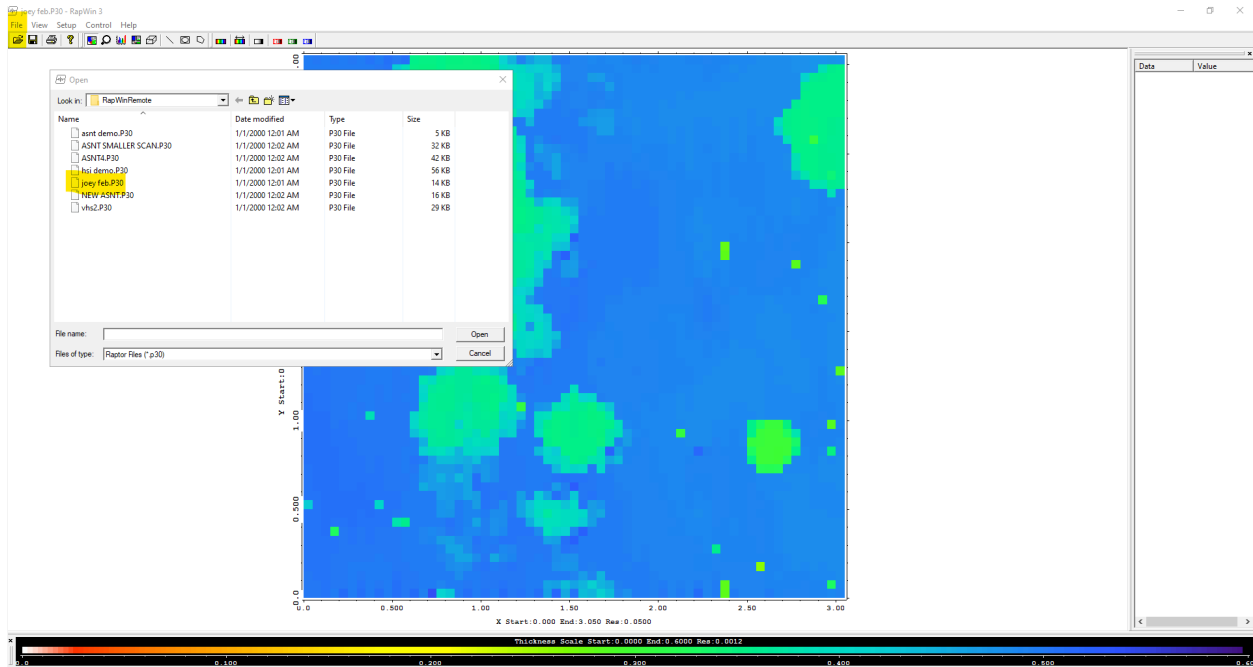
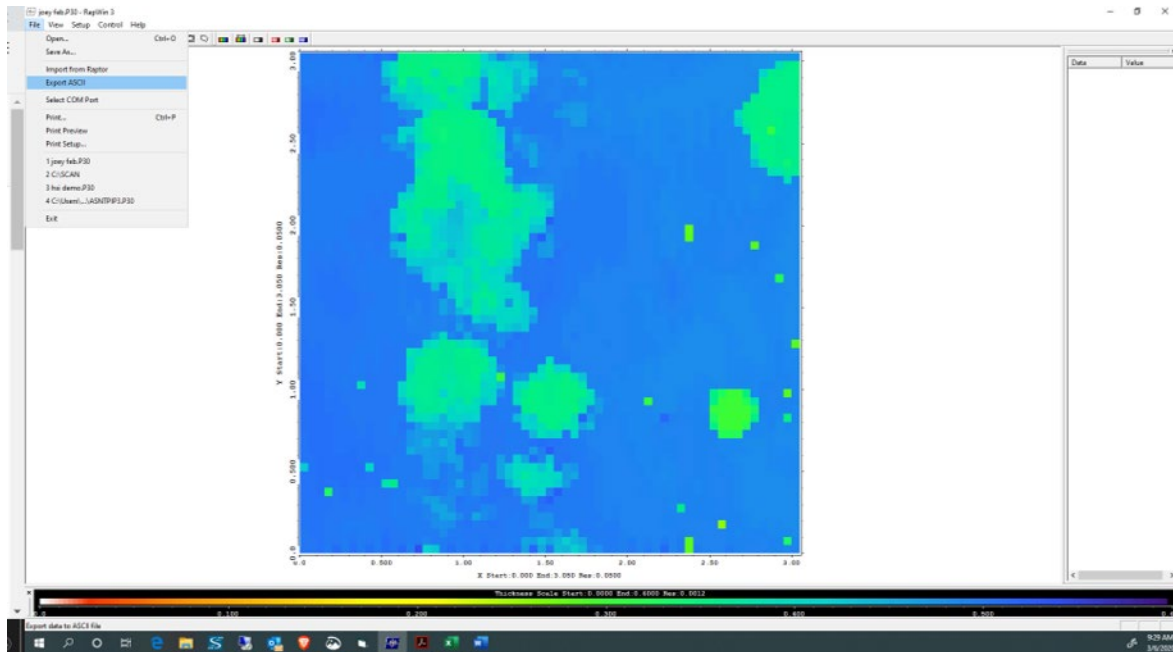


