

# Levy County Supervisor of Elections

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## *Candidate Export File Layout with Instructions*

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# **Text File of Voters with or without Voting History**

This voter list is a comma-delimited text file, meaning that each field is separated by a comma. Each data field retrieved from a voter's record is enclosed in double-quotes ("). If there is no data available for a field (say, the voter's address does not have an apartment number), you will see a set of empty double-quotes followed by a comma, like this:

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"" ,
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The file can be imported into a variety of office applications such as Microsoft® Excel, Word, and Access. Instructions are included in this documentation on using the file for in Word & Excel. 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.

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 (SR, JR, III, etc.)
"Formatted_Address"	81	<p>First line of the mailing address. If the voter has no mailing address, this field contains the first line of the residential address.</p> <p>The address is formatted on one line using the street number, street number suffix, street direction, street name, street type, street direction suffix, apartment number. For example:</p> <p style="text-align: center;">2345A S MONROE ST 67B</p> <p>where A is the street number suffix, S is the street direction, and 67B is the apartment number.</p> <p>For a streets with a direction suffix, the address might be:</p> <p style="text-align: center;">4234B SHAMROCK RD E</p>
"City_State"	40	City and state of address used in Formatted_Address.
"Zip_Country"	40	Zip/postal code and/or country of the address used in Formatted_Address.
"Residence_Address"	81	Street address line of residential address
"Street_Number"	8	Street number of residence address
"Street_Number_Suffix"	2	Street number suffix of residence address
"Street_Dir"	2	Street direction of residence address

Field Name	Length	Description
"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, such as APT or BLDG.
"Apartment_Number"	15	Apartment number of residence address
"Zip_Code"	12	Zip code of residence address
"City_Name"	20	City name of residence address
"Mailing_Address_1"	40	<p>The first line of the voter address. This is not necessarily the voter's mailing address. The address used here depends on whether you requested a list of all voters or only the voters who have requested an absentee ballot for a specific election:</p> <p><b>Voter List</b> – This field contains the mailing address. If the voter record has no mailing address, the residential address is used instead.</p> <p><b>Absentee Requests</b> – This field contains the first one of the following addresses found in the voter record:</p> <ul style="list-style-type: none"> <li>• A one-time address for this election's ballot (called the "specific-election address")</li> <li>• The address for all absentee ballots to this voter (called the "default absentee address")</li> <li>• The mailing address</li> <li>• The residential address</li> </ul>
"Mailing_Address_2"	40	Second line of the address used in Mailing_Address_1.
"Mailing_Address_3"	40	Third line of the address used in Mailing_Address_1. If the address does not have an entry in Line 3, the city, state and zip will be consolidated in this field.

Field Name	Length	Description
"Mailing_Address_4"	40	If voter's address used in Mailing_Address_1. has a value in the Country field, the value will be inserted in this field.
"Mailing_City"	25	City of the address used in Mailing_Address_1.
"Mailing_State"	2	State of the address used in Mailing_Address_1.
"Mailing_Zip"	12	Zip or postal code of the address used in Mailing_Address_1.
"Mailing_Country"	25	Country of the address used in Mailing_Address_1.
"Race"	1	1 = American Indian / Alaskan 2 = Asian or Pacific Islander 3 = Black, not Hispanic 4 = Hispanic 5 = White, not Hispanic 6 = Multiple races or a race not listed 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

Field Name	Length	Description
"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
"Assistance_Required"	1	Y= assistance required to vote N= assistance not required
"Mailing_Address_Flag"	1	Y if the voter has a mailing address.
"City_Code"	2	City code if voter resides within a city
"City_Ward"	3	City ward or city precinct
Telephone_Number	13	Voter's telephone number with area code
Voter Status	3	Voter's registration status
Email_Address	-	Voter's email address, if present in their record.
20 voting-history fields	1	<i>Appear only if you requested that the file include voting-history data.</i>  Consists of 20 voting-history fields, each with a field header containing the election name and date. For example:  General_ElectionNov62012

The following codes are used in the voting-history fields to specify whether and how the voter voted.

