



Eliminating Scientific Notation in Excel

User data can be imported into GigaTrak applications by utilizing **Excel Templates**. These Excel files are then **Saved as *.txt (tab_delimited format) files** for the actual data import. Occasionally, users run into an issue whereby the data columns in Excel are switching values that are entered to *scientific notation*.

This, of course, causes data errors when the text file is imported. The following document provides instruction on how to prevent (or correct) this issue if encountered:

1. To prevent excel from switching each value to scientific notation when you first enter the data, each cell needs to be formatted to 'TEXT' by selecting all the cells. Then, using the dropdown under the HOME tab, switch them from GENERAL to TEXT before entering numbers.
2. In this first image, some large numbers have been entered into excel *before* the file is saved as a tab delimited file. They remain large numbers and are not auto formatted, because each cell is formatted to TEXT.

| | A | B | C | D | E |
|---|--------------------|-------------|-----------|-----------------|-------------------|
| 1 | BARCODE | DESCRIPTION | CONDITION | MODEL NUM | SERIAL NUM |
| 2 | 123456789123456789 | First Item | Good | 100001010101111 | 23232323232323232 |
| 3 | 987654321987654321 | Second Item | Great | 011110101010000 | 3453453453453453 |
| 4 | | | | | |

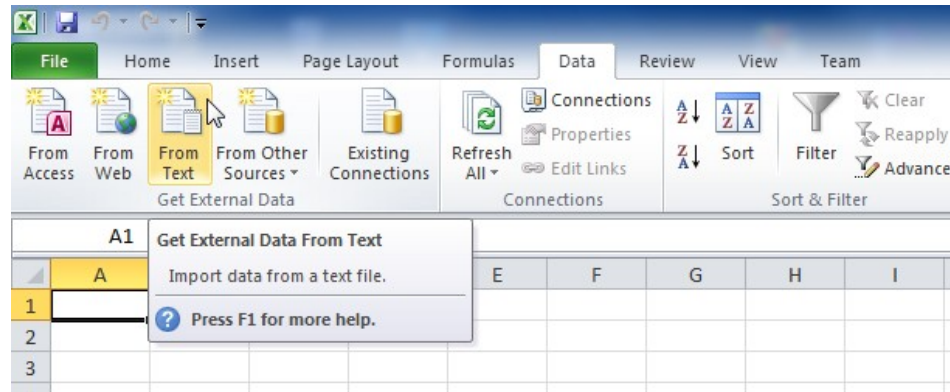
3. Now, Save the excel spreadsheet as a tab delimited file.
4. Once it is saved, verify the information in the new tab delimited file is correct by right clicking it and selecting 'Open with...' and selecting Notepad. This will show all of the raw data. There should be no scientific notation.

| File | Edit | Format | View | Help | |
|--------------------|-------------|-----------|-----------------|-------------------|----------------|
| BARCODE | DESCRIPTION | CONDITION | MODEL NUM | SERIAL NUM | FUNDING SOURCE |
| 123456789123456789 | First Item | Good | 100001010101111 | 23232323232323232 | |
| 987654321987654321 | Second Item | Great | 011110101010000 | 3453453453453453 | |

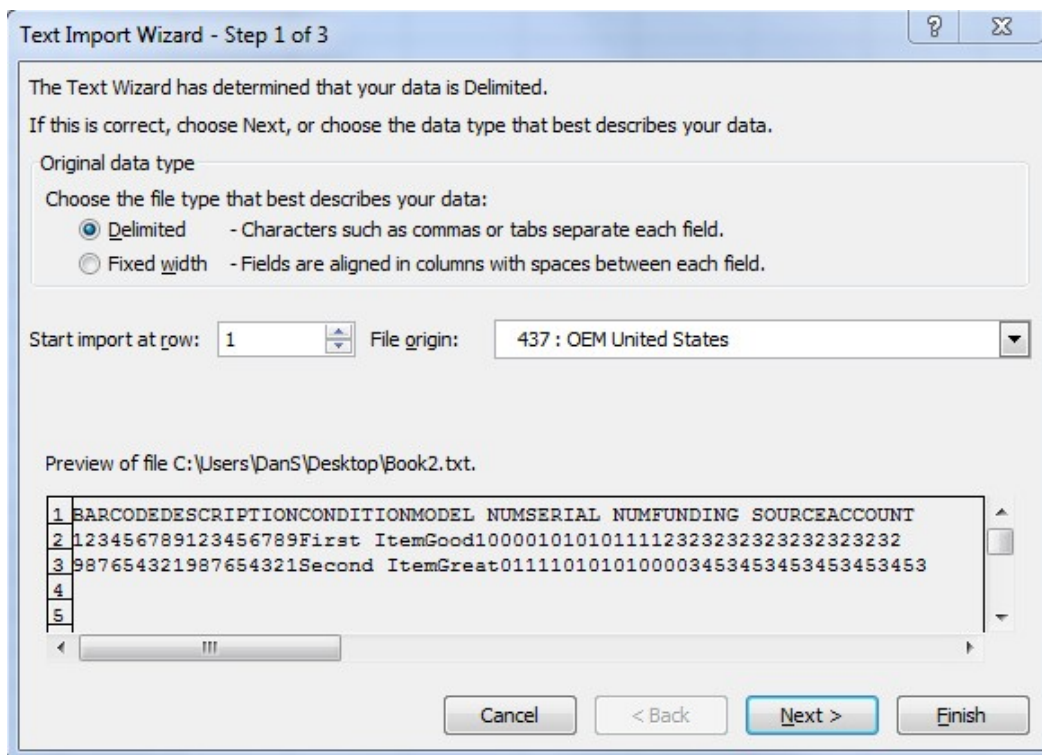
Note – The data should be fine to upload at this point, but if it requires additional editing or verification, continue with steps 5-12.



