

Candidate Export File Layout

This topic may be printed and given to candidates.

The creation of letters or mailing labels is one that requires some experience using the products and using text file import. If you are using Microsoft Word, you should be experienced using Mail Merge.

The Voter Focus Diskette is a fixed layout. The file is a comma delimited text file. The quote (") character is used as the text qualifier. Many products can use such a file such as Excel, Word, Access. You should refer to the product documentation about how to employ the file for your needs. Depending on the county, the export text file can be very large and may exceed the capabilities of your computer, or the version of the product that you are using. Access is the product which is designed for this kind of large scale data manipulation.

These are the specification of the fields in the standard export diskette.

Field Name	Length	Description
VoterID	10	Unique voter registration ID number
Voter_Name	55	Last name, name style (SR, JR, III, etc.) first name, middle initial
Last_Name	25	Last name
First_Name	20	First name
Middle_Name	20	Middle name
Name_Style	4	Name style (JR, SR, III, etc.)
Formatted_Address	81	First line of mailing address. If the voter provided no mailing address, this field contains the first line of the residential address. Street number, street number suffix, street direction, street name, street type, street direction suffix, apartment number. For example: 2345A S MONROE ST 67B where A is the street number suffix, S is the street direction, and 67B is the apartment number. For a streets with a direction suffix, the address might be: 4234B SHAMROCK RD E
City_State	40	City and state of mailing address. If the voter provided no mailing address, this field contains the city and state of the residential address.
Zip_Country	40	Zip/postal code and/or country of mailing address. If the voter provided no mailing address, this field contains the zip/postal code and/or country of the residential address.
Residence_Address	81	Street address line of residential address

Field Name	Length	Description
Street_Number	8	Street number of residential address
Street_Number_Suffix	2	Street number suffix of residential address
Street_Dir	2	Street direction of residential address
Street_Name	30	Street name of residence address
Street_Type	4	Street Type of residence address
Street_Dir_Suffix	2	Street Direction Suffix of residence address
Unit_Type	5	The type of unit for the apartment e.g. Apt, bldg
Apartment_Number	15	Apartment number of residence address
Zip_Code	12	Zip code of residential address
City_Name	20	City name of residential address
Mailing_Address_1	40	First line of mailing address.
Mailing_Address_2	40	Second line of mailing address.
Mailing_Address_3	40	Any additional line for an overseas address.
Mailing_Address_4	40	Any additional line for an overseas address.
Mailing_City	25	Mailing address city
Mailing_State	2	Mailing address state
Mailing_Zip	12	Mailing address zip or postal code
Mailing_Country	25	Mailing address country
Race	1	1 = American Indian / Alaskan 2 = Asian or Pacific Islander 3 = Black, not Hispanic 4 = Hispanic 5 = White, not Hispanic 6 = Multiple races 9 = Voter did not specify their race
Sex	1	M = Male, F = Female, U = Unknown
Birth_Date	11	Date of voter's birth in MM/DD/YYYY format
Registration_Date	11	Date voter registered to vote in MM/DD/YYYY format
Congressional_District	2	Voter's US Congressional district
Party	3	Voter's political party affiliation. For example, DEM = Democrat, REP = Republican, NPA = No Party Affiliation. Ask the elections office for a list of the political party codes.
Precinct	5	Voter's precinct
House_District	2	Voter's Florida House district
Senate_District	2	Voter's Florida Senate district
Commission_District	2	Voter's county commission district
School_Board_District	2	Voter's school board district

Field Name	Length	Description
Assistance_Required	1	Y = assistance required to vote; N = assistance not required
Mailing_Address_Flag	1	Set to Y if the voter has a mailing address.
City_Code	2	City code if voter resides within a city Ask the elections office for a list of the city codes.
City Precinct or City Ward	3	City ward or city precinct Ask the elections office for a list of the city ward or city precincts.
Telephone_Number	13	Voter's telephone number with area code
20 voting history fields	1	Appears only if you requested voting history data. Consists of 20 voting history fields, each with a field header containing the election name and date. For example: General_ElectionNov42008

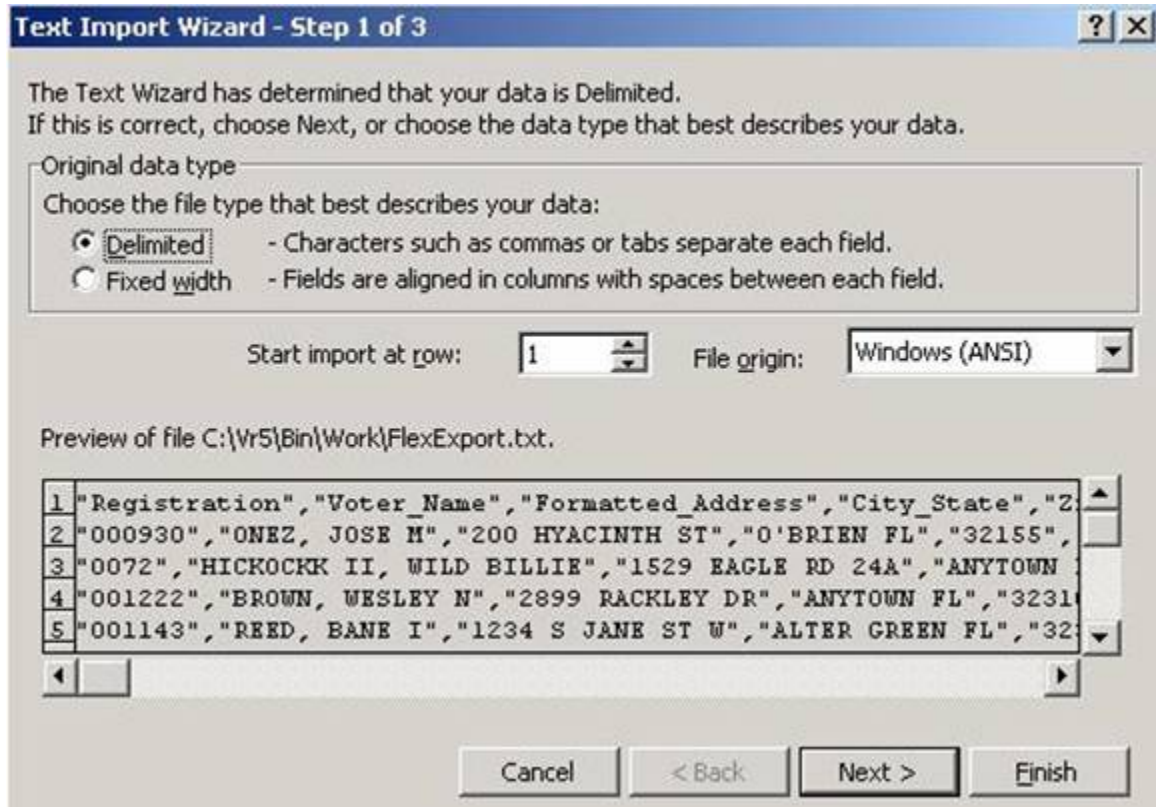
The voting codes in the voting history fields are as follows:

