

INSTRUCTIONS FOR ACCESSING THE KBN NURSE LICENSURE LIST

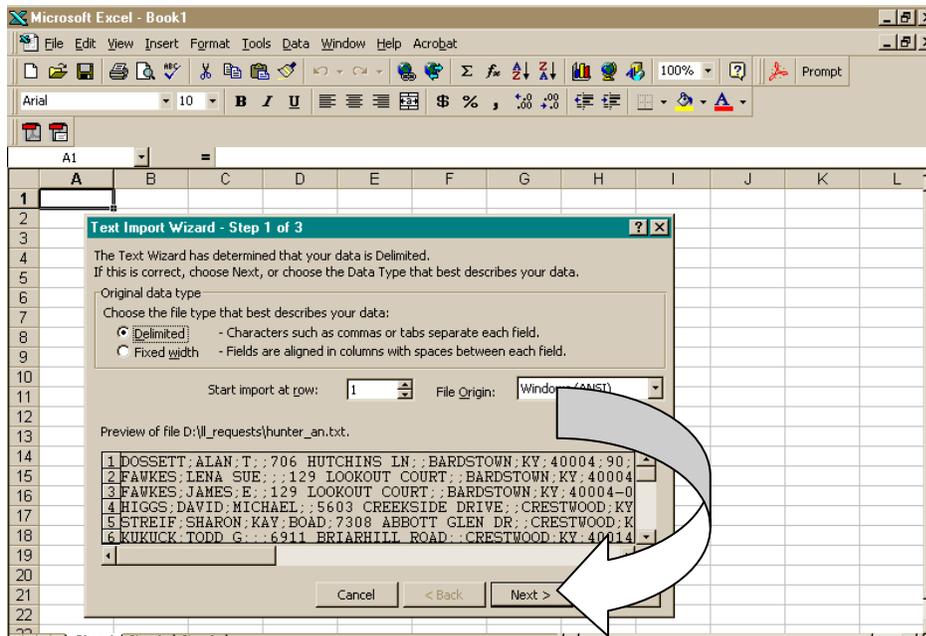
REMOVING FILES FROM ZIPPED FOLDER:

- Drag the data files (which are in .txt format and have a file type of “Text Document”) to your desktop or another location of your choosing.

OPENING THE DATA IN EXCEL:

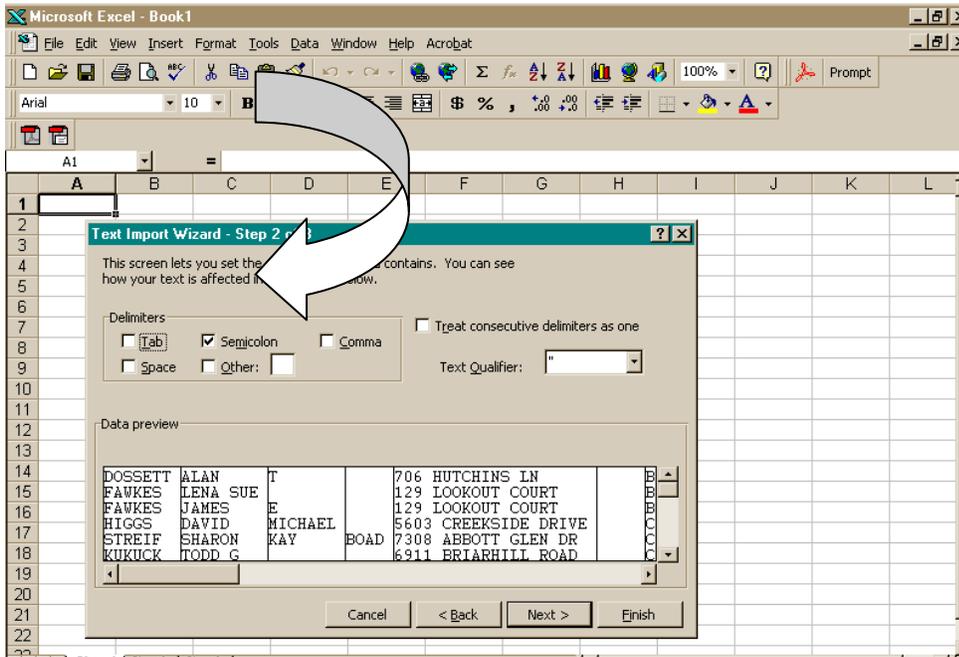
NOTE: Excel has been chosen as the method for importing the data because of its popularity and widespread use. If you use different software, please consult your software’s Help documentation.

