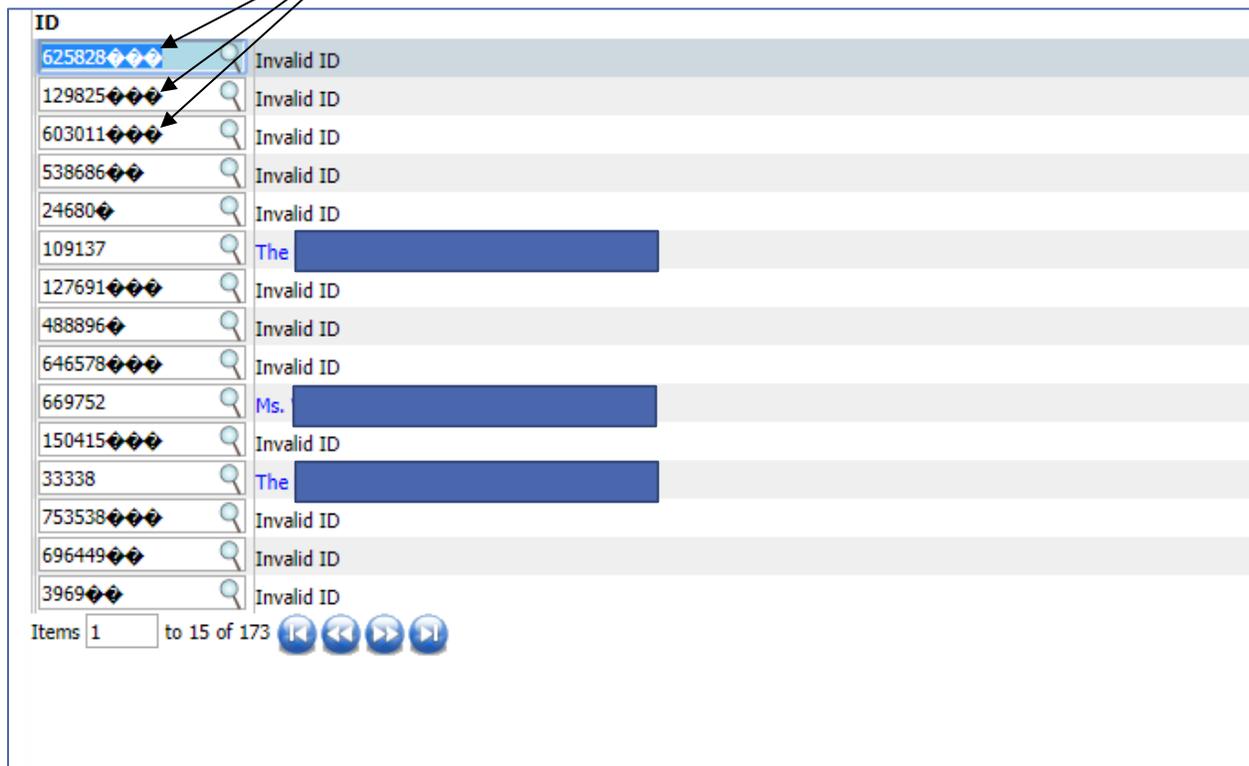

How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

In **Advance**, we use the **Clipboard**  to make mass changes to multiple users at one time. In order to do this we pull in the files from a .csv file. (See the **Presentation - Advance Clipboard** in the Advance Help Section of aits.uark.edu.)

Sometimes there are **blank spaces** in the file that cause errors. If, after importing your spreadsheet you see the following, then you probably have extra spaces.



The screenshot shows a list of 173 items. The first 15 items are visible. The first three items (625828, 129825, 603011) are marked as 'Invalid ID' and have arrows pointing to them from the text above. The fourth item (538686) is also marked as 'Invalid ID'. The fifth item (24680) is marked as 'Invalid ID'. The sixth item (109137) is marked as 'The' followed by a blue redaction bar. The seventh item (127691) is marked as 'Invalid ID'. The eighth item (488896) is marked as 'Invalid ID'. The ninth item (646578) is marked as 'Invalid ID'. The tenth item (669752) is marked as 'Ms.' followed by a blue redaction bar. The eleventh item (150415) is marked as 'Invalid ID'. The twelfth item (33338) is marked as 'The' followed by a blue redaction bar. The thirteenth item (753538) is marked as 'Invalid ID'. The fourteenth item (696449) is marked as 'Invalid ID'. The fifteenth item (3969) is marked as 'Invalid ID'. At the bottom of the list, it says 'Items 1 to 15 of 173' with navigation buttons.

NOTE: There are multiple ways to remove spaces from an Excel document, but this method removes all spaces of ALL types. Other methods only remove certain kinds of spaces and, thus, don't work as completely.