A	Voted absentee
B	Absentee ballot rejected by canvassing board
E	Early voted
N	Did not vote
P	Provisional ballot rejected by canvassing board
X	Ineligible to vote
Y	Voted at the polls
<blank>	Was not registered at the time of the election or information not available

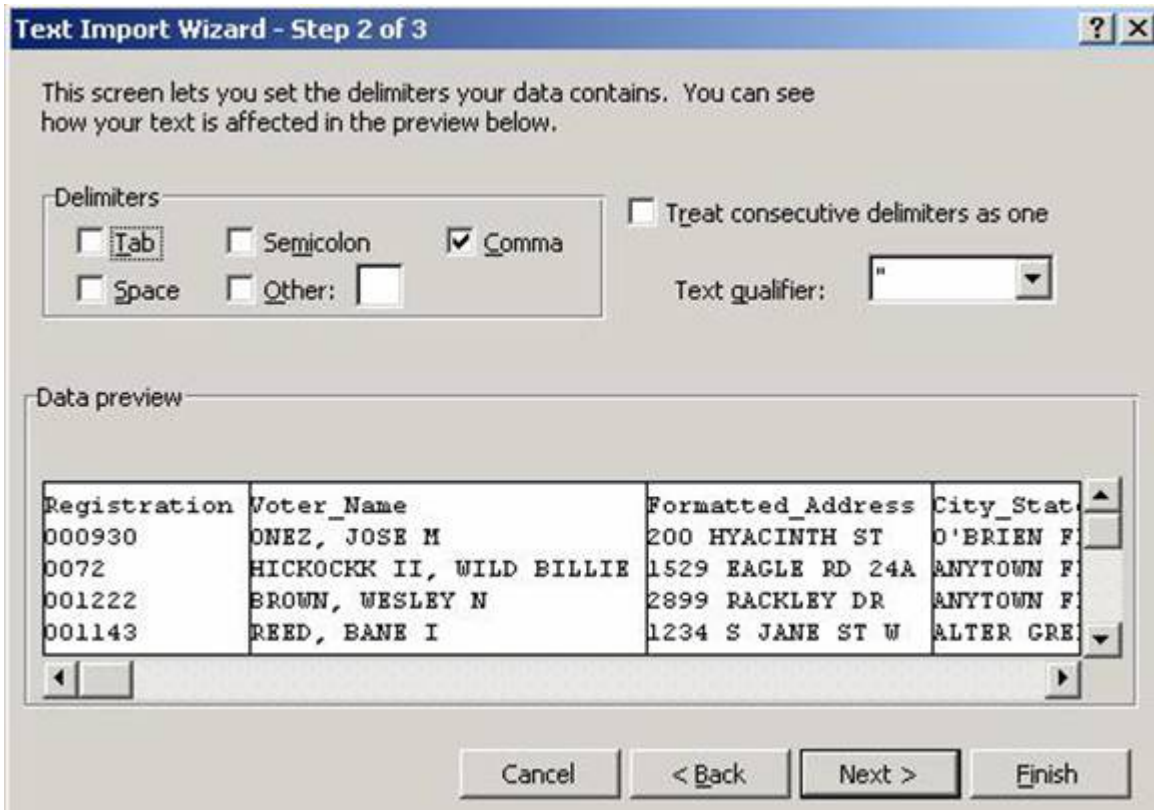
Loading into Excel

The following examples are taken from Microsoft Excel 2000.

Use the open dialog to select the text file.



Make sure that the "Delimited" radio button is checked. Press the "Next >" button.



On this dialog, check the "Comma" check box, and uncheck the other check boxes in the "Delimiters" frame. Leave the Text Qualifier with the default ("") entry in it. If the settings are correct, the Data preview will look quite well organized. Press the "Next >" button.



On the final part of the dialog you see the data fields. Notice that the first row of the data file contains the field names. You can change the data layout to improve the usability of the data file. Select the first column, and change its layout to "text" (in the Column Data Format Frame) top left. The Birth Date and Registration Dates can be changed to date. Then press the Finish button. The text file will load into the Excel worksheet.

