

Workflow 2: Importing to the “From GEOPAK” Worksheet

1. Copy the [Grading Summary spreadsheet](#) into the project directory.
2. Open the project’s Grading Summary spreadsheet.
3. Select the “from GEOPAK” worksheet tab.
4. Import the ascii text file by selecting either *Data>Import External Data>Import Data* or *Data>Import External Data>Edit Text Import* and select the ascii file name (*erwk.txt* in this example). The Text Import Wizard will start.
5. Check the original data type as “Fixed Width”. The ASCII text file contains column heading numbers on the first row that will not be imported.
6. Change the start row number to the first data row, usually row 3. Click Next.

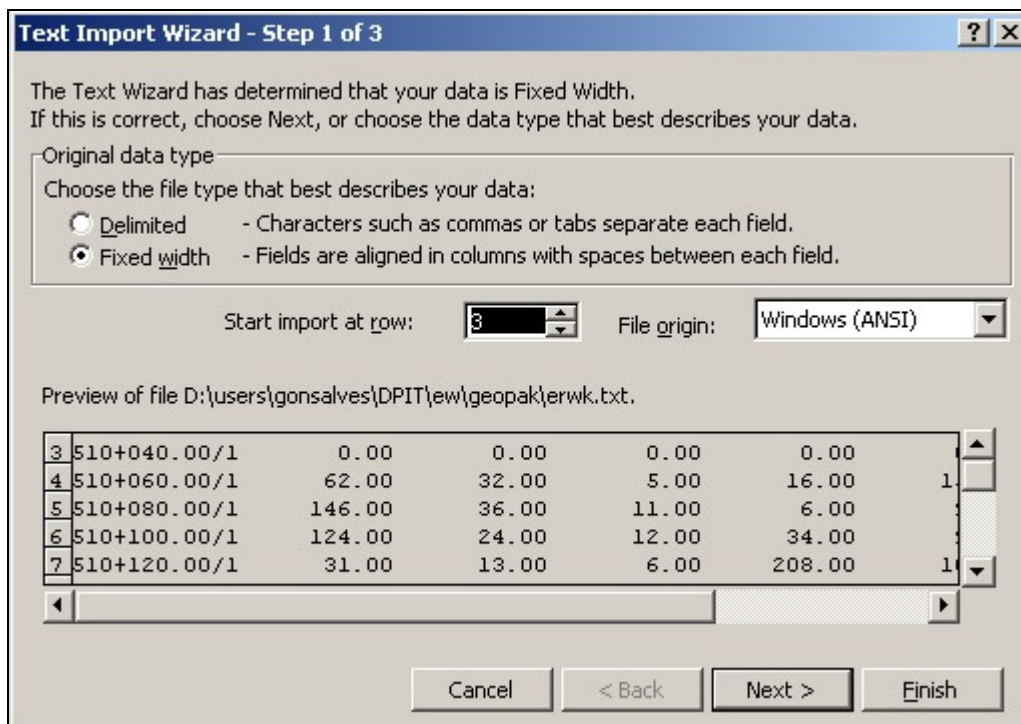


Fig. 12-6: Text import first window to change import row number.

7. Adjust column widths and locations as necessary to display all data in the column. Click Next.

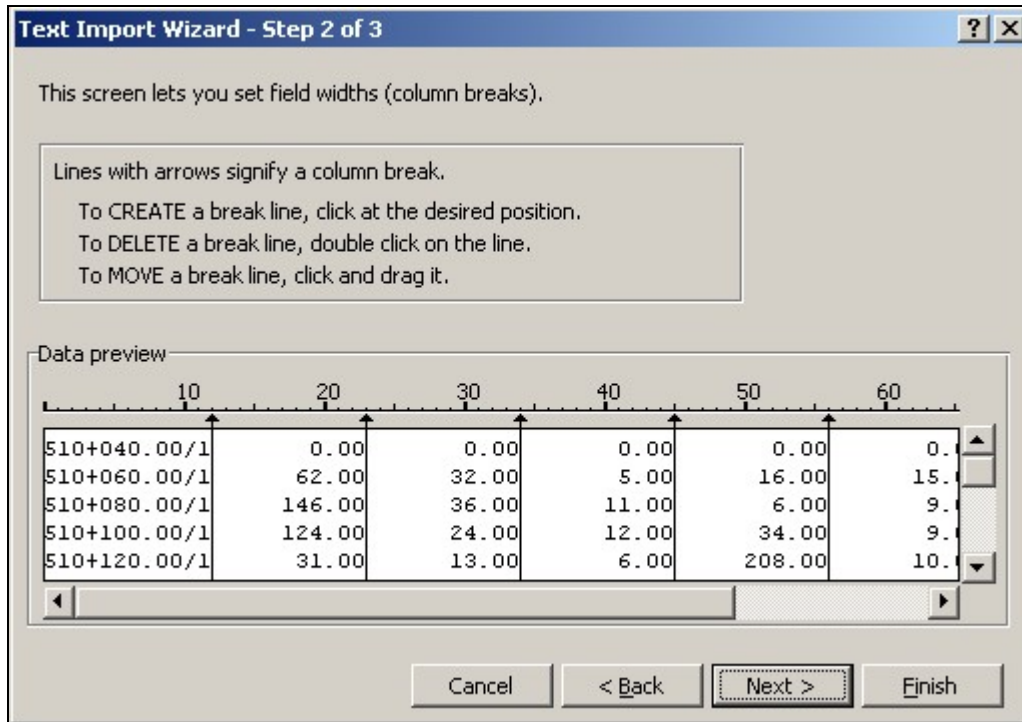


Fig. 12-7: Text Import Wizard Step 2

- Verify each column is formatted with the "General" data format. Click Finish.

