



Bureau of Land Management Winnemucca Field Office

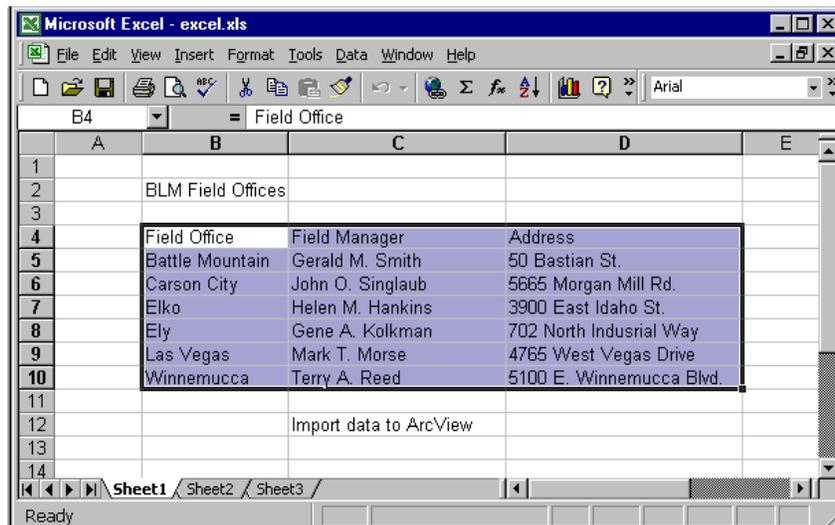


Importing Excel Spread Sheets in to Arc View

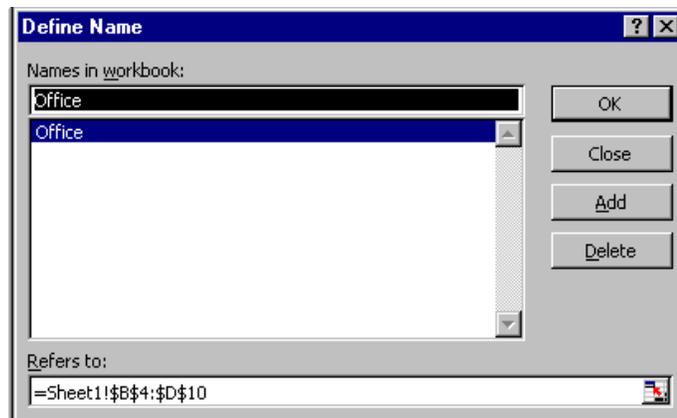
9/5/2000

An Excel spread sheet can be opened as a table in Arc View. When or if the spread sheet is updated the table in Arc View automatically updates. There is some set up that needs to be done first in Excel before the spread sheet can be opened. The following is step by step directions for importing Excel spread sheets.

1. Open the Excel spread sheet with Excel
2. Select the rows and columns that will be used as a table in Arc View. The area selected should include the column headings, data and nothing else. The data to be imported should be in rows and columns like it would be in a table.



3. Name the block by selecting <Insert> <Name> <Define>. In the “Define Name” window that opens give the block a name and select “Add”. Then select “OK”. The name of the block will default to the upper left field name. In the example here the name was changed to “Office”.



4. Save the spread sheet. Use <Save> or <Save As>. The spread sheet can now be closed if you wish. Note: *Excel can not reopen a spread sheet while Arc View is using it. But if the spread sheet is already open in Excel Arc View can open it also.*

5. In Arc View make the “Project Window” Active by clicking on the “Project Title Bar”. In this example the title bar is labeled “Untitled”



6. In the project menu select <Project> <SQL Connect>. The “SQL Connect” window will open.

7. Change the “Connection to “Excel Files” by clicking on the down arrow.

8. Select “Connect...” and the file browse window will open. In this window browse for and select the Excel spread sheet file you saved in step 4.

9. Select the table name that you gave the block of rows and columns in step 3. In this example it was “Office”.

10. In columns select “<All Columns>”.

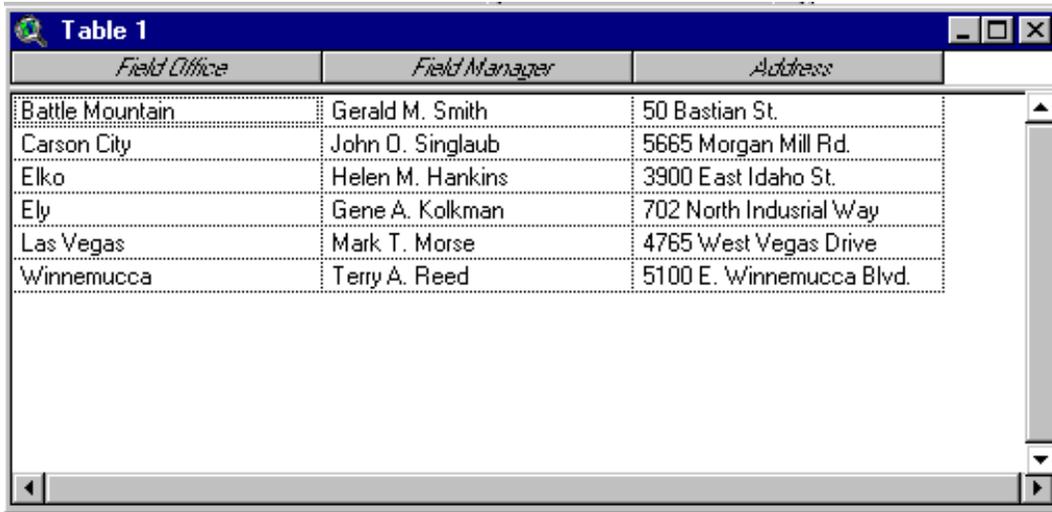
11. A “*” should have appeared in the “Select” box. If not type a “*” in the select box. The “*” is the wild card for all. If you know SQL you could type in a SQL quarry here.



12. In the “From” box type in the table name again. It will be the same as the name you gave the block of rows and columns in step 3. In this example it was “Office”.

13 Give the “Output Table” a name. It is ok to use the default table name.

14. Select <Query> and Arc View will open the spread sheet as a table.



<i>Field Office</i>	<i>Field Manager</i>	<i>Address</i>
Battle Mountain	Gerald M. Smith	50 Bastian St.
Carson City	John D. Singlaub	5665 Morgan Mill Rd.
Elko	Helen M. Hankins	3900 East Idaho St.
Ely	Gene A. Kolkman	702 North Industrial Way
Las Vegas	Mark T. Morse	4765 West Vegas Drive
Winnemucca	Terry A. Reed	5100 E. Winnemucca Blvd.