Some candidates desire to break up the "Voter Name" field, breaking the First Name and Middle Initial from the Last Name. If the following settings are used for Step 2 or 3 in the Text Import Wizard, then you can do this. However, notice that the field names will no longer align with the data.

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

Registration			Voter_Name		Formatt.
000930			ONEZ	JOSE M	
0072			HICKOCKK II	WILD BILLIE	
001222			BROWN	WESLEY N	
001143			REED	BANE I	

Cancel

< Back

Next >

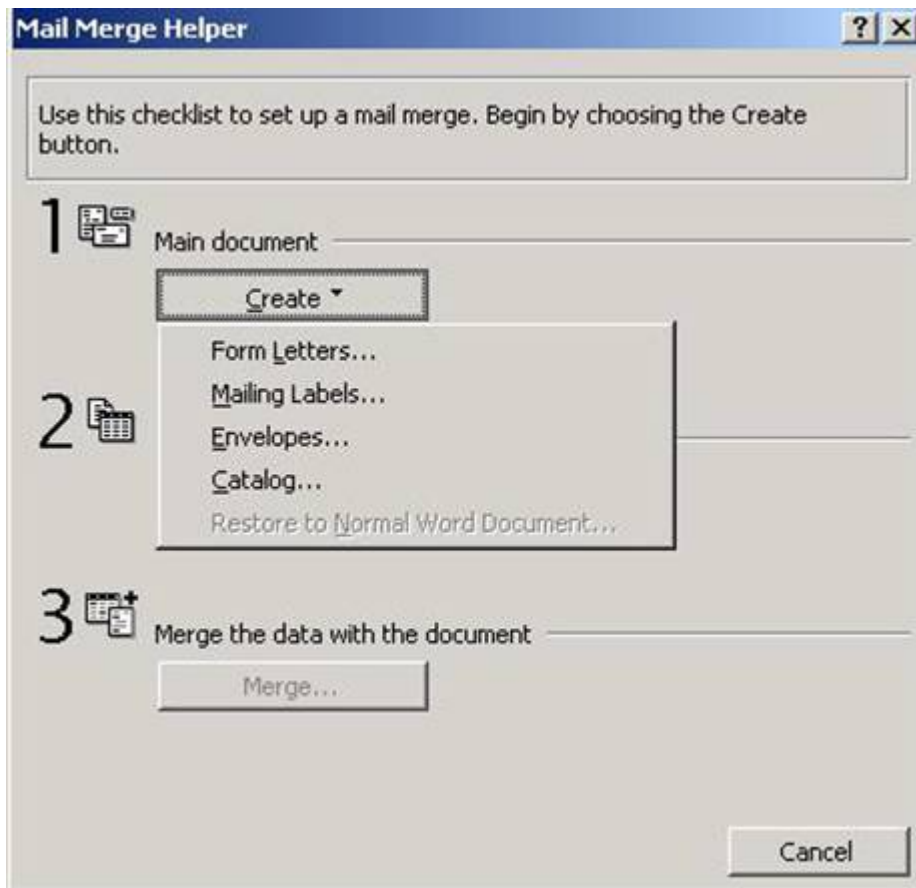
Finish

Using Microsoft Word to Create Mailing Labels

This example is prepared with Microsoft Word 2000. The example has also been verified for Word 97.

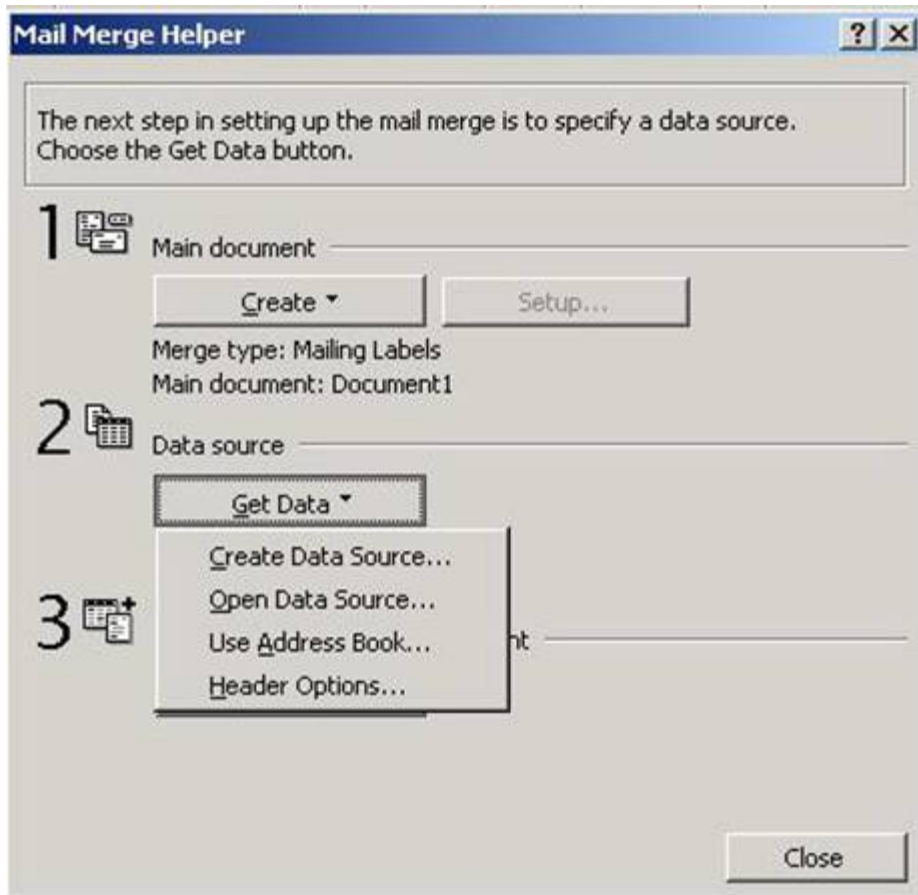
Select Mail Merge from the Tools Menu.