5. Instead of opening the file in excel, it will be imported to prevent excel from auto-formatting the data into scientific notation. To do this, open a NEW excel spreadsheet, and click on the DATA tab. From here, select the 'FROM TEXT' option.

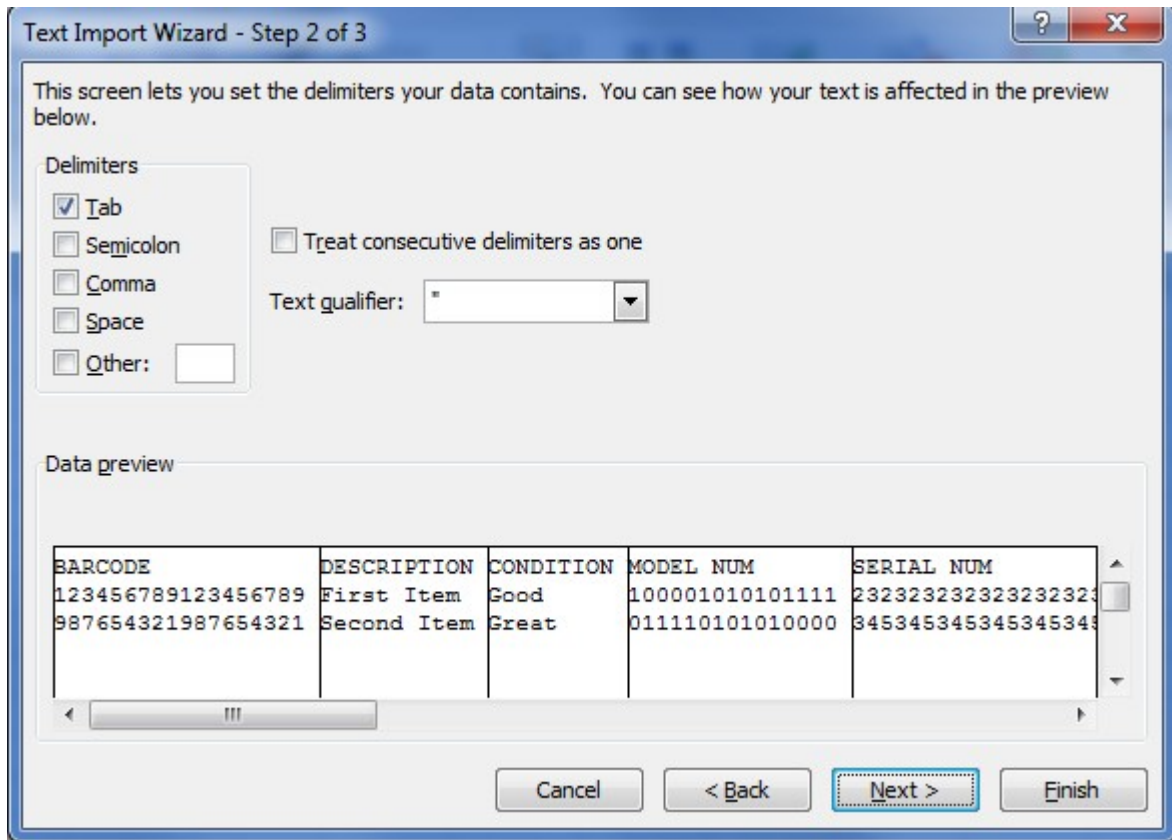


6. Locate the tab delimited file, and click the 'Import' button.
7. You should see your data in the Text Import Wizard that popped up. Verify the radio box is set to 'Delimited' and click next.



