

**NCES
Vocational Education
Electronic
Table
Library 2.0**

**USER
MANUAL**

Karen Levesque
Stephen Brown
Elliot Wilen
Mary Sukkestad

MPR Associates, Inc.

James Houser

National Center for Education Statistics

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OVERVIEW

The Vocational Education Electronic Table Library (ETL) provides users with immediate access to a comprehensive set of more than 100 vocational education tables that have been published by the U.S. Department of Education over the last several years.¹ The purpose of the Vocational Education ETL is to give users a convenient way of searching for tables based on specific topics and keywords and then to output the tables either for additional analyses or for referencing. Briefly the steps of a search include:

- Searching by subject (e.g., “Overall Participation in Secondary Vocational Education”).
- Searching by keyword (such as “race–ethnicity” or “special populations”).
- Selecting a table title from those found from your search criteria.
- Choosing the display of the table (i.e., selected rows/columns or the entire table).
- Outputting the table. There are several output options, such as printing the table, creating a text file of the table for editing in a word processor, or creating a comma- or tab-separated file for importing into a spreadsheet program (such as Lotus 1-2-3 or Excel).

In addition to searching for and displaying the tables, there are also analytic functions included in ETL. For example, when a table is displayed on the screen, users can bring up the standard errors and sample sizes for each number (provided they are available) using one keystroke that toggles the standard errors and sample sizes on and off. Another key feature of ETL is the capability of performing significance tests (Student’s *t*-test) on any two mean estimates in a table, provided the standard errors are available. In order to conduct a *t*-test, the user highlights the numbers for testing, and the *t*-value is computed.

In the following sections, you will be guided step by step in how to use the many features of the Vocational Education Electronic Table Library. We think you will find ETL a convenient, easy to use, and powerful tool to assist you in searching for and using the many tables of survey data that have been published by the Department of Education.

¹Appendix A contains both the list of reports from which the tables were taken for the ETL and information regarding how these can be ordered. In some cases, the tables may not be exactly as reported in the publication.

INSTALLING THE SYSTEM

You can install ETL either directly from DOS or from the DOS shell in Windows 95. If you have an earlier version of Windows, however, you should exit completely from the Windows environment and install the program directly from DOS, since the installation process may disrupt some Windows applications. Users should have about 400K of conventional memory available to install and run the application reliably. Additionally, ETL will not run if you are using expanded memory manager 386 (emmm386) *and* you have turned off your expanded memory.²

After satisfying the above requirements, you can install the program by inserting the system diskette into the A: drive and entering:

```
> a:  
> instal96
```

This will copy the application onto your hard drive and set up the system. The installation program creates a subdirectory called VL96 on your C: disk drive into which the system files are copied. If you do not want the system on your C: drive, the installation program allows you to enter the drive and subdirectory where you want it installed. You need install the system only once. To use the application after it is installed, just go to the subdirectory C:\VL96 and follow the instructions for “Starting the Program” on the next page.

GLOBAL COMMANDS

There are several function and control keys that can be invoked at any time during the running of the program. These are as follows:

F1	Help.
F10	Proceed to next operation.
UP / DOWN Arrows	Move up or down one line.
PgUp or PgDn	Move up or down a page during scrolling.
ENTER (or RETURN)	Select/unselect an item such as a table entry.
ESC	Backs up to previous screen and aborts current one.

² This would be indicated by a line similar to the following in your CONFIG.SYS file:
“device=c:\dos\emmm386.exe noems.” In order to run ETL, you can either (1) not use emmm386, or (2) use emmm386 *and* specify some amount of expanded memory (as low as 64K) rather than “noems.” For example, you could specify: “device=c:\dos\emmm386.exe 64” etc.

STARTING THE PROGRAM

To start the program enter "VL" followed by the ENTER key as follows:

```
C:\VL96 > VL
```

BEGINNING OPTIONS

The first screen that will appear after the introductory screen is shown in the following figure (Screen 1). You have three options at this point:

- F1 Help.
- ESC The ESC key exits the program to DOS.
- RETURN Starts the table search procedure.