Y	Voted at the polls
Z	Voted at the polls by provisional ballot (ballot was tabulated)
N	Did not vote
A	Voted absentee (includes referred ballots that were tabulated)
B	Absentee ballot rejected by canvassing board (not tabulated)
P	Provisional ballot rejected by canvassing board (not tabulated)
X	Ineligible to vote
E	Early voted
F	Early voted by provisional ballot (ballot was tabulated)
<blank>	Not registered at the time of the election or information not available

In elections prior to 2006, the codes B and P were not used. B was included in Y and P was included in N. Early voting began in 2004; the first election in which you will see the code E is the 2004 General Election.

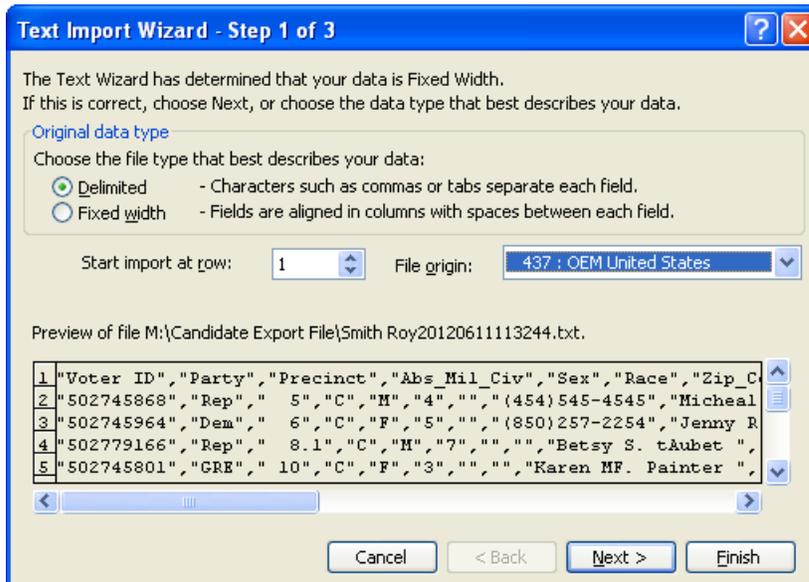
The codes F and Z were introduced in early 2010 to represent provisional ballots marked at early voting sites and the polls, respectively, which were later tabulated. Prior to implementation of these two codes, tabulated provisional ballots were included in codes Y (for provisional ballots at the polls) and E (provisional ballots at early voting).

# Loading into Excel

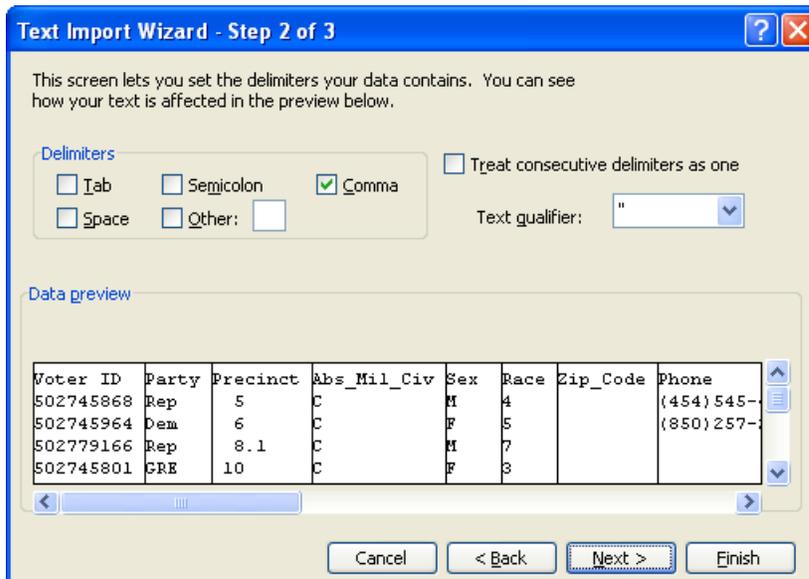
The following examples are taken from Microsoft Excel 2003.

In Excel, click **File > Open** and select the text file provided by the Supervisor of Elections.

On the first dialog of the Text Import Wizard, select **Delimited** and click **Next**.



On the second dialog, select **Comma** and clear the other check boxes in the **Delimiters** box. For the **Text Qualifier**, select the double-quote character ("). Your dialog should look like the following example. Click **Next**.

