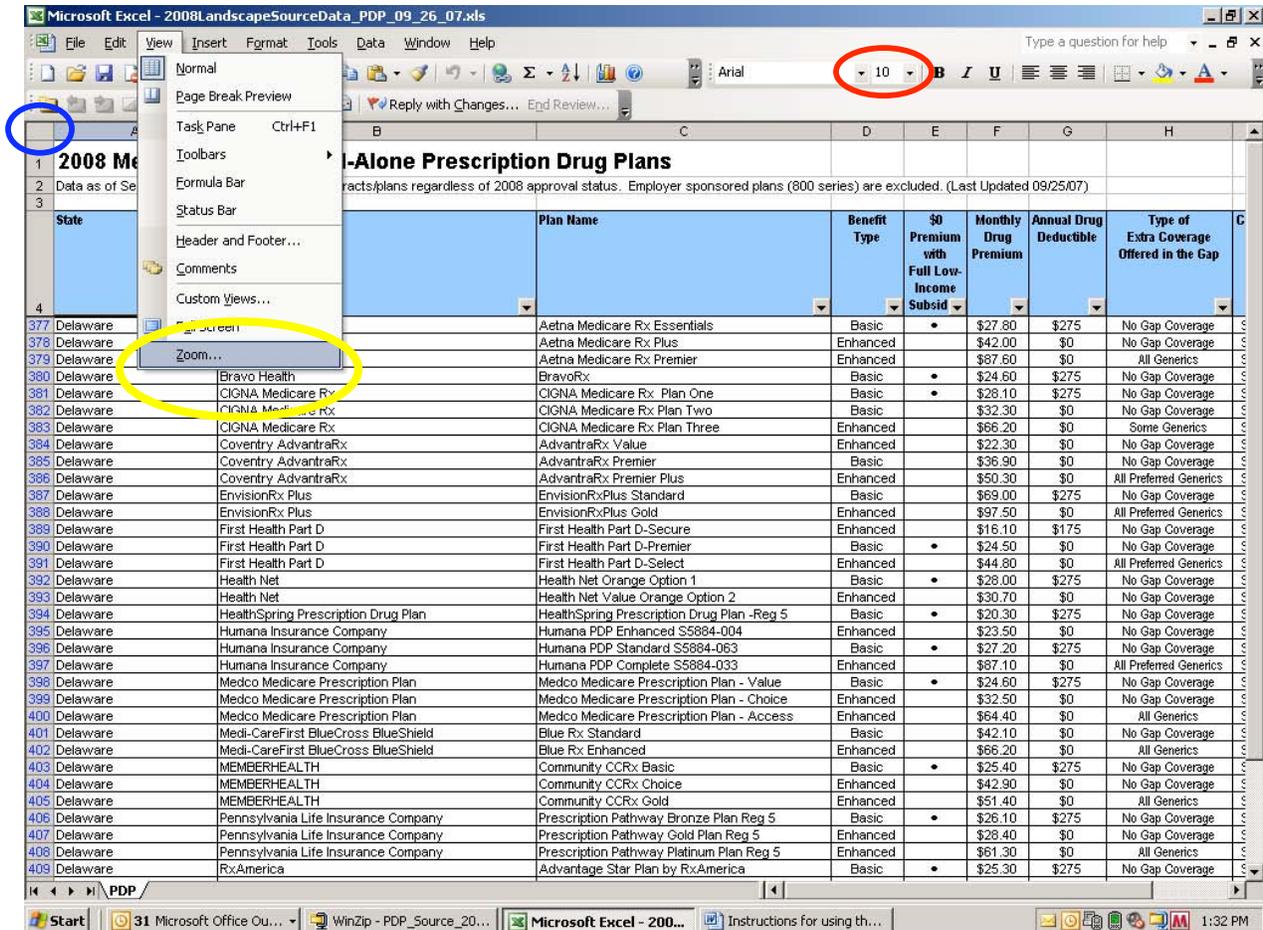
State	Company Name	Plan Name	Benefit Type	\$0 Premium with Full Low-Income Subsidy	Monthly Drug Premium	Annual Drug Deductible	Type of Extra Coverage Offered in the Gap
Alabama	Aetna Medicare	Aetna Medicare Rx Essentials	Basic	\$27.80	\$275	No Gap Coverage	
Alabama	Aetna Medicare	Aetna Medicare Rx Plus	Enhanced	\$42.00	\$0	No Gap Coverage	
Alabama	Aetna Medicare	Aetna Medicare Rx Premier	Enhanced	\$87.60	\$0	All Generics	
Alabama	BravoRx	BravoRx	Basic	\$24.60	\$275	No Gap Coverage	
Alabama	CIGNA Medicare Rx	CIGNA Medicare Rx Plan One	Basic	\$28.10	\$275	No Gap Coverage	
Alabama	CIGNA Medicare Rx	CIGNA Medicare Rx Plan Two	Basic	\$32.30	\$0	No Gap Coverage	
Alabama	CIGNA Medicare Rx	CIGNA Medicare Rx Plan Three	Enhanced	\$66.20	\$0	Some Generics	
Alabama	Coventry AdvantraRx	AdvantraRx Value	Enhanced	\$22.30	\$0	No Gap Coverage	
Alabama	Coventry AdvantraRx	AdvantraRx Premier	Basic	\$36.90	\$0	No Gap Coverage	
Alabama	Coventry AdvantraRx	AdvantraRx Premier Plus	Enhanced	\$50.30	\$0	All Preferred Generics	
Alabama	EnvisionRx Plus	EnvisionRxPlus Standard	Basic	\$69.00	\$275	No Gap Coverage	
Alabama	EnvisionRx Plus	EnvisionRxPlus Gold	Enhanced	\$97.50	\$0	All Preferred Generics	
Alabama	First Health Part D	First Health Part D-Secure	Enhanced	\$16.10	\$175	No Gap Coverage	
Alabama	First Health Part D	First Health Part D-Premier	Basic	\$24.50	\$0	No Gap Coverage	
Alabama	First Health Part D	First Health Part D-Select	Enhanced	\$44.80	\$0	All Preferred Generics	
Alabama	Health Net	Health Net Orange Option 1	Basic	\$28.00	\$275	No Gap Coverage	
Alabama	Health Net	Health Net Value Orange Option 2	Enhanced	\$30.70	\$0	No Gap Coverage	
Alabama	HealthSpring Prescription Drug Plan	HealthSpring Prescription Drug Plan -Reg 5	Basic	\$20.30	\$275	No Gap Coverage	
Alabama	Humana Insurance Company	Humana PDP Enhanced S5884-004	Enhanced	\$23.50	\$0	No Gap Coverage	
Alabama	Humana Insurance Company	Humana PDP Standard S5884-003	Basic	\$27.20	\$275	No Gap Coverage	
Alabama	Humana Insurance Company	Humana PDP Complete S5884-033	Enhanced	\$87.10	\$0	All Preferred Generics	
Alabama	Medco Medicare Prescription Plan	Medco Medicare Prescription Plan - Value	Basic	\$24.60	\$275	No Gap Coverage	