Step 1 – Opening a File



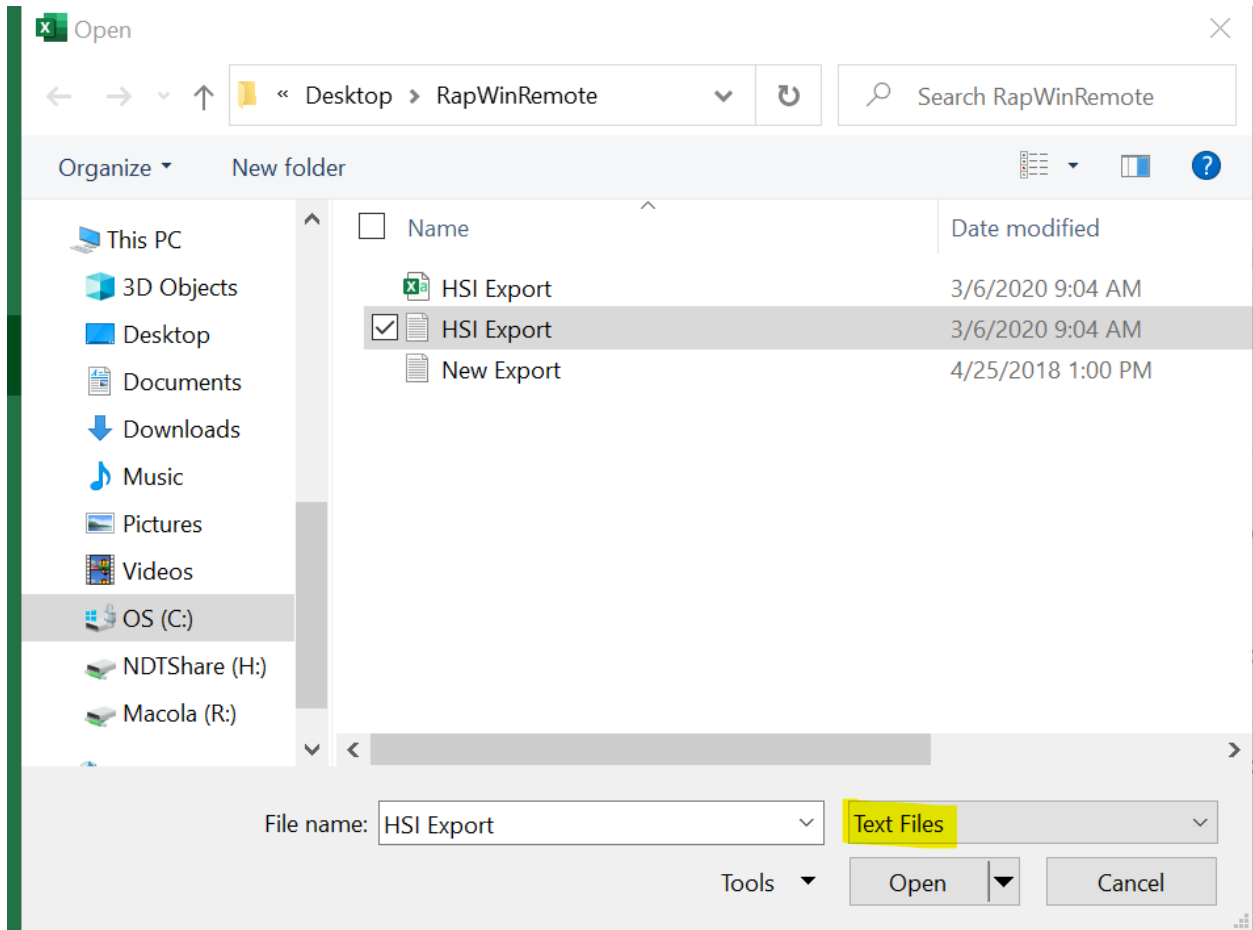
As shown above, Open RapWin. Then, click on the highlighted open folder icon, or click on File, then click on Open. Select the scan file you'd like to open from your computer, wherever it may be located.

Step 2 – Export as TXT



Now that your Scan file is open, click on File, then click on “Export ASCII”

Step 3 – Open Text File in Excel (Be sure to look for Text Files)



Now, open Excel. Then, go to the file location, and open the Text File. Note that you must have Text Files selected, please see the highlighted menu option in the screenshot above for more detail.

Step 4 – Text Import Wizard Pt. 1

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

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: File origin:

My data has headers.

Preview of file C:\Users\jsimas\Desktop\RapWinRemote\HSI Export.txt

1	Company:HSI
2	Operator:JSimas
3	Part Name:Pipe 1
4	Part #:1A
5	Serial #:N/A
6	Scan File:joeey feb
7	Scan Date:1/1/2000

Cancel < Back **Next >** Finish

Now, you will get a Text Import Wizard menu. Make sure the selections match the screenshot above, then click Next.

Step 5 – Text Import Wizard Pt. 2 (Make Sure Highlighted Boxes are Selected)

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

Company:	HSI																			
Operator:	JSimas																			
Part	Name:	Pipe	1																	
Part	#:	1A																		
Serial	#:	N/A																		
Scan	File:	joeey	feb																	
Scan	Date:	1/1/2000																		

<

The next screen requires some input. Make sure the selections match those above, highlighted for extra detail. Then click Next.

Step 6 – Hit Finish

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	Gener	Gener	Gener	Gener	Gener	Gener	Gener	Gener	Gener	Gener	Gener	Gener
Company:	HSI													
Operator:	JSimas													
Part Name:	Pipe	1												
Part #:	1A													
Serial #:	N/A													
Scan File:	joey	feb												
Scan Date:	1/1/2000													

Cancel < Back Next > Finish

Now you are ready to hit finish, and your Excel file is complete.