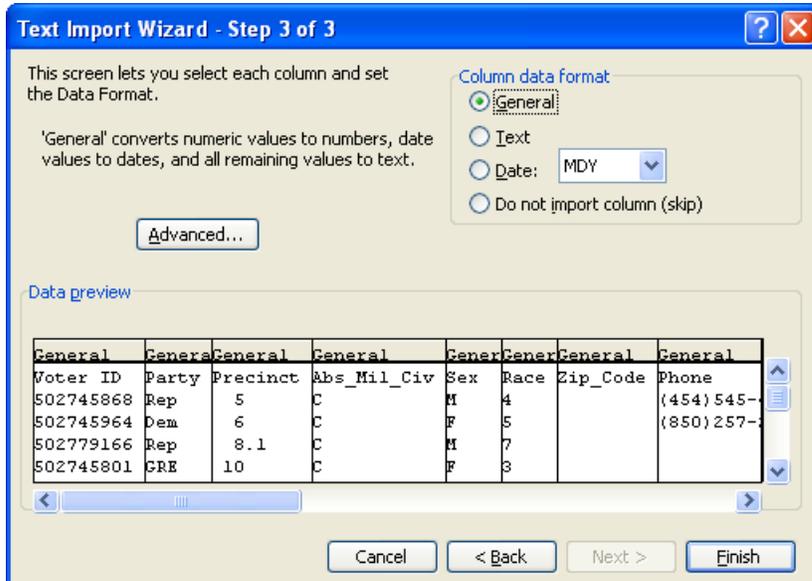


On the third dialog of the wizard, you see the data fields. The first row of data contains the field names (such as Voter ID, Voter\_Name, etc.).

By default, the format of the data is General

, " which aligns all fields to the left" 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.

Click Finish to load the file into an Excel worksheet.



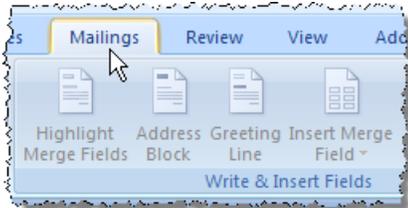
You might need to expand the width of some columns to see all the data.

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.

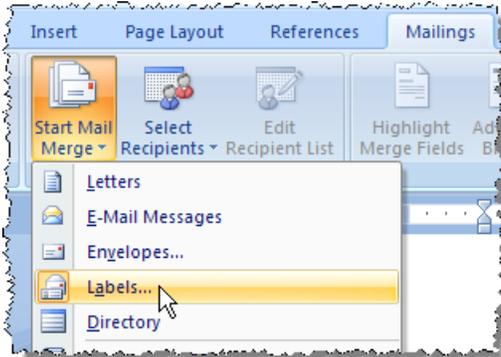
# Using Microsoft Word to Create Mailing Labels

## Word 2007 Instructions

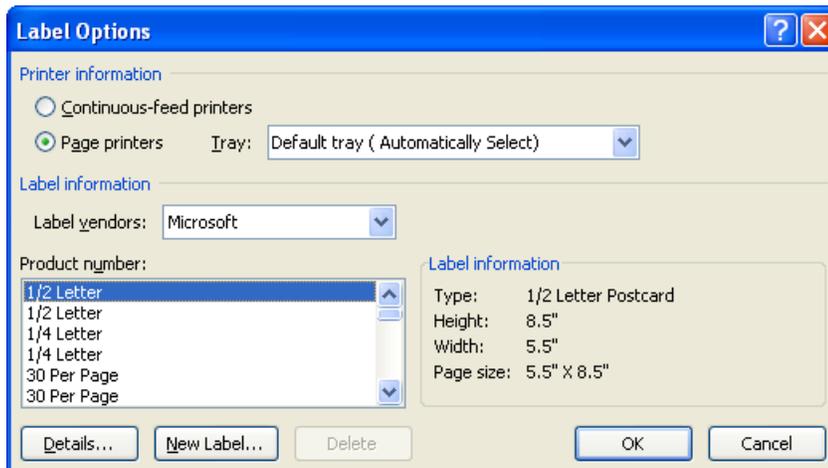
- 1 In Word, open a new blank document. (Click **Office Button** > **New** > **Blank document** > **Create**.)
- 2 On the Word ribbon, click **Mailings**.