Screen 1 Beginning The Program

NCES

ELECTRONIC TABLE LIBRARY

Friday June 14, 1996 1:30 pm

Search, Retrieve, Display Tables

Press F1 at any time for help
Press Esc at any time to back up a step
Press Retn to select/retrieve/display a table

Esc=Exit to DOS F1=Help

SUBJECT INDEX SELECTION

The subject index selection is much like a table of contents and refers to the report or study in which the tables are published. In the case of large reports such as *Vocational Education in the United States: The Early 1990s*, subsections may be chosen. For example, in Screen 2 below, there are three subsections, all of which are from this report. In addition to the abbreviated subject title, an abstract describing the chosen subject and the NCES publication from which the tables are taken appears in a window at the bottom of the screen. You have two search options at this point:

- 1) Search ONE or more subjects by HIGHLIGHTING each entry (highlighting turns the entry gray) and pressing RETURN. You may unselect an entry in the same way. You may also do a TEXT STRING SEARCH on the project title and abstract. To do so, press the forward slash key (/) for searching down the list or the backslash (\) for searching up the list. Just enter a slash key followed by the text you wish to search for and the *first* subject line containing the text will be highlighted. To search for the next occurrence press the slash key again (the characters you typed reappear on the screen) and then press ENTER. Repeat the text string search to find a new subject.
- 2) Select ALL subjects by pressing the F3 function key. Use this option if you want your table searches to apply to all tables, rather than a selected subset.

Screen 2 Subject Index Selection

NCES ELECTRONIC TABLE LIBRARY: Retrieve Existing Table Subject Index Selection
--

ID Subject Index Description

001	Rp1:Ch1	NELS Overall Participation in Secondary Vocational Education:
002	Rp1:Ch2	NELS Cooperative Education and Work Experience:
003	Rp1:Ch3	NELS Levels of Vocational Coursetaking:

Percentage of 1992 public high school graduates completing courses in various types of vocational education; average number of Carnegie units earned by 1992 public high school graduates in various types of vocational education. [NCES 95-024 Vocational Education in the United States: The Early 1990s.]

Esc, F10=Proceed, Retn=sel/unsel, F3=All / , \ Text Search

Press F10 to PROCEED

KEYWORD SEARCH

The next step allows you to search the tables selected in the subject index for specific keywords. If you wish to bypass the keyword search so that you can select from all the tables rather than a selected subset, press F10 without selecting any keywords. If you do not find a particular keyword, it is possible to search table titles for the word in which you are interested. To do so, bypass the keyword search function (F10) and do a text string search on the table titles (described under "Selecting a Table" on the next page). As described below, keyword searches can be performed on either an inclusive "or" or an exclusive "and" basis.

To do a keyword search:

Select one or more keywords by **HIGHLIGHTING** each word and pressing **ENTER**. You can unselect keywords by highlighting a selected word and again pressing the **ENTER** key. Press **F4** to get a list of all your chosen keywords. Press **F4** again to go back to the entire keyword list.

Type of Search ("AND" / "OR")

When searching on more than one keyword select inclusive "OR" searches or exclusive "AND" searches by pressing the **F5** key. This key will toggle back and forth between "OR" and "AND" searches.

Quick Find of Keywords

To find a specific keyword, you can either scroll through the list by using the arrow or PgUp/PgDn keys, or you can type in any string of characters and the program will go immediately to the first word that contains those characters.

Screen 3 Keyword Selection

NCES ELECTRONIC TABLE LIBRARY: Retrieve Existing Table Keyword Selection
--

KEYWORDS "OR" Search

Absentee Rates (high school)
Academic Achievement (see Achievement Tests)
Academic Coursework (high school)
Academic Disadvantage (high school)
Academic Disadvantage (postsecondary)
Academic Major (postsecondary)
Academic Program (postsecondary)
Academic Standards (high school)

Esc, F10=Proceed, Retn=sel/unsel, F4=Toggle All/Selctd, F5=Toggle AND/OR Mode

Press F10 to PROCEED

SELECTING A TABLE

The next display will be a list of table titles found for your subject index and/or keyword selection(s). Each line displays the first line of the table title. The window at the bottom of the screen displays the entire table title for the highlighted table.