Alabama	Medco Medicare Prescription Plan	Medco Medicare Prescription Plan - Choice	Enhanced	\$32.50	\$0	No Gap Coverage	
Alabama	Medco Medicare Prescription Plan	Medco Medicare Prescription Plan - Access	Enhanced	\$64.40	\$0	All Generics	
Alabama	Medi-CareFirst BlueCross BlueShield	Blue Rx Standard	Basic	\$42.10	\$0	No Gap Coverage	
Alabama	Medi-CareFirst BlueCross BlueShield	Blue Rx Enhanced	Enhanced	\$66.20	\$0	All Generics	
Alabama	MEMBERHEALTH	Community CCRx Basic	Basic	\$25.40	\$275	No Gap Coverage	
Alabama	MEMBERHEALTH	Community CCRx Choice	Enhanced	\$42.90	\$0	No Gap Coverage	
Alabama	MEMBERHEALTH	Community CCRx Gold	Enhanced	\$51.40	\$0	All Generics	
Alabama	Pennsylvania Life Insurance Company	Prescription Pathway Bronze Plan Reg 5	Basic	\$26.10	\$275	No Gap Coverage	
Alabama	Pennsylvania Life Insurance Company	Prescription Pathway Gold Plan Reg 5	Enhanced	\$78.40	\$0	No Gap Coverage	

If you have limited the data and subsequently decide that you want to view the complete spreadsheet, click on the downward facing arrow button again and select "(All)." You can limit the data in multiple columns simultaneously. For example, if you only want to view the plans available in Florida with the Enhanced Benefit Type, you can limit the viewable data by clicking

on the downward facing arrow buttons in both columns of interest. The more you limit the data, the fewer options you will see.

### Zooming In or Changing Font Size

If upon opening the landscape file the font looks bigger or smaller than you would like, you can either zoom in or change the font size. To zoom, click on the tab called 'View' on the menu bar at the top of your screen and select 'Zoom' from the drop down menu as shown in the yellow circle below.



If you want to change the font size, click on grey box to the left of column 'A' and above row '1', which is circled in blue above. This will highlight the entire spreadsheet. Next, click on downward facing triangle from the font size menu option, which is circled in red above. A drop down menu will appear from which you can select a different size. Selecting a larger number will increase the font size and selecting a smaller number will decrease the font size.