Under Main Document , press Create button:

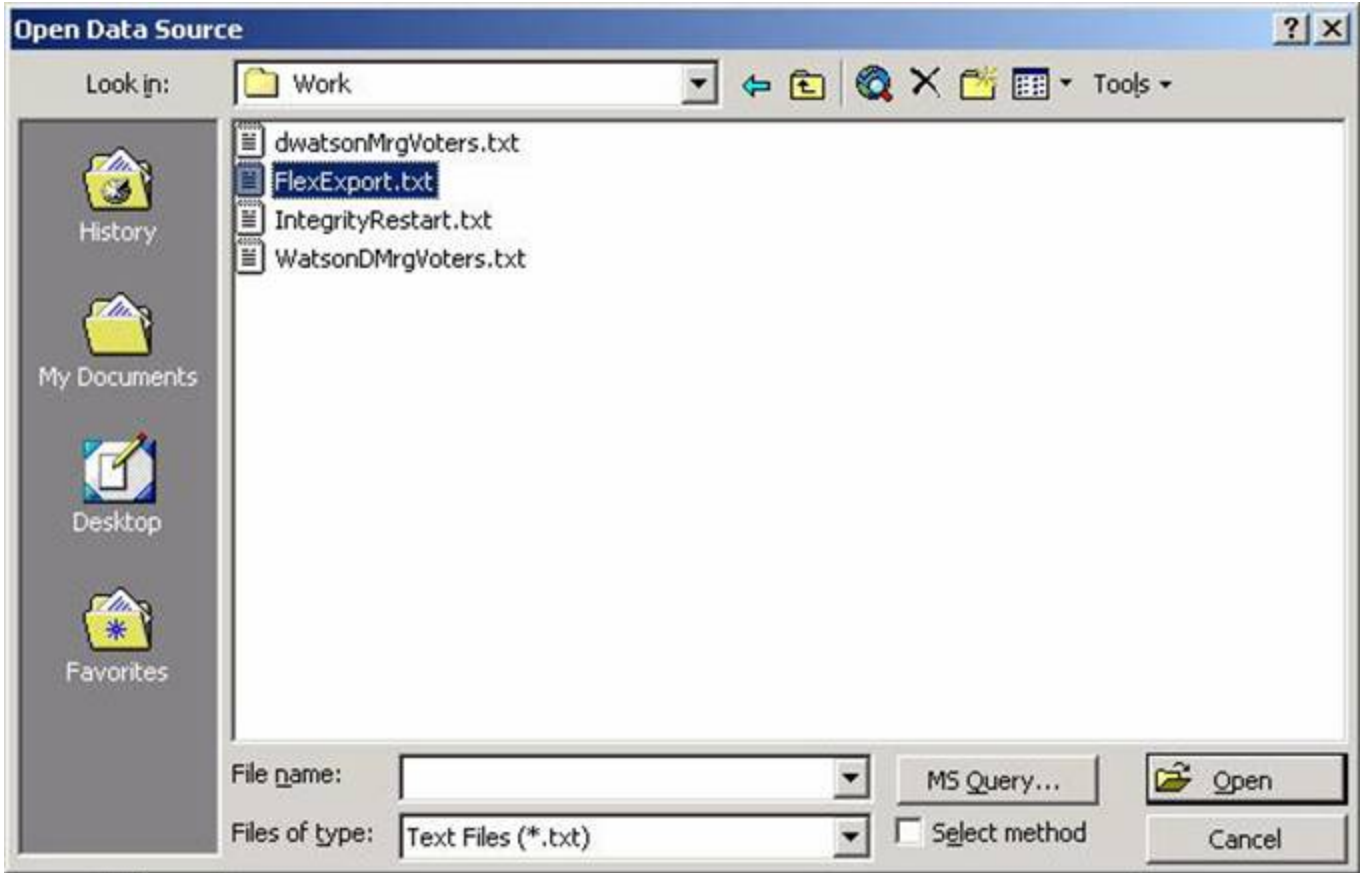


- Select Mailing Labels.
- Next Select Active Window.