To select a table (you may only select one table at a time):

HIGHLIGHT a table title and press ENTER.

You may also do a TEXT STRING SEARCH on the table titles by using the forward slash (/) for searching down the list or the backslash (\) for searching up the list. Just enter a slash followed by the text you wish to search for and press the ENTER key. The maximum number of text characters allowed is 29, after which the search will start automatically (without pressing ENTER). The *first* table title containing the text will be highlighted. To search for the next occurrence, press the slash key again (the characters you typed reappear on the screen) and then press ENTER.

Screen 4 Selecting a Table

NCES ELECTRONIC TABLE LIBRARY: Retrieve Existing Table Table Selection
--

TITLE

- Table 1—Percentage of 1992 public high school graduates completing on
- Table 2—Percentage of 1992 public high school graduates completing on
- Table 3—Percentage of 1992 public high school graduates completing on
- Table 4—Average number of Carnegie units accumulated by 1992 public h
- Table 5—Average number of Carnegie units accumulated by 1992 public h
- Table 6—Average number of Carnegie units accumulated by 1992 public h
- Table 7—Average number of Carnegie units accumulated by 1992 public h
- Table 8—Average number of Carnegie units accumulated by 1992 public h
- Table 9—Average number of Carnegie units accumulated by 1992 public h
- Table 10—Percentage of 1992 public high school graduates by number of

Table 1—Percentage of 1992 public high school graduates completing one or more courses in vocational education by type of vocational education, by selected student characteristics

Esc, F10=Proceed, Retn=sel/unsel /, \= Text Search

Press F10 to PROCEED

CHOOSING TABLE DISPLAY

After selecting a table, a list of the column labels will appear on the screen. At this point you have two options for displaying the table:

- 1) Display the ENTIRE table by entering the letter **W** for whole table.
- 2) Choose a SUBSET of the table by selecting specific columns and rows. For example, you may only be interested in industrial arts or consumer and homemaking education for sex and race-ethnicity. To select a subset of the table:
 - HIGHLIGHT each desired column label by pressing RETURN
 - Press **R** for row selection
 - HIGHLIGHT each desired row label by pressing RETURN
 - Press F10 to display selections

Screen 5 below shows the initial display of column labels after table selection. The small window to the right of the column labels displays the highlighted label exactly as it appears on the table.

Screen 5 Choosing Table Display

NCES Table 1-Percentage of 1992 public high school graduates completing one or more courses in vocational...

COLUMN	LABEL	
1	Any vocational education	*
2	Total\1	*
3	Industrial arts	*
4	Career education	*
5	Consumer & homemaking education	*

Esc, F10=Proceed, Retn=sel/unsel, F3=All (W)hole table (R)ows /, \ =Text search

Press F10 to PROCEED

NAVIGATING THE TABLE DISPLAY

Once the table appears on the screen, the following key commands allow easy access to the different parts of the table.

- The right ARROW key will display additional COLUMNS that do not fit on the initial screen display (move back by using the left ARROW key).
- Up and down ARROW keys and PgUp/PgDn keys will move up and down the ROWS of the table.
- F1 Help.
- F3 Displays the entire TABLE TITLE.
- F4 Displays the table FOOTNOTES.
- F10 Proceeds to TABLE OUTPUT OPTIONS.
- T Toggles the standard errors (SEs) and sample sizes on and off for the particular row highlighted. Provided they have been published, this display includes the standard error, unweighted N, and the weighted N. The weighted N is displayed in thousands.
- ESC Moves you back to the table selection list (Screen 4). If you are reading the help screen, table title, or footnotes, the escape key moves you back to the table.