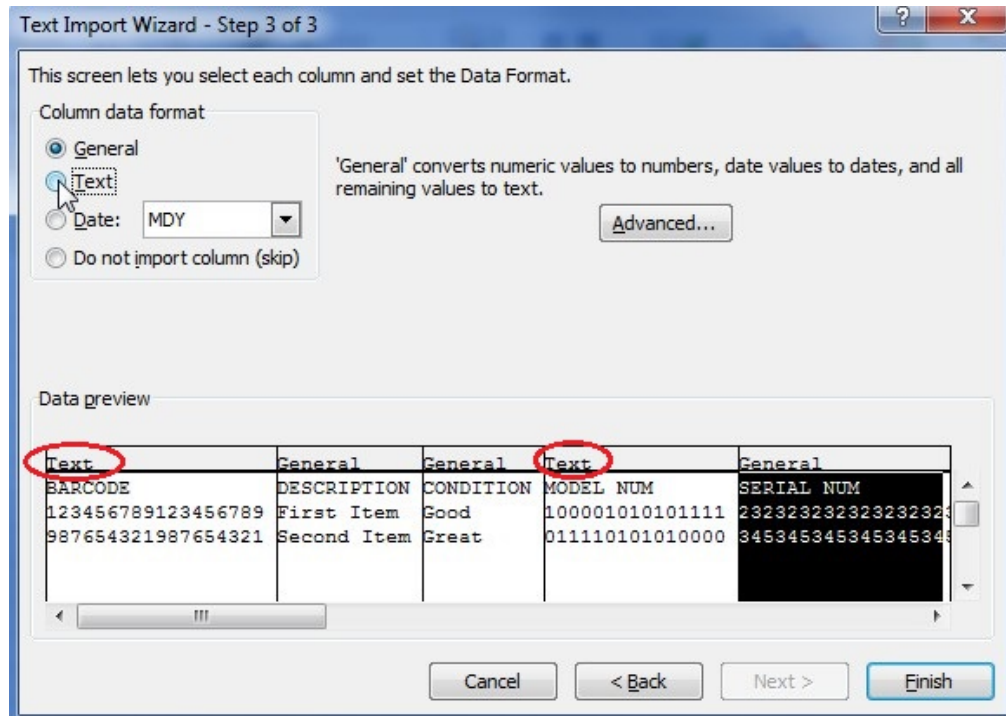


- On step 2/3 of the Text Import Wizard, verify that 'Tab' is the only checked box. Then, click next.

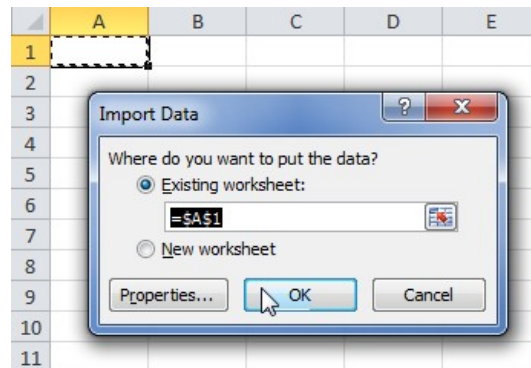




- On step 3, there needs to be some additional changes to make sure excel does not switch our numbers to scientific notation. Locate any rows that have large numbers in them, such as Barcode, Model number, or Serial number, and switch them from GENERAL to TEXT by clicking on each column and clicking the Text radio button. Note that for each column with a large number, you need to make this change separately. In the following screenshot, note how the BARCODE and the MODEL NUM columns have already been switched to Text, and I am about to switch the SERIAL NUM column to text.



- Click Finish, and then click OK to verify that you would like the data to be entered into Column A, Row 1.





11. Save the file as an excel spreadsheet. Note that closing and re-opening the file no longer auto formats to scientific notation – Once the data has been imported using the ‘From Text’ option once, each needed column is correctly set to Text.

| | A | B | C | D | E |
|---|--------------------|-------------|-----------|-----------------|-------------------|
| 1 | BARCODE | DESCRIPTION | CONDITION | MODEL NUM | SERIAL NUM |
| 2 | 123456789123456789 | First Item | Good | 100001010101111 | 23232323232323232 |
| 3 | 987654321987654321 | Second Item | Great | 011110101010000 | 3453453453453453 |
| 4 | | | | | |

Make any changes you need to make (but don't forget to first set each new cell you will use to TEXT as in step 1), and save the file as a tab delimited file. You are now once again ready to import your tab delimited file! Note that if you would once again like to verify the data before importing, you can right click your newly saved tab delimited file and ‘open with...’ notepad as in ste