- Open **Excel**, then select **File > Open**.
- Make sure the “Files of Type” box at the bottom lists “All Files” instead of just “All Microsoft Office Excel Files.”
- Locate the data file and double-click on it. A **Text Import Wizard** will appear.
- On the first screen, select **Delimited**.
- Click **Next**.

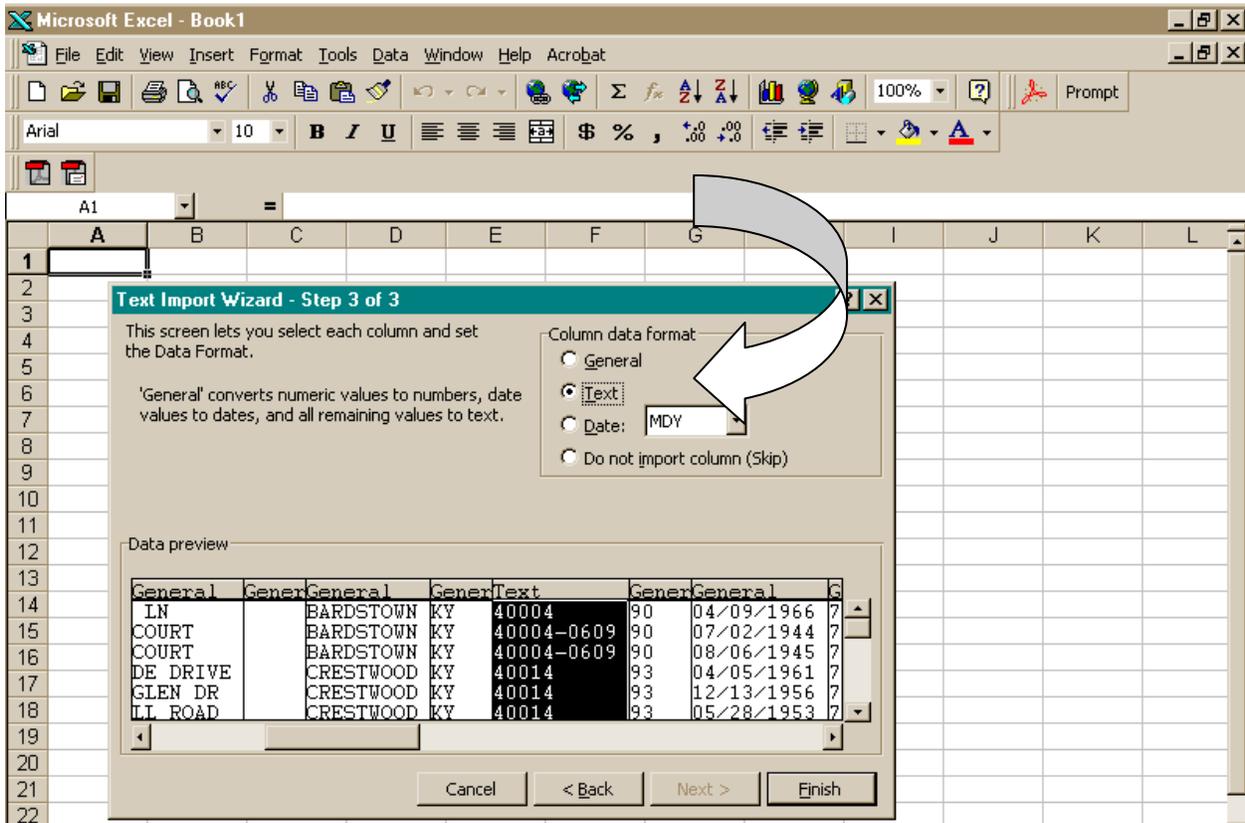


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- On the second screen, select the **semicolon** box instead of the tab box. You will note that the data now appears in columns below.



- Select **Next**.
- Using the scroll arrows on the bottom of the screen, locate the **zip code column**. In the menu above the column, change this column to **Text**.
- Select **Finish**.



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- The data should now appear in your Excel document. You may want to expand the columns to better view the data.
- Choose **File > Save As**
- Under “Save As Type” choose “Microsoft Office Excel Workbook.” Choose a location for your new file, and click Save.

If you have any problems, contact Carrie Driscoll at 502-429-3343 or 1-800-305-2042, extension 3343, or by email at carrie.driscoll@ky.gov.