CONDUCTING T-TESTS ON TABLE ESTIMATES

While a table is displayed on the screen, you can test for statistically significant differences between mean estimates by conducting a Student's *t*-test on any two numbers. The user should be aware that the Student's *t*-test used in this application is based on the assumption that the two estimates being compared come from two independent samples.³ For example, it would not be appropriate to compare a "total" estimate to a subgroup of that total using a *t*-test designed for independent samples. For instance, in Report 1, table 114, it would not be appropriate to perform a *t*-test comparing the proportion of all vocational education teachers with the proportion of vocational education teachers in comprehensive high schools. It is also not appropriate to use this type of *t*-test to compare estimates that are dependent proportions. For example, in Report 1, table 114, it would be inappropriate to use this particular test to compare the proportion of vocational teachers in comprehensive high schools who are under 30 years of age with those who are 50 years or over. The two proportions are part of a percent distribution that sums to 100 percent and are, therefore, correlated. An appropriate use of the *t*-test would be comparing the proportion of vocational teachers who are 50 years or older with the proportion of nonvocational teachers who are 50 years or older.

Users should also be advised of the hazard in reporting statistical tests for paired comparisons when making multiple paired comparisons among several categories of one independent variable. For example, when making multiple paired comparisons among the different race-ethnicities in table 1 of Report 1 (white vs. black; black vs. Hispanic; white vs. Hispanic, etc.) the probability of a Type I error (rejecting a true null hypothesis) for these comparisons taken as a group is larger than the probability for a single comparison. Therefore, when testing for more than one difference among groups of related characteristics or "families," you must apply a standard that assures a level of significance for all those comparisons taken together. One method for assuring such significance is to apply the criteria $p \leq .05/k$, where k is the number of possible comparisons within a given family. The value of k can be calculated as $k = (j * (j - 1)) / 2$ where j = number of categories for an independent variable. For example, in comparing the proportion of students in each racial-ethnic group in table 1, the number of race-ethnicities is 5, so $k = (5 * (5 - 1)) / 2$ or 10. Thus, for 10 possible comparisons, $p \leq .05/10$ or .005, which corresponds to a *t*-value of 2.81 for a two-tailed test.⁴

³Student's *t*-statistic for independent samples (which is the method used in this software package) is defined as $t = (\bar{x}_1 - \bar{x}_2) / \sqrt{(SE_{x_1})^2 + (SE_{x_2})^2}$, where x_1 and x_2 are the estimates being compared and SE refers to their corresponding standard errors. When testing for differences based on dependent samples, the covariance between the estimates being tested needs to be taken into account when calculating the denominator of the *t*-statistic.

⁴For tables showing the *t*-statistic required to insure that $p \leq .05/k$ for a particular family size and degrees of freedom, see Oliver Jean Dunn, "Multiple Comparisons Among Means," *Journal of the American Statistical Association*, 56:52-64.

To calculate a t -value comparing two estimates:

- 1) Make sure the first number you are interested in appears on the screen. Use the right and left ARROW keys to display additional columns. Highlight the line on which the first number appears and press F5.
- 2) Use the right and left ARROW keys to select a specific number on the highlighted line and press ENTER. A red highlight will then be anchored to the selected number. If you make a mistake, you can clear your selection by pressing F6 and then start over with step 1.
- 3) Follow steps 1 and 2 to select a second number. A window displaying the t -value will then appear on the table. Press any key to clear the second number. Follow steps 1 and 2 to select a new second number.⁵
- 4) To CLEAR the entire t -test function and start over by selecting a new first number, press F6.

Press F10 to PROCEED

⁵When doing a t -test the first number selected will remain anchored to allow you to test for differences with other estimates. For example, in table 1 of Report 1 you may wish to test whether or not Hispanic students are more or less likely to participate in specific labor market preparation against all other ethnic groups. To do so, first choose the estimate for Hispanics and then each other ethnic group in sequence.