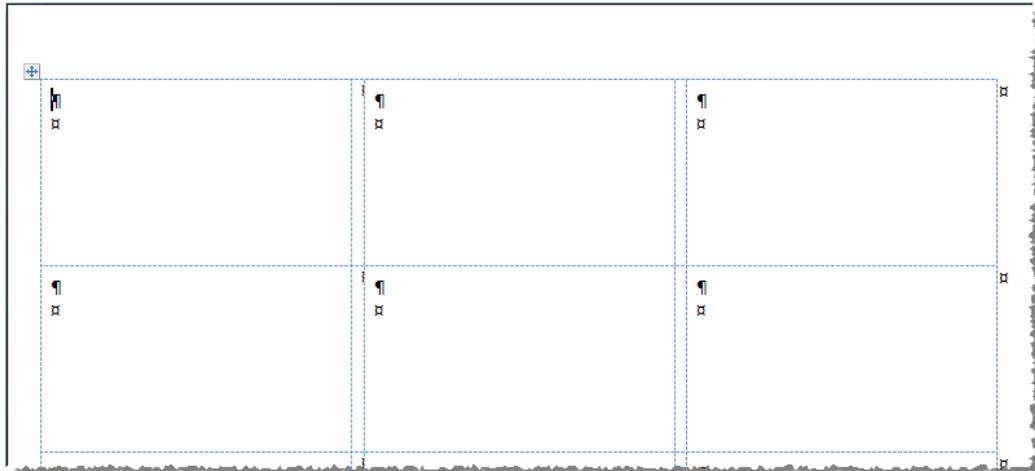
- 3 On the Toolbar, click **Start Mail Merge** > **Labels**.



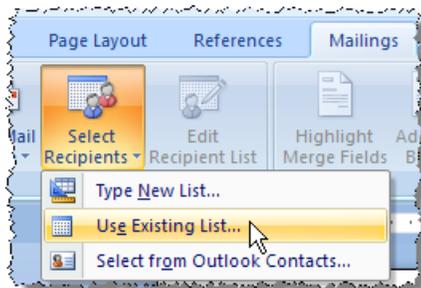
- 4 On the **Label Options** dialog, select the type of printer you have – either Continuous feed or single-page – and the tray where your blank labels are loaded.



In the **Label Information** box, select your label vendor from the drop-down list and the label size in the **Product number** field. Click **OK** to display a grid sized for your selected mailing labels.

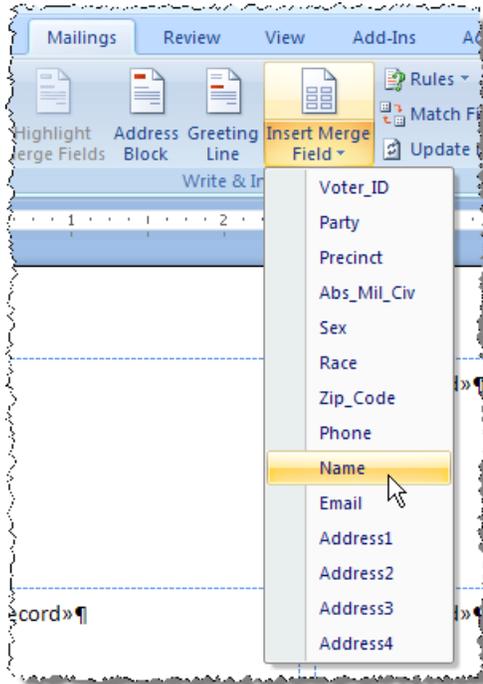


- 5 Click **Select Recipients > Use Existing List**.

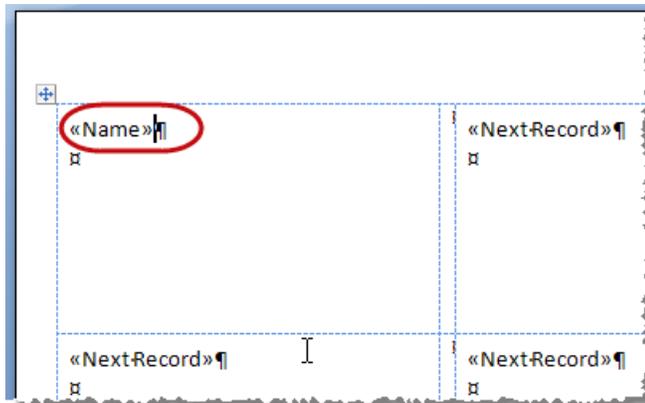


- 6 On the **Select Data Source** dialog, navigate to the TXT file you saved in Excel and click **Open**.