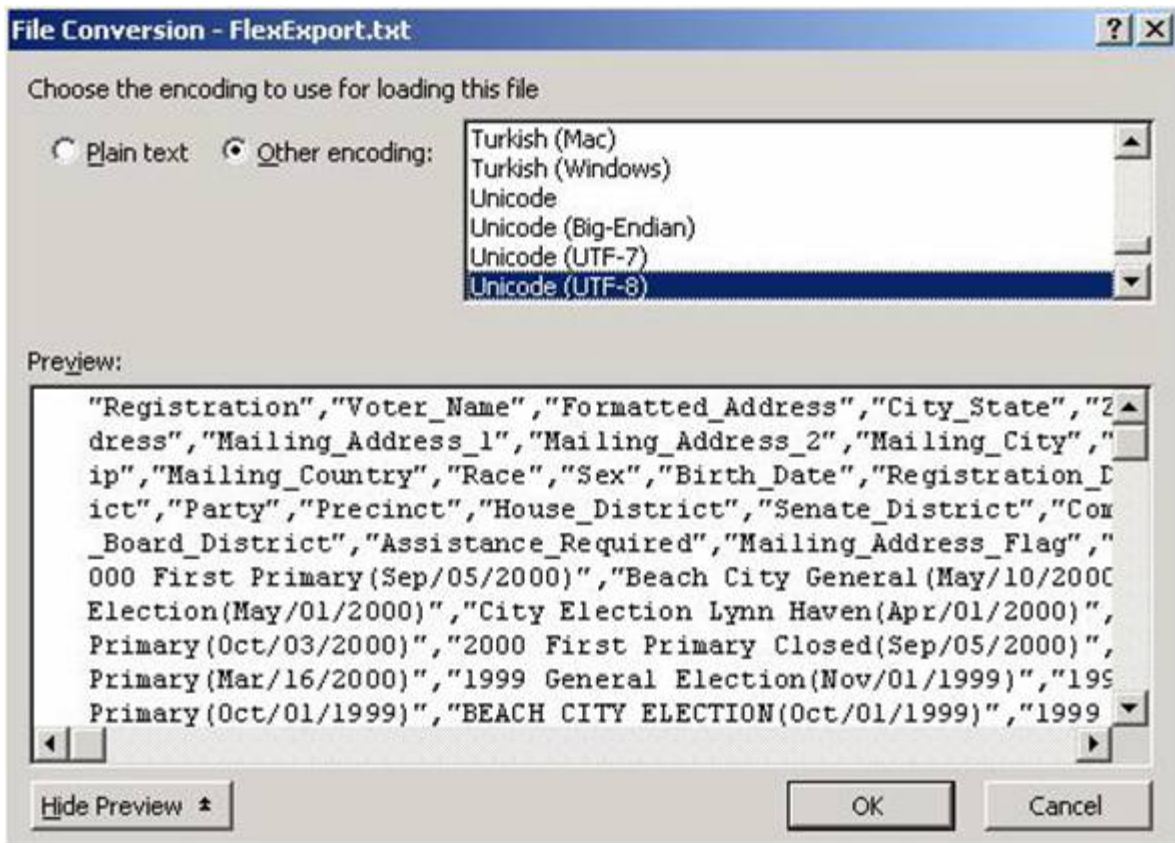
Next, Select the Get Data Button.



Select Open Data Source...



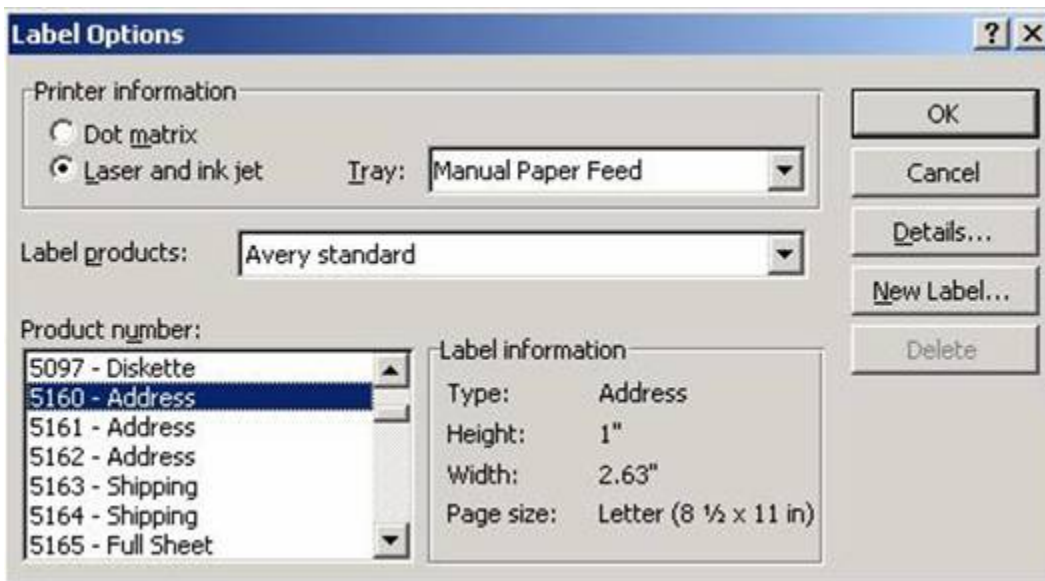
The combo box labeled "Files of type" will need to be changed to Text Files (*.txt). Then you can see your export Text File. Here I have selected FlexExport.txt.



[This step does not Appear for Word97 running on Windows 98] Here the file type is selected as Unicode(UTF-8). This was the default, and I left it as default. Select OK button.

The select "Set up main document"

Next you must select your label type:



Here I have selected the 5160 label which is the standard label printed by Voter Focus. You should select the Avery equivalent label size to suite the label you have purchased.

Next you must layout the single label.



