

Candidate Data File Import Instructions

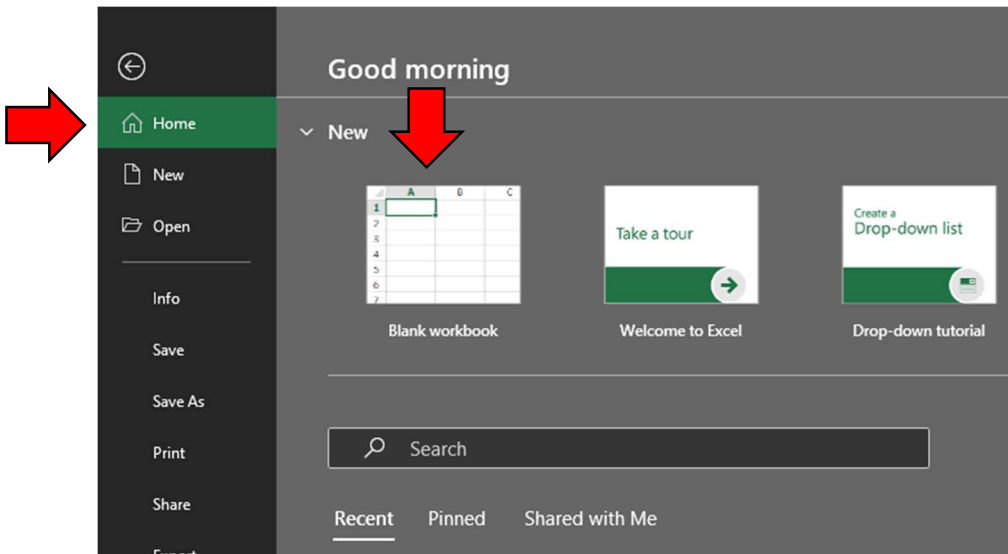
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Hernando County
Supervisor of Elections
16264 Spring Hill Drive
Brooksville, FL 34604
352-754-4125
352-754-4425 Fax
www.HernandoVotes.gov