- 7 Verify that the cursor is in the first label box (that is, the top left box on the page). Click **Insert Merge Field** and, on the list that appears, click the field you want to appear in the first line of the label. (Typically this is the voter name.)



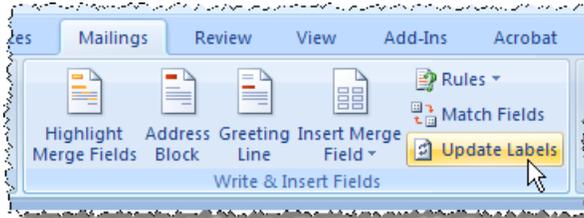
The data field you selected will appear in the first label box.



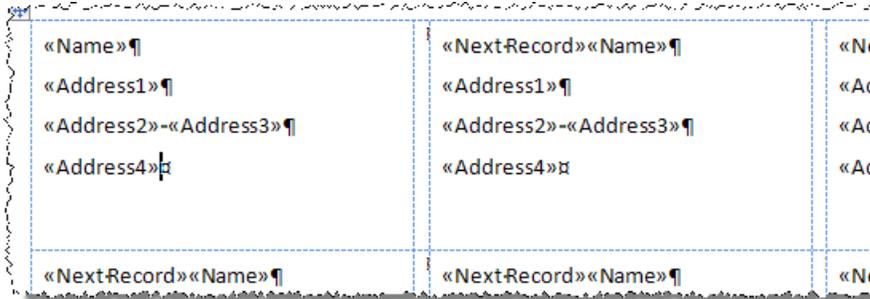
Repeat this step for all fields you want on the label. Remember to format the label by inserting returns and spaces so that the fields won't run together. Here is an example of a finished label layout:



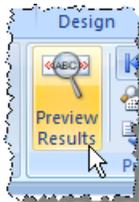
- 8 When the label layout contains all fields you want and is formatted properly, click **Update Labels**



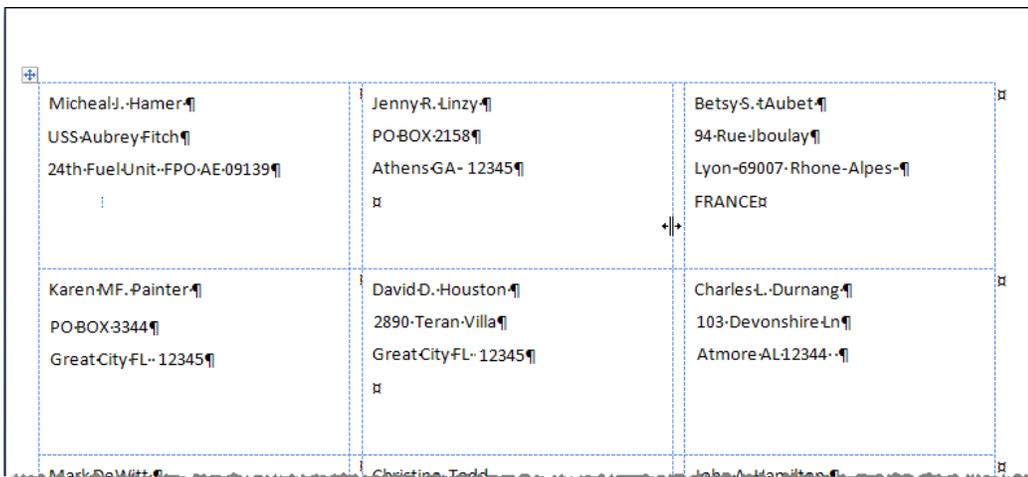
to fill the other blocks in the grid with the layout in the first block.



- 9 Click **Preview Results**.