TABLE OUTPUT OPTIONS

After proceeding from the table display (by pressing F10), several output options for the table will appear in a window in the middle of the table (Screen 6). From these options, you may choose one or more types of output for the table. If you do NOT wish to output the table, press ESC to return to the table selection list (Screen 4).

A caution will appear at the bottom of the OUTPUT OPTIONS window, if the table width is greater than 78 characters wide. In order to print a table wider than the standard printer width, set your printer to compressed mode.

To select one or more output options (each option is described on the next page), HIGHLIGHT the desired option(s) and press ENTER. Use the arrow keys to move up and down the option list.

Screen 6 Choosing Table Output(s)

NCES Table 1--Percentage of 1992 public high school graduates completing one or more courses in vocational...
--

OUTPUT OPTIONS

Output Table to Printer/File (fixed-width file)
--

Create a Comma-Separated File (delimited file)
--

Create a Tab-Separated File (delimited file)
--

Creates an ASCII file that can be printed directly or opened in a word processor for editing.
--

Esc, F10=Proceed, Retn=sel/unsel

Press F10 to PROCEED

OUTPUT OPTIONS

Option 1: Output Table to Printer / File

This option creates an ASCII (.PRN) file of the table, which can be printed directly or opened in a word processor for editing.

After HIGHLIGHTING this option and pressing ENTER, press F10 to go to the OUTPUT TABLE IMAGE screen. This screen gives you three options: (1) Print Table; (2) Write Table to File; and (3) Both. Select the desired option by HIGHLIGHTING your choice and pressing ENTER.

Pressing ENTER will display the table specifications window (see below).

If you experience difficulty printing using the print command on the vocational education electronic table library, create a comma- or tab-separated file and then print the file using either a spreadsheet or word processing package.

Option 2: Create a Comma-Separated File

Creates a comma-separated (.CSV) file that can be imported into a spreadsheet program (such as Lotus 1-2-3 or Excel).

After HIGHLIGHTING this option and pressing ENTER, press F10 to go to the table specifications window (see below).

Option 3: Create a Tab-Separated File

Creates a tab-separated (.TXT) file that can be imported into a spreadsheet program (such as Lotus 1-2-3 or Excel).

After HIGHLIGHTING this option and pressing ENTER, press F10 to go to the table specifications window (see below).

Selecting Table Specifications

After proceeding from the OUTPUT OPTIONS window by pressing F10 (or the OUTPUT TABLE IMAGE window by pressing ENTER, in the case of Option 1), you are presented with a choice of what to include in your table:

Means/Percentages Only

Only the mean estimates or percentages will appear in the table (not standard errors or sample sizes).

All Data, Statistics Separate

This option creates the output file in separate sections: first, all the means or percentages are output, followed by the standard errors, then the unweighted Ns.

Statistics Merged with Data

This option creates an output file with each cell containing the mean estimate, standard error, weighted N, and unweighted N.

To select a table specification, **HIGHLIGHT** the desired option and press **ENTER**. Use the arrow keys to move up and down the option list.

If you selected Output Option 1 and then the “Print Table” Output Table Image option, pressing **ENTER** will send your table directly to the printer.⁶

If you selected Output Option 1 and then the “Both” Output Table Image option, pressing **ENTER** will first ask you to name the file (see below), then write the file to the ETL subdirectory, and finally send your table to the printer.⁵

If you selected Output Option 1 and then the “Write Table to File” Output Table Image option, or you selected Output Option 2 or 3, pressing **ENTER** will ask you to name the file by displaying the following prompt:

ENTER FILE NAME (default extension =)

The default extension (.PRN, .CSV, or .TXT) will depend on whether you selected Output Option 1, 2, or 3 in Screen 6. Type in any name up to 8 characters in length and press **ENTER**. The file will be written to the DOS subdirectory where ETL resides (the default directory is C:\VL96). For example, if you choose to create a comma-separated import file and name it “table_1”, the file will be saved as “table_1.csv” in the C:\VL96 drive. If you want to save the file on another disk drive and/or subdirectory, you can enter the path along with the file name. For example, if you want to save the file on the D: drive in a subdirectory called “work,” enter the following when asked for the file name:

D:\work\table_1.csv

and your file will be saved in D:\work. If you chose to output more than one type of file in the **OUTPUT OPTIONS** window, the program will ask you to name each file in sequence.

