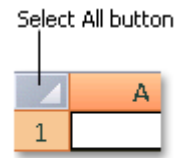


# Using Excel to create tables for Pro/Drawing

A Microsoft Excel file can be saved in a format so the information in each column is lined up. It is also possible to modify the spreadsheet in Excel so the text appears within cells, as it would in MS Excel format (i.e., With Borders, Left Justified or Center Justified).

In the existing MS Excel spreadsheet; Reformat all cells to be Text only and change the Font:

1. Highlight all cells by clicking the Select All button (the cell above Row 1 and to the left of Column A) or by typing CTRL-A
2. Right-Click in document >> Format Cells... >> Number Tab > Text
3. Font Tab > Courier New > Regular > 9



■ Press CTRL+A.

Add the following to the existing spreadsheet:

1. Insert new Column A; Enter @[ into all column new cells (You can enter @[ into first cell then Use the Fill Handle to drag the data through the rest of the cells in the column)

## Use the fill handle to fill data

You can use the Fill command to fill data into worksheet cells. You can also have Excel automatically continue a series of numbers, number and text combinations, dates, or time periods, based on a pattern that you establish. However, to quickly fill in several types of data series, you can select cells and drag the fill handle

2. Insert new column between existing columns of spreadsheet; Enter @]@[ into all new column cells (You can use Fill Data and Copy/Paste to speed up the process)
3. Add new column to the right of the last existing column; Enter @] into all new column cells

Reformat spreadsheet so columns are set to fit contents (Do this AFTER spreadsheet is complete, and ready to save, to ensure columns are correctly sized to the data):

1. Highlight all cells by clicking the Select All button or by typing CTRL-A
2. Double-click the boundary between two columns (Mouse Button will change when on boundary)

	A	B	C
1			
2			
3			

- To change the width of columns to fit the contents, select the column or columns that you want to change, and then double-click the boundary to the right of a selected column heading.

Save the file for use in Pro/E:

1. Save the file as an Excel Worksheet. (This will allow you to open the document again and edit the information without having to import from a text file)
2. Save the file as a Space Delimited (\*.prn) file
3. Rename the file to have a (\*.txt) extension

File can be used in a Pro/E Drawing Note by selecting **#Insert**; **#Note** - using the **#File** Option  
Text size in Pro/E can be adjusted by using the Properties dialogue

**Do not try to force text size from Excel, as the column widths tend to fail on import into Pro/E**