Nash County G.I.S. Search

http://gis.co.nash.nc.us

How do I save or print my search results?

In order to save or print your website search results you must download them as a text file, unzip it, and import it into a spreadsheet. Follow the instructions below.

(Note: Instructions for Windows XP with Microsoft Excel)

1. Perform your search. (If the Results Tab reads "More than 100 results available", you may need to change the drop down menu on the right to display up to 500 results and click Perform Search again.)
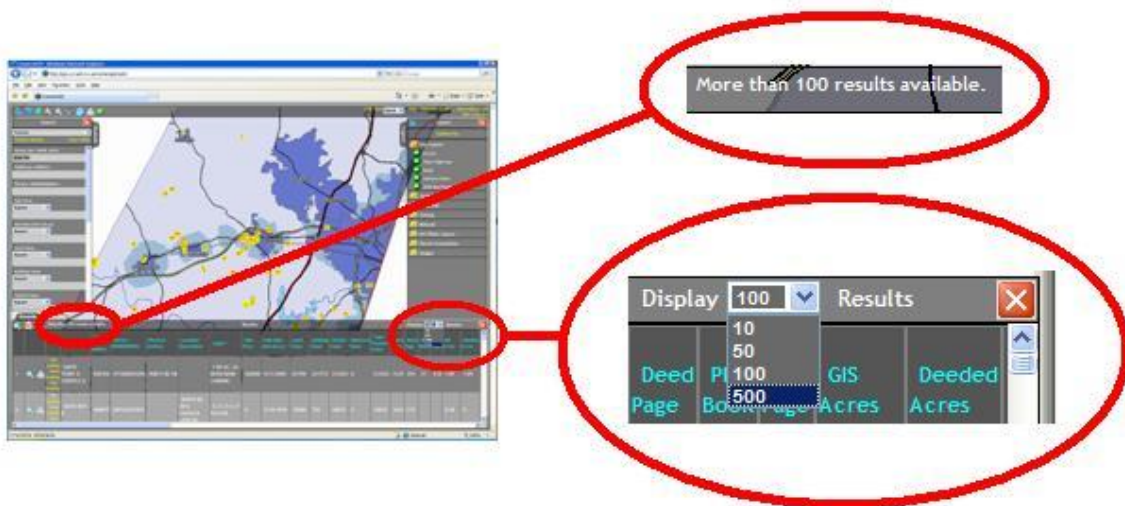
2. Click the Download Results Button (Blue) in the upper left corner of the Results Tab.

Download Results Button

3. Click the <u>Downloads Box</u> that appears in the center of your screen.


4. Save the zipped file folder to a location on your computer that you can easily find later, such as the <u>Desktop</u>.

5. Navigate to the location where you saved the zipped folder and open it. You should see the file <u>Results.txt</u>.

6. Click on <u>Extract all files</u> to unzip the text file. Follow the directions of the <u>Extraction Wizard Window</u> and extract the file to a directory or location on your computer that you can easily find later, such as the <u>Desktop</u>. (Your computer may use a different program such as WinZip to extract the file.)

7. Open <u>Excel</u>.

8. For Excel 97-2003: Go to <u>Data</u> → <u>Import External Data</u> → <u>Import Data</u>

    OR

    For Excel 2007: Go to the <u>Data Tab</u> → Click <u>From Text</u>

9. Navigate to the location where you saved the extracted (unzipped) text file <u>Results.txt</u>.

10. Select <u>Results.txt</u> and click <u>Open</u>.

11. This should open the Text Import Wizard. Click Next twice.
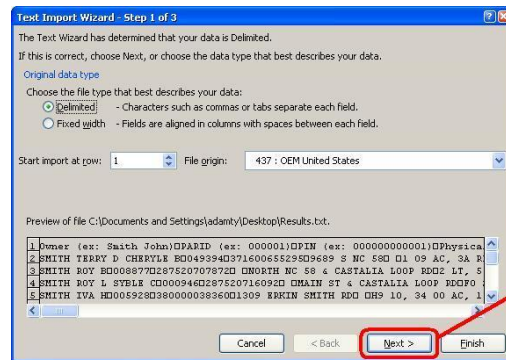
Click Next Twice.

12. In order to display your information properly, you must set the data format of the first 3 columns (OWNER, PARID, and PIN) to Text. Click on each of the 3 columns individually and select Text under Column Data Format in the upper right portion of the window. Each column should be highlighted when you click on it.
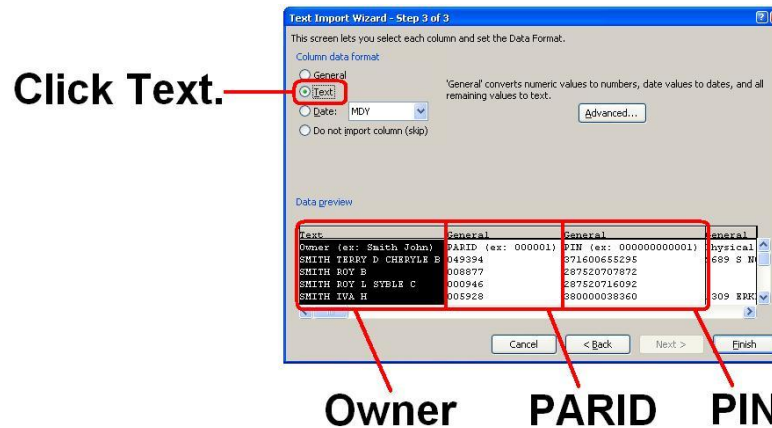
Click Text.

Owner   PARID   PIN

13. Click Finish and Click OK.

14. Now you have converted your results into an Excel spreadsheet. You may need to hide or delete columns that contain extraneous information in order to make your spreadsheet easier to read. You may now save or print your search results.