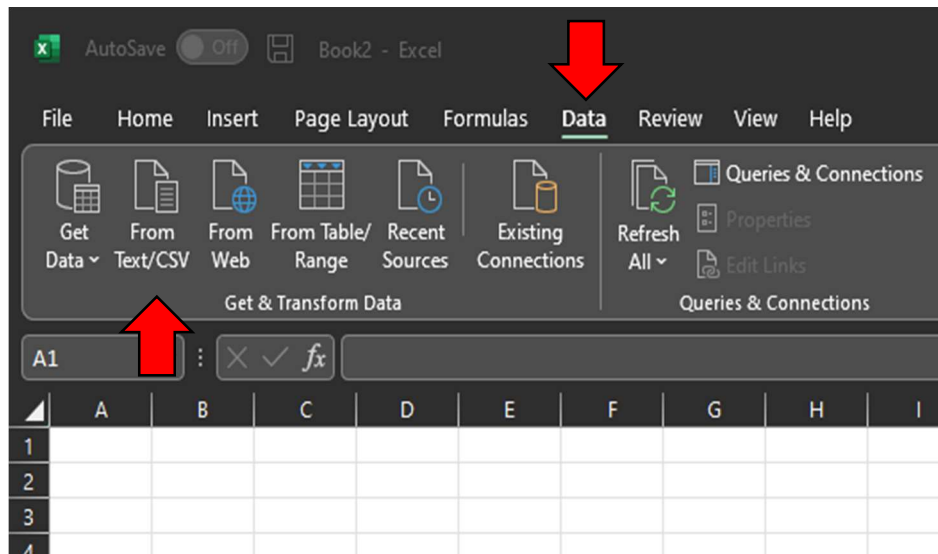
Updated December 17, 2021

1. Microsoft Excel Text file Import Tool

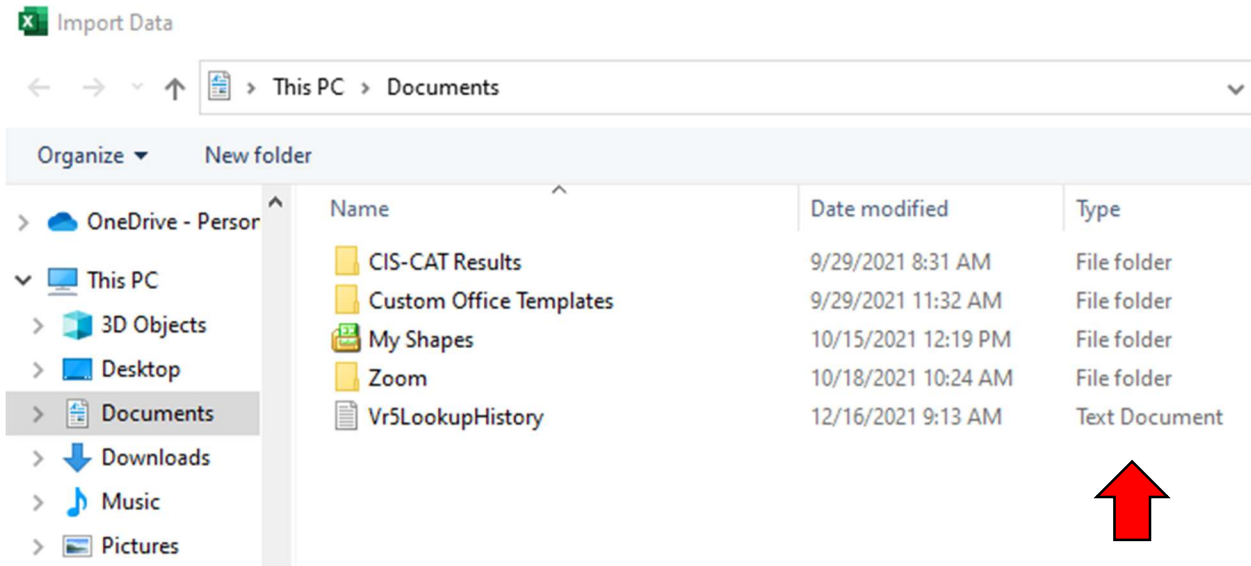
Open the **Microsoft Excel** app and under the **Home** or **New** tab select a blank workbook.



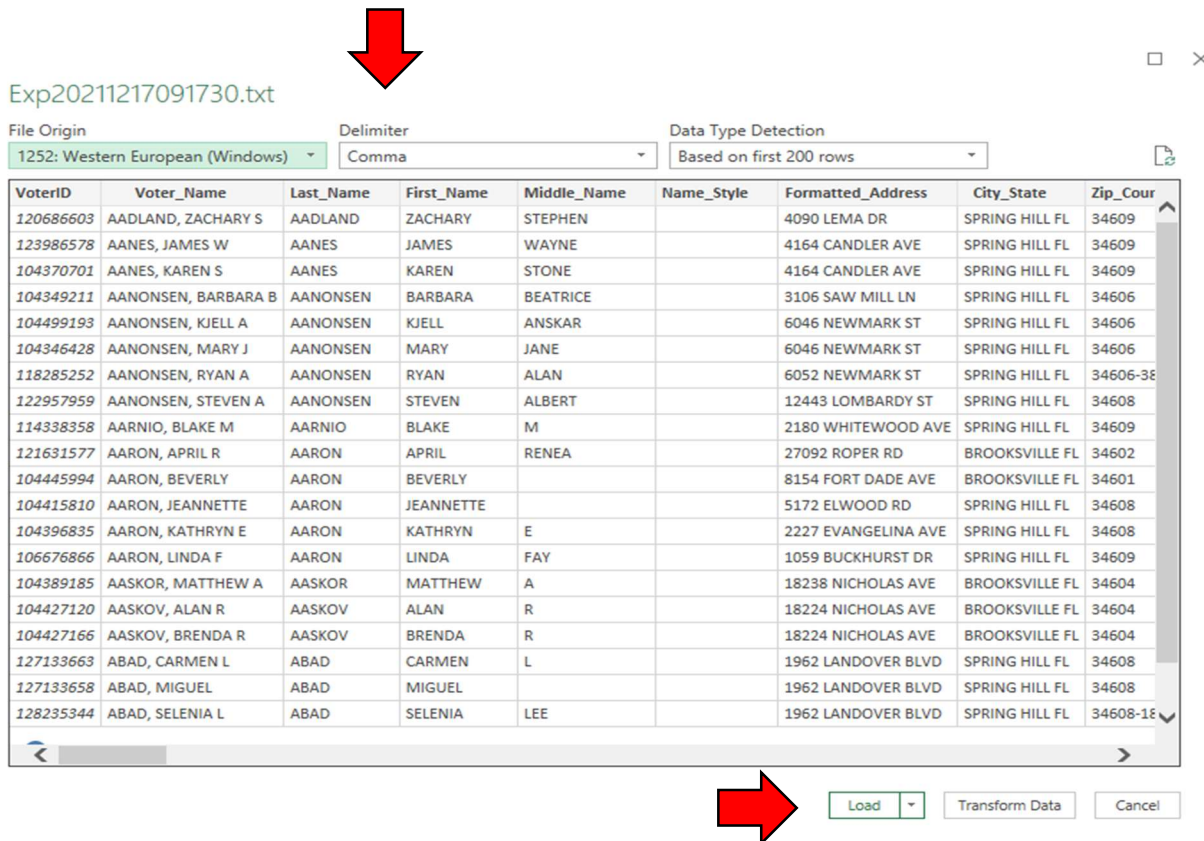
Select the **Data** tab from the ribbon and **From Text/CSV**.