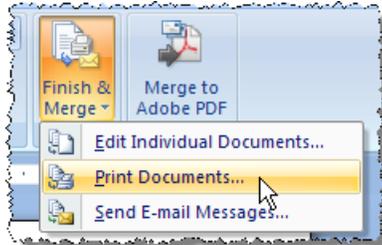
The label grid will be loaded with voter data from the TXT file (that is, the “recipients list”).



You can scroll through the labels to verify you got good results. To scroll, use the arrow buttons in the **Preview Results** box on the Toolbar.



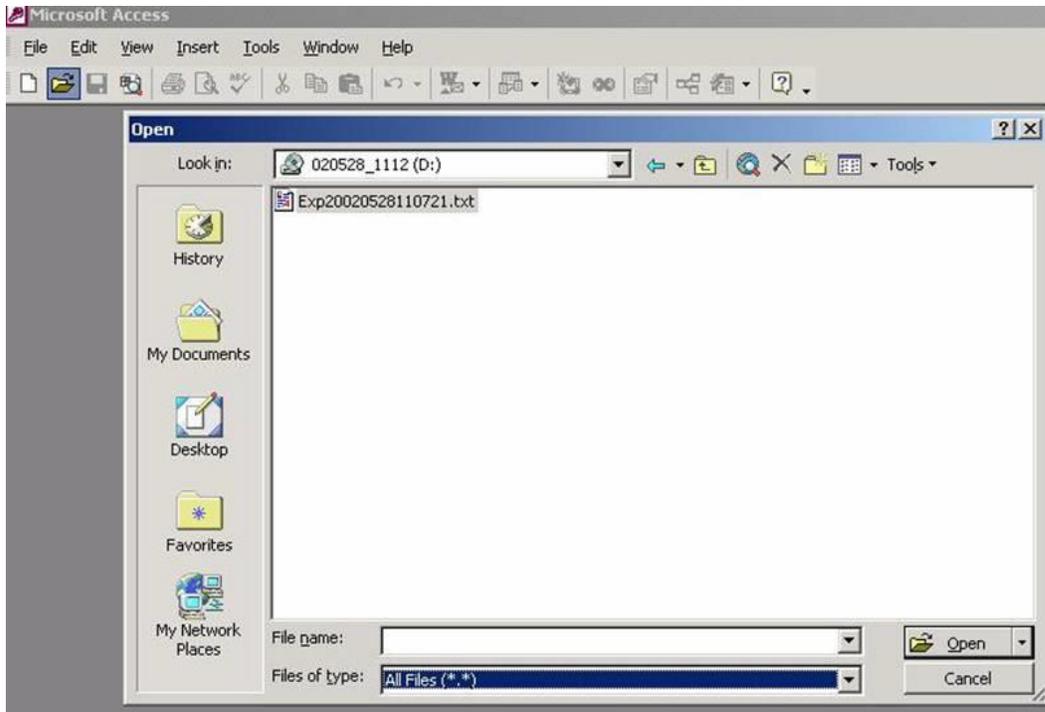
- 10** When you are ready to print, click **Finish & Merge > Print Documents**.



Select your printer and click **OK** to print the labels.