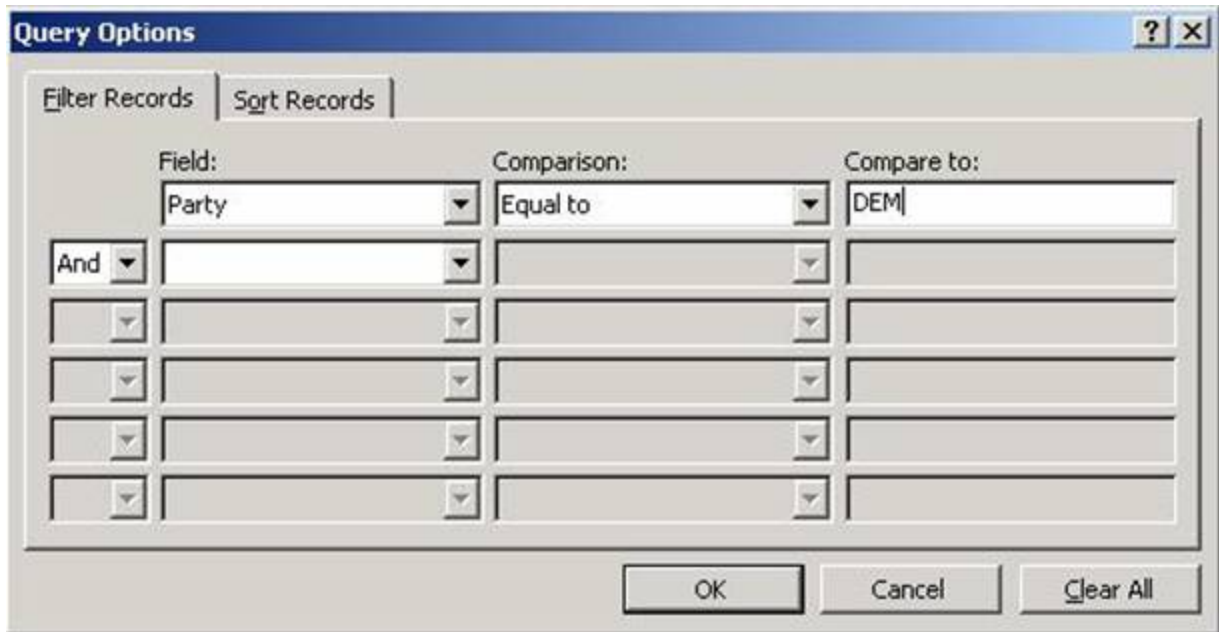
This gives the basic mailing label. It will serve most needs. Press OK

Press the Merge... button.



The default is to Merge to "New Document". You might want to consider merging to printer. This will send the final merge product direct to your printer, rather than creating another document first. Press close when you have selected the options you want.

Next, select the Query Options... button.



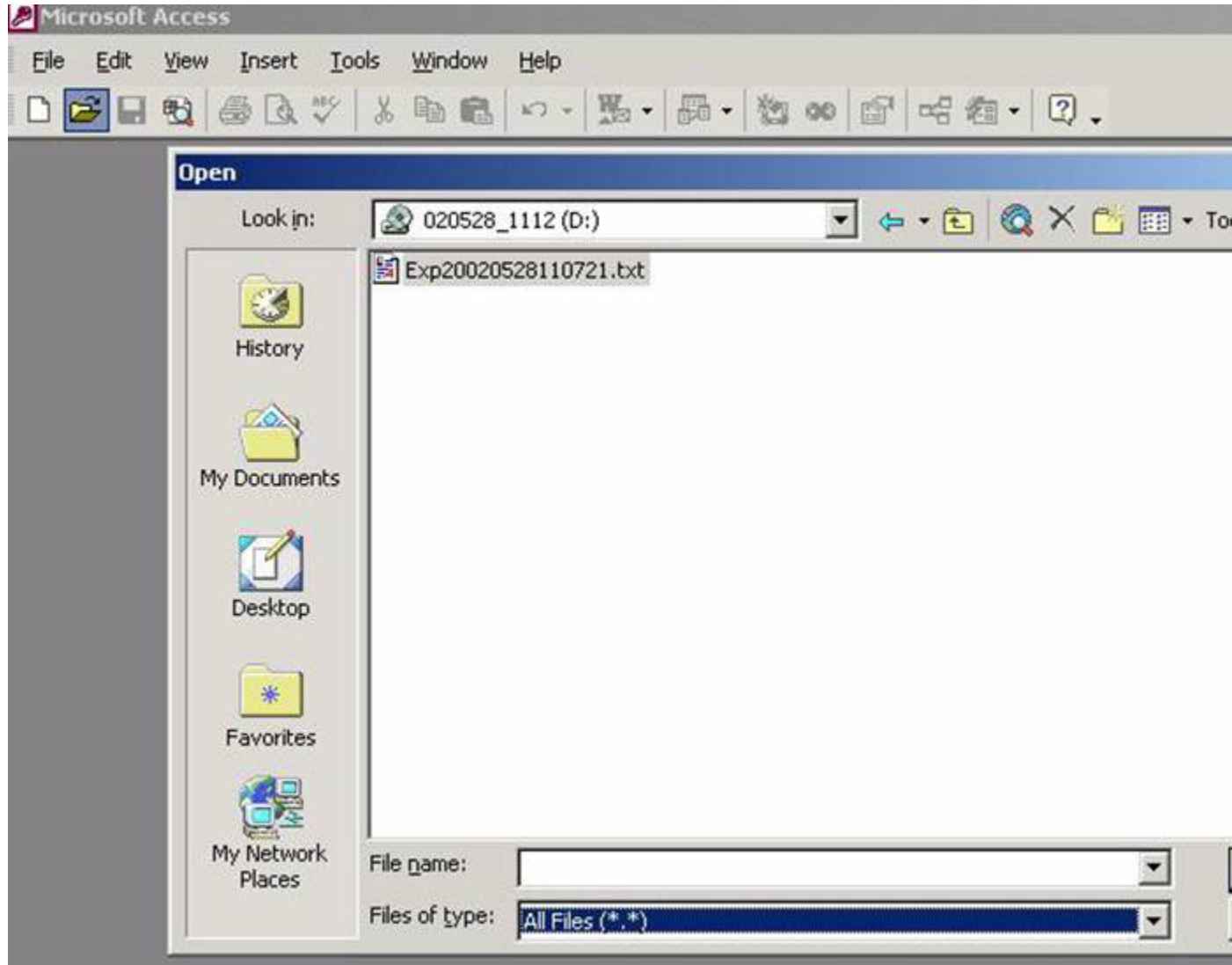
This dialog allows you to screen the records that will create labels. Here I have selected Democrats. You should review the layout at the top of this topic for selections that you might want to make. Press OK.