This will open **File Explorer** on your computer. Navigate to where you downloaded the file from your candidate login portal on our website. Click on the **Text File** or **CSV File** you want to import and then click **Open** in the bottom right of File Explorer.



Make sure your options in the next window are as below, **Delimiter** should be **Comma**. Click **Load**.



Once loaded in the data will appear in the spreadsheet –

	A	B	C	D	E	F
1	VoterID	Voter Name	Last Name	First Name	Middle Name	Name Styl
2	120686603	AADLAND, ZACHARY S	AADLAND	ZACHARY	STEPHEN	
3	123986578	AANES, JAMES W	AANES	JAMES	WAYNE	
4	104370701	AANES, KAREN S	AANES	KAREN	STONE	
5	104349211	AANONSEN, BARBARA B	AANONSEN	BARBARA	BEATRICE	
6	104499193	AANONSEN, KJELL A	AANONSEN	KJELL	ANSKAR	
7	104346428	AANONSEN, MARY J	AANONSEN	MARY	JANE	
8	118285252	AANONSEN, RYAN A	AANONSEN	RYAN	ALAN	
9	122957959	AANONSEN, STEVEN A	AANONSEN	STEVEN	ALBERT	
10	114338358	AARNIO, BLAKE M	AARNIO	BLAKE	M	
11	121631577	AARON, APRIL R	AARON	APRIL	RENEA	
12	104445994	AARON, BEVERLY	AARON	BEVERLY		
13	104415810	AARON, JEANNETTE	AARON	JEANNETTE		
14	104396835	AARON, KATHRYN E	AARON	KATHRYN	E	
15	106676866	AARON, LINDA F	AARON	LINDA	FAY	
16	104389185	AASKOR, MATTHEW A	AASKOR	MATTHEW	A	
17	104427120	AASKOV, ALAN R	AASKOV	ALAN	R	
18	104427166	AASKOV, BRENDA R	AASKOV	BRENDA	R	
19	127133663	ABAD, CARMEN L	ABAD	CARMEN	L	
20	127133658	ABAD, MIGUEL	ABAD	MIGUEL		

This can be used to sort/filter through the data. This data can be used to create databases or mail merge list/labels. The Hernando County Supervisor of Elections does not provide documentation on mail merge or database creation. Please consult the user manual or documentation for your software for future instructions.

1.1 Voting History Codes:

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