# Using Microsoft Access to Load the Export File

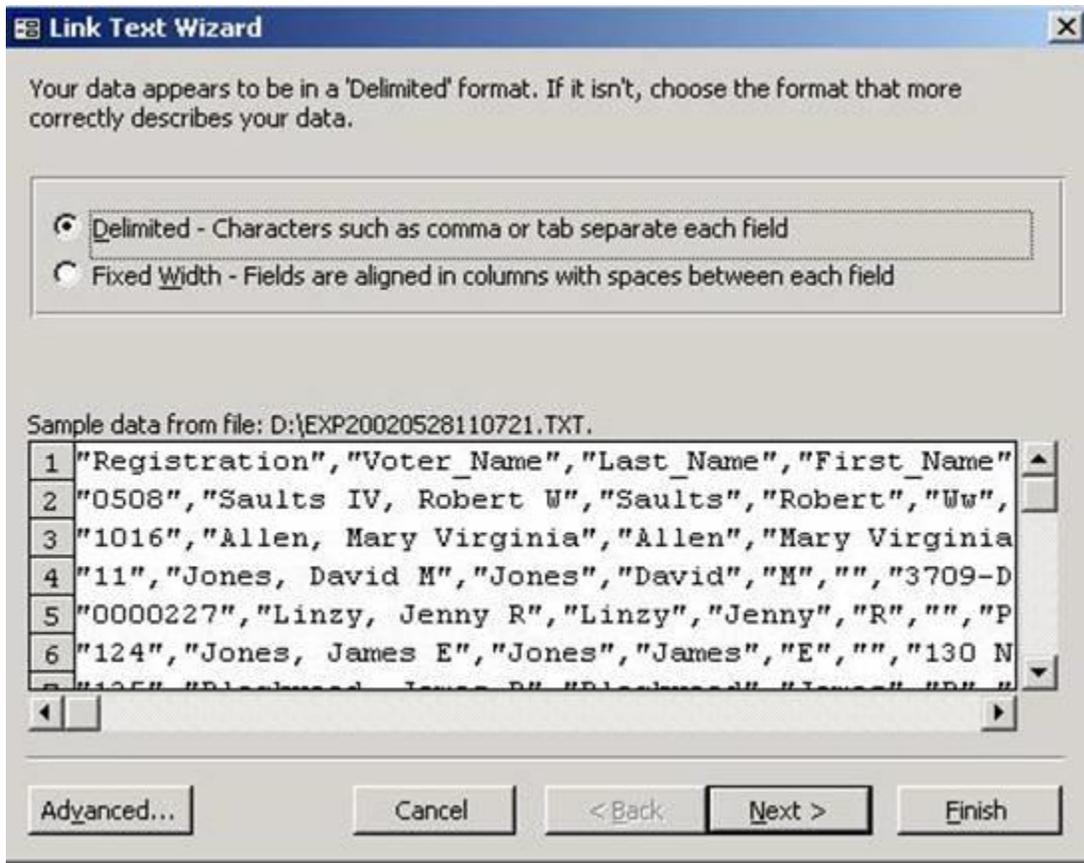
Open the Access program, and then select the File Open Button.



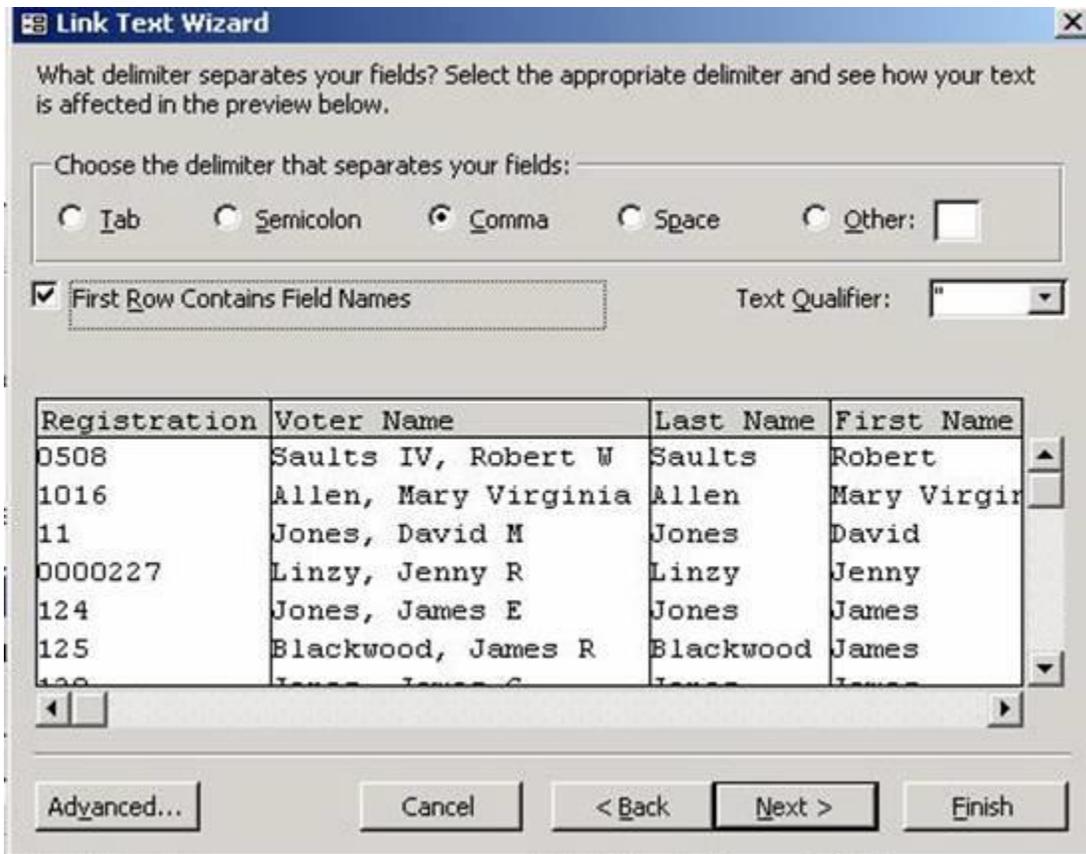
At the top of the Open dialog set "Look In" to look at the place where the import file is (probably your CD-ROM drive.) At the bottom set "Files of Type" to "All Files" as shown above.