Finally press the Close button on the Mail Merge Helper dialog. You will see the whole set of labels laid out. You can then print your labels.

The example above gives you an idea of how to use the Mail Merge tool. You could have created a letter, or envelopes by varying the selections that you make.

Using Microsoft Access to load the export file

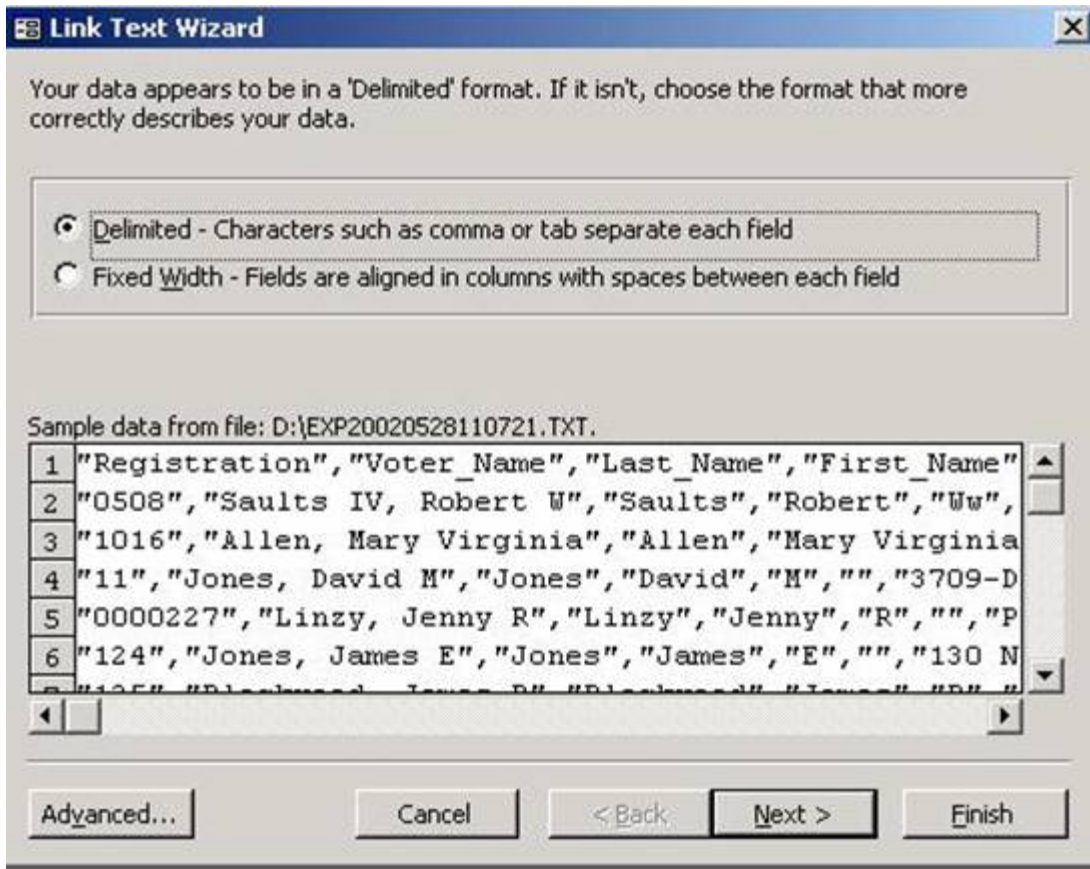
Open the Access program, and then select the File Open Button.



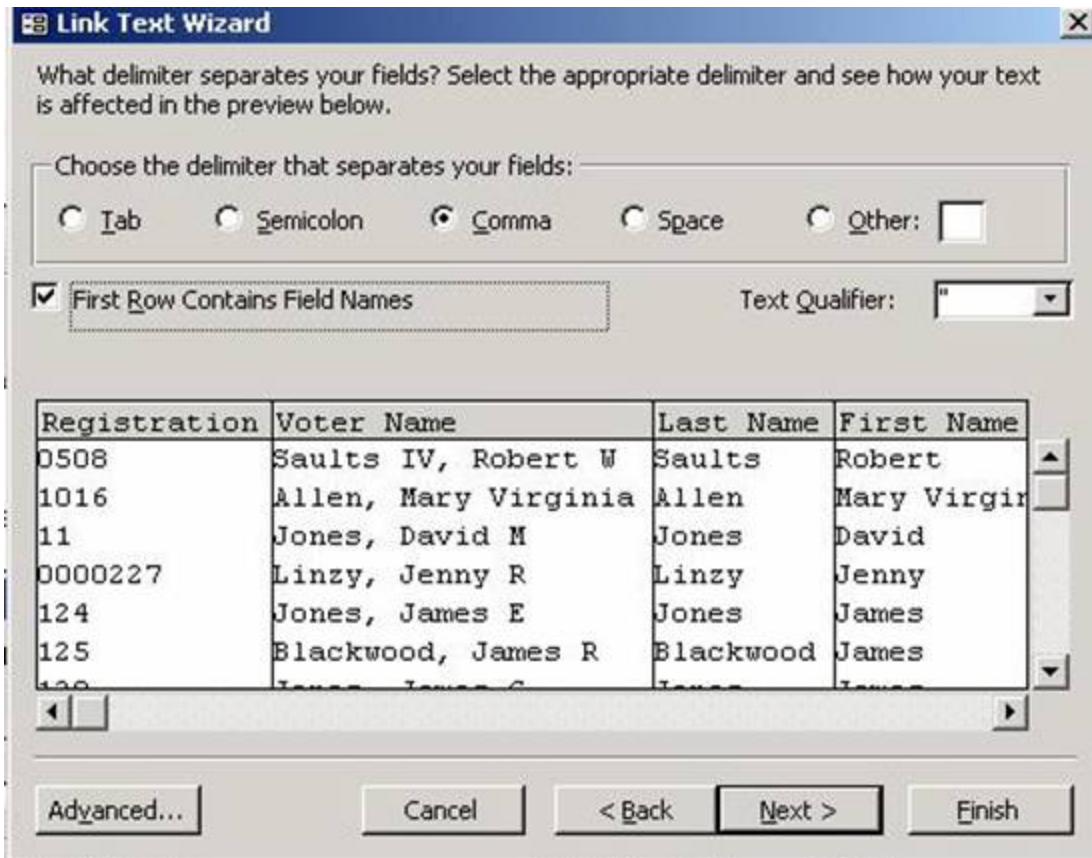
At the top of the Open dialog set "Look In" to look at the place where the import file is (probably your CD-ROM drive.) At the bottom set "Files of Type" to "All Files" as shown above.

