

Adjutant Workshop Customer Support Tech Notes

Document Title: Creating a Tab-Delimited file for MUC reports
Document Number: TN-050
Applies to: Campaign ToolBox, FL plus general use

SUMMARY

This Tech Note describes how to create a Tab-delimited text file from a spreadsheet for filing a Multiple Uniform Contribution (MUC) report with the Florida Division of Elections. This same technique is used for creating a file for use with the Export/Import option and for the CTB Importer semi-custom program.

PROCEDURE

There are several ways to create a Tab-delimited file from a spreadsheet. This is only one of those ways. In this example, we will be using free Open Source software. The spreadsheet will be from LibreOffice, and the text editor will be Notepad++ .

1) Create your spreadsheet so that the columns meet the file specs. This includes a header row (if required, and it is not required for the MUC report), column order, and cell formatting. The data should look exactly as you want the final result to be.

2) Click on the last cell in the spreadsheet (the farthest down and the farthest right). Hold down your shift key and click on the first cell in the spreadsheet (usually cell A1, but it may be different if your spreadsheet contains column and/or row labels that are not to be included in the file). This will select all cells that are to be included in the file.

3) Copy these cells by pressing Control-C.

4) Open a new file in Notepad++ and press Control-V to paste the contents into the text file. At this point, the file is complete other than naming and saving the file.

5) In Notepad++, there are two settings that will make it much easier to check your file to make sure it is correctly formatted.

- Click on the menu item View > Show Symbol > Show White Space and Tab, and make sure it is CHECKED.
- Click on the menu item View > Word wrap, and make sure that it is NOT checked.

The tab character will be shown as an arrow that should appear after each field in the file.

NOTES

Sources for the software used:

- Libreoffice - <http://www.libreoffice.org/>
- Notepad ++ - <http://notepad-plus-plus.org/>

These procedures may vary depending on which spreadsheet and text editor you are using.

The file specs that the Division of Elections is looking for are specified in this doc:
<http://dos.myflorida.com/media/694087/dsde111a.pdf>