ASCII (.PRN) files can be opened in a wordprocessing program and edited. Comma- and tab-separated files (.CSV and .TXT files) can be imported into a spreadsheet program. See the **IMPORTING TABLE FILES** section on the next page for instructions on how to import files into either Lotus 1-2-3 or Excel.

⁵ If you did not set up your printer before running VL, pressing **ENTER** will cause you to exit from the program.

NEXT OPERATION

After sending your table to a printer or writing it to a file, the NEXT OPERATION window will appear, giving you three options for continuing:

- 1) Retrieve New Table with Same Subject/Keywords.
- 2) Start Over with New Subject Index.
- 3) Exit to Main Menu.

IMPORTING TABLE FILES

Comma- and tab-separated files (.CSV and .TXT files) can be imported into a spreadsheet program that is capable of reading text files, such as Lotus 1-2-3 or Excel. Doing so involves opening the file from within the spreadsheet program. In Lotus 1-2-3, you should use the FILE-IMPORT-NUMBERS command (Windows users should bring up the menu by hitting the “/” key, not by clicking on “File”); in Excel, you should use the FILE-OPEN command. In Excel, you should also be sure to specify the appropriate COLUMN DELIMITER for the text file (indicating whether it is a comma- or tab-separated file). If you are prompted to enter a file name, be sure to give the correct drive and path for the file. For instance, in the previous example you would enter the following

```
C:\VL96\table_1.csv
```

Once the file has been imported into a spreadsheet, the column widths may need to be adjusted for readability.

See Appendix B for illustrations of how to import files into Lotus 1-2-3 version 3.1, Excel for Windows version 4.0, and Excel for Windows 95 version 7.0.

APPENDIX A

Sources for ETL Tables

Available from the Government Printing Office (GPO) (1-202-512-1800):

Report 1

Vocational Education in the United States: The Early 1990s, November 1995.

This publication synthesizes data on vocational students, teachers, and schools at both the secondary and postsecondary level.

GPO order number: 065-000-00820-3.

Cost: \$21.00

Rp1:Ch1	Tables 1 to 21	Overall Participation in Secondary Vocational Education
Rp1:Ch2	Tables 22 to 24	Cooperative Education and Work Experience
Rp1:Ch3	Tables 25 to 33	Levels of Vocational Coursetaking
Rp1:Ch4	Tables 34 to 39	Curriculum Concentration and Specialization
Rp1:Ch5	Tables 40 to 49	Relationship Between Academic and Vocational Coursetaking
Rp1:Ch6	Tables 50 to 57	Participation in Secondary Vocational Education: 1982–1992
Rp1:Ch7	Tables 58 to 70	Overall Participation in Postsecondary Vocational Education
Rp1:Ch8	Tables 71 to 88	Postsecondary Participation by Institutional Type
Rp1:Ch9	Tables 89 to 93	Student Profiles by Program and Institutional Type
Rp1:Ch10	Tables 94 to 95	Financial Aid
Rp1:Ch11	Table 96	Incarcerated Adults and Youths
Rp1:Ch12	Tables 97 to 99	Reforms in Secondary Schools
Rp1:Ch13	Tables 100 to 104	Reforms in Postsecondary Institutions
Rp1:Ch14	Tables 105 to 108	Vocational Coursetaking and Math Achievement
Rp1:Ch15	Tables 109 to 113	Postsecondary Employment and Earnings Outcomes
Rp1:Ch16	Tables 114 to 118	Teacher Characteristics
Rp1:Ch17	Tables 119 to 120	Teacher Training
Rp1:Ch18	Tables 121 to 123	Salaries, Class Size, and Teaching Load
Rp1:Ch19	Tables 124 to 127	Teacher Trends: 1987–1990

Report 2

Public Secondary School Teacher Survey on Vocational Education, January 1994.