Press the Open Button

You will next see a dialog like this:



Ensure that the "Delimited" button is filled as shown above. Then press the Next button. You will then see this.



Make sure that "Comma" is selected.
Click on "First Row Contains Field Names".
Press Next.

You will then see this dialog:

Link Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

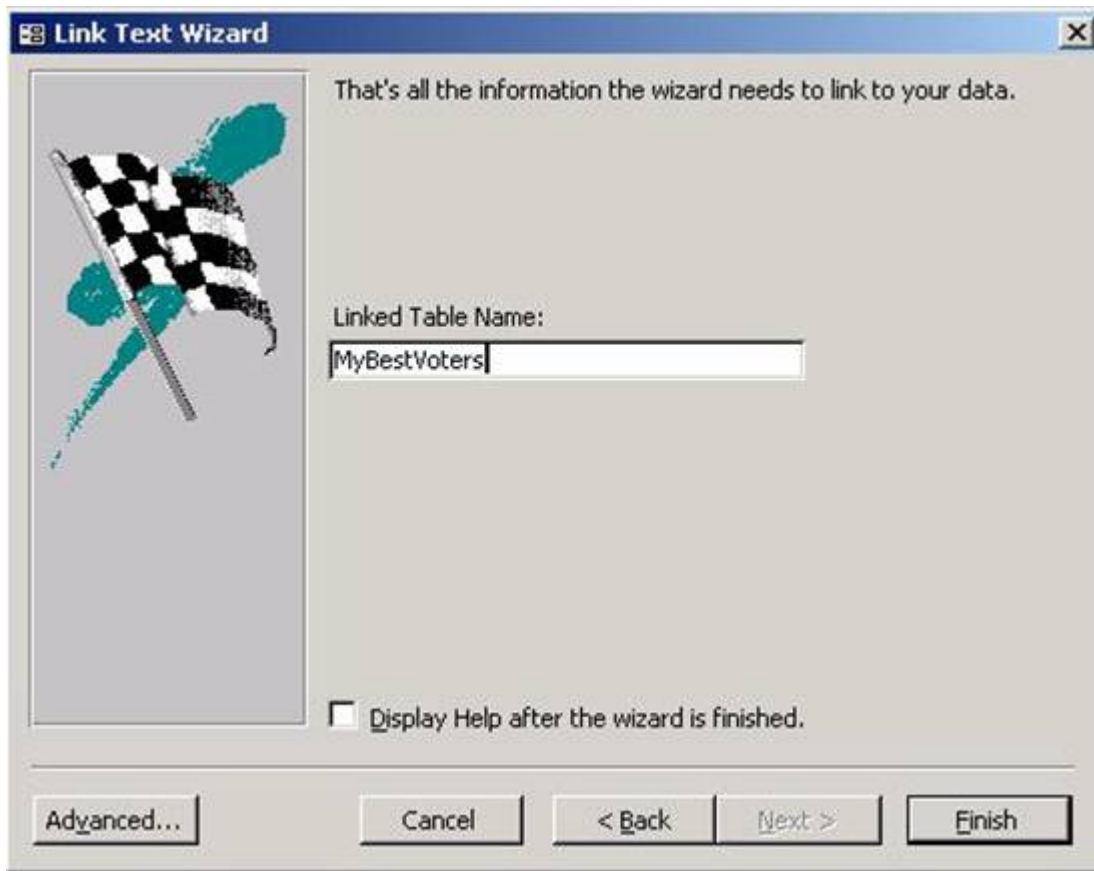
Indexed: Do not import field (Skip)

Sex	Birth Date	Registration Date	Congressional District
M	06/16/1974	01/14/1993	2
F	01/01/1966	07/13/1993	2
M	01/01/1955	01/07/1993	2
F	03/05/1923	04/04/2002	3
M	01/01/1904	07/05/1992	2
M	01/01/1944	07/05/1992	3
M	01/01/1944	07/05/1992	3

Advanced... Cancel < Back Next > Finish

This dialog shows the names of the fields. Using the bar across the bottom you can move across the fields. Optionally you might want to change the type of the Birth_Date and Registration_date fields to Date/Time as shown above. All the other fields may be left as "text".

Press Next.



Finally, you can name your table. Press finish. The data file will then import into your Access database.