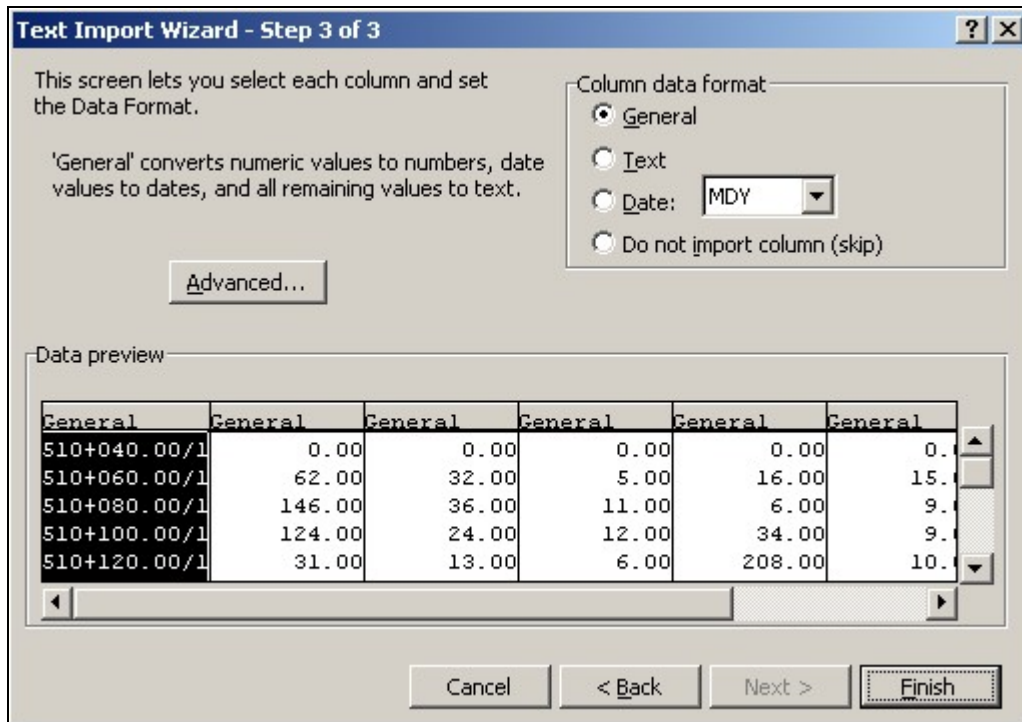


Fig. 12-8: Import Wizard Step 3

- Select the cell for the upper left corner of the data area (Cell A6). Click OK.

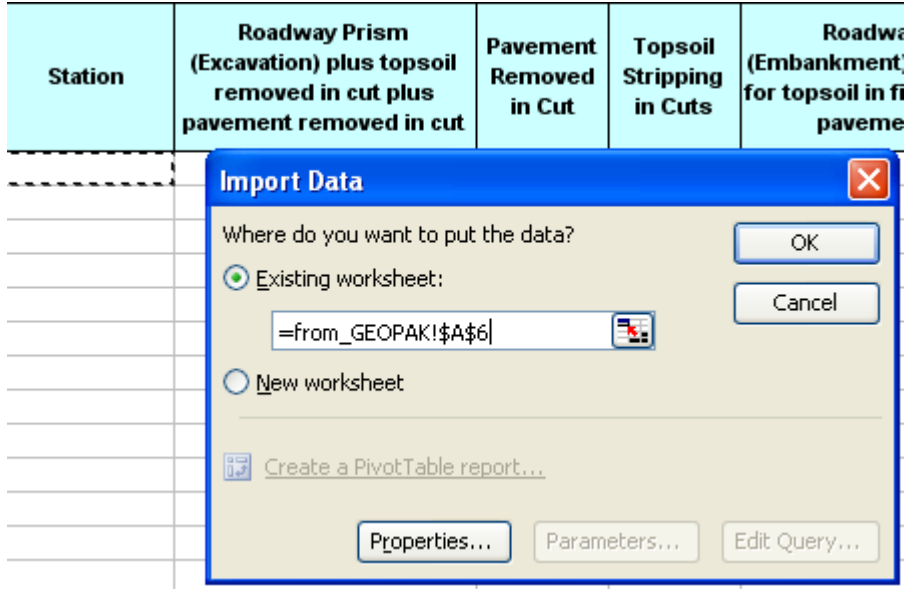


Fig. 12-9: Import Cell Selection

10. Click on the button "Click here to fit columns and edit stations" to fix the station data text and column width.

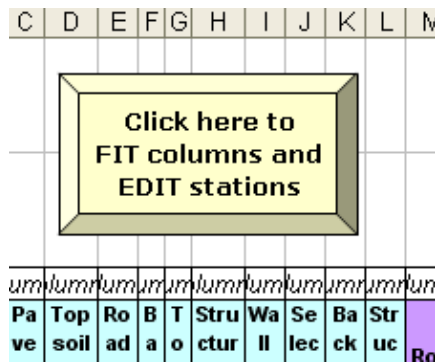


Fig. 12-10: Station data text clean up