This publication compares academic and vocational teachers, classes, and courses in public secondary schools in 1992.

GPO order number: 065-000-00630-8

Cost: \$5.50

Rp2:Ch1	Tables 1 to 25	Public Secondary School Teacher Survey
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Report 3

Vocational Course Taking and Achievement: An Analysis of High School Transcripts and 1990 NAEP Assessment Scores, May 1995.

This report describes average NAEP math, science, and reading test scores for 1990 public high school graduates and the relationship of these achievement test scores to vocational, academic, and personal use coursetaking.

GPO order number: 065-000-00766-5.

Cost: \$4.00

Rp3:Ch1 Tables 1 to 19

Vocational Coursetaking and Achievement

Report 4

Trends in Participation in Secondary Vocational Education: 1982–92, April 1996.

This report describes trends in academic, vocational, and personal use coursetaking for public high school graduates, by disability status (1987 and 1992).

GPO order number: 065-000-00857-2.

Cost: \$4.50

Rp4:Ch1 Table 1

Trends in Participation in Secondary Vocational Education: 1982–92

APPENDIX B

Examples of Importing Table Files into Spreadsheets

The following are instructions for importing a table file created in ETL into particular spreadsheet applications. If you used the Output Options “Create a Comma-Separated File” or “Create a Tab-Separated File” and wrote the file to a DOS subdirectory, follow the instructions below to import these files into a spreadsheet after exiting ETL.

Importing Table Files into Lotus 1-2-3 version 3.1

After starting Lotus, type:

- (1) / (forward-slash) to access menu commands
- (2) F for the File submenu
- (3) I for the Import submenu
- (4) N to select import as Numbers
- (5) [F2] to edit the filename

Enter the filename, including the correct drive and path, if they are not the same as LOTUS. For example, if your file resides in the default ETL subdirectory and your file is called “table_1.csv,” you would enter:

C:\VL96\table_1.csv

If you are not sure of the filename, enter C:\VL96*.* and a list of files will appear from which you may select the file you want to import using the left and right arrows.

- (6) Press Enter to load the file.

Column widths will have to be adjusted for readability. To do so enter:

- (1) / for the menus
- (2) W for the Worksheet submenu
- (3) C for Column
- (4) S for Set-Width

and use the left and right arrow keys to adjust until all the data in the column can be seen. This adjustment must be repeated for each column.

Importing Table Files into Excel for Windows version 4.0

After starting Excel:

- (1) Pull down the File menu; select Open.
- (2) Click on Text button (for the file type).
- (3) Check that the Column Delimiter is set appropriately to either “Tab” (for a .txt file) or “Comma” (for a .csv file) and that the File Origin is set to “Windows (ANSI).”
- (4) Click OK.

Enter the filename, including the correct drive and path, if they are not the same as EXCEL. For example, if your file resides in the default ETL subdirectory and your file is called “table_1.csv,” you would enter:

C:\VL96\table_1.csv

Select it in the window by clicking on it.

- (5) Press Enter to load the file.

Column widths will have to be adjusted for readability. To do so:

- (1) Select the column to be adjusted by clicking on its letter at the top of the spreadsheet.
- (2) Pull down the Format menu and select Column Width.
- (3) Click on the Best Fit button.

You can fine tune the widths by moving the mouse to the column divider at the right of the column letter you want to adjust (the pointer should change to a cross-hairs icon). Use the “click-and-drag” method to adjust the column width.

Importing Table Files into Excel for Windows 95 version 7.0

After starting Excel:

- (1) Pull down the File menu; select Open.
- (2) Select All Files (under Types of Files).
- (3) Select the drive and folder in which the file appears, and then the file itself (for example, select C:\VL96 and then table_1.csv).
- (4) Select Delimited on the import Wizard, and then click Next.
- (5) Select either Tab or Comma as appropriate, and then click Next.
- (6) Select General (under Column Data Format).
- (7) Click Finish.