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:

Field Options

Field Name: Birth\_Date Data Type: Date/Time

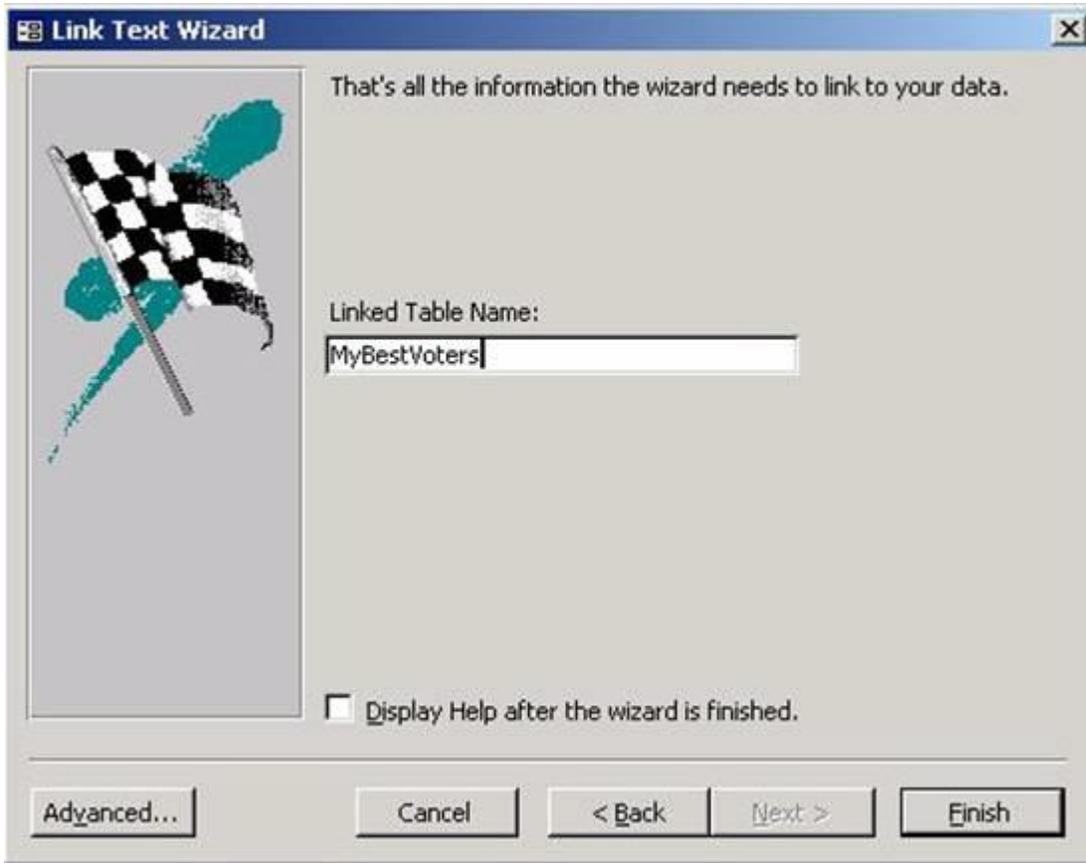
Indexed: No  Do not import field (Skip)

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

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.