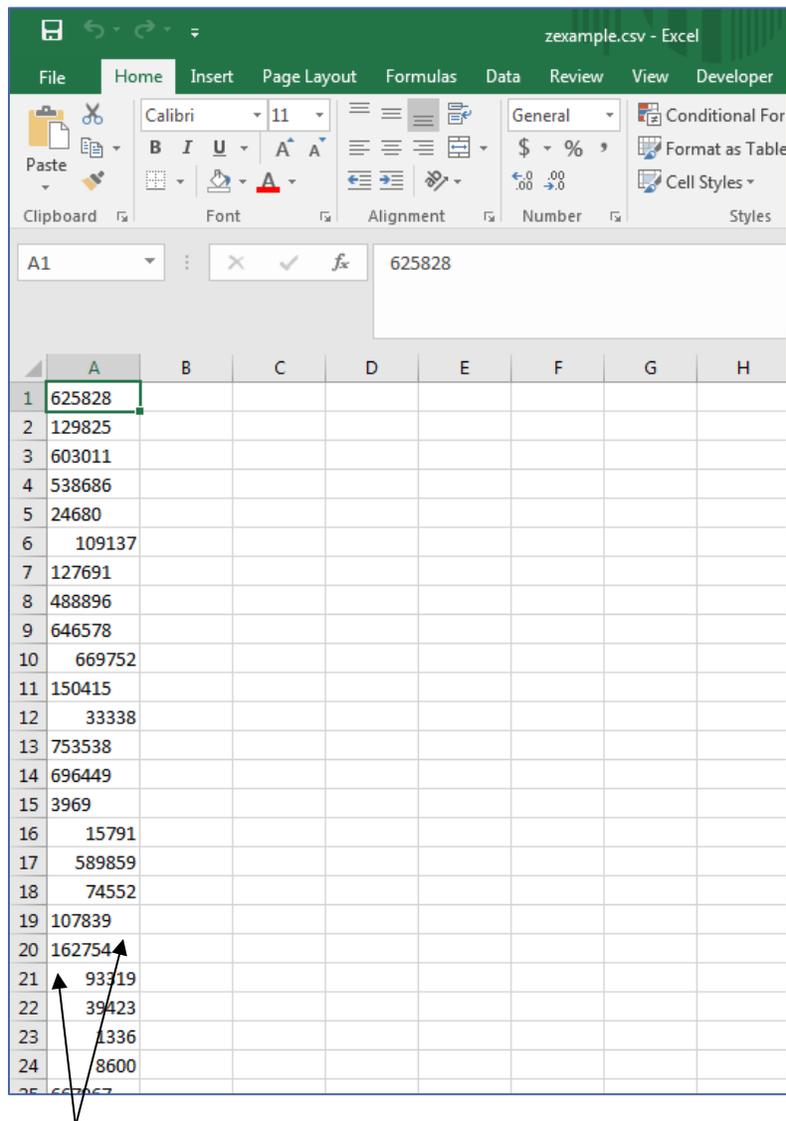
How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

To remove blank spaces from your .csv file.

1. Open the .csv file in Excel.



(Notice the weird spacing in the numbers. This doesn't always happen when you have blank characters but when it does it is a sure indicator that there is a problem.)

How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

- Copy and paste the following formula into block B1.
 - =TRIM(CLEAN(SUBSTITUTE(A1,CHAR(160)," ")))

The screenshot shows the Microsoft Excel interface with the following data:

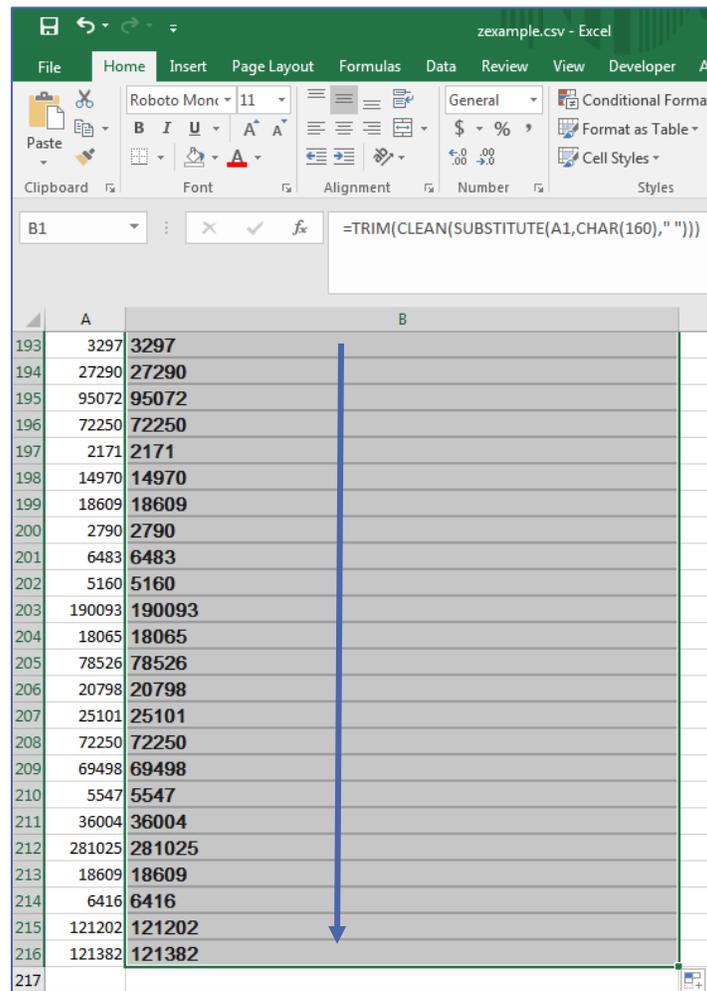
	A	B
1	625828	=TRIM(CLEAN(SUBSTITUTE(A1,CHAR(160)," ")))
2	129825	
3	603011	
4	538686	
5	24680	
6	109137	
7	127691	
8	488896	
9	646578	
10	669752	
11	150415	
12	33338	
13	753538	
14	696449	
15	3969	
16	15791	
17	599959	

How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

3. Click and drag box **B1** to the bottom of the list so that the formula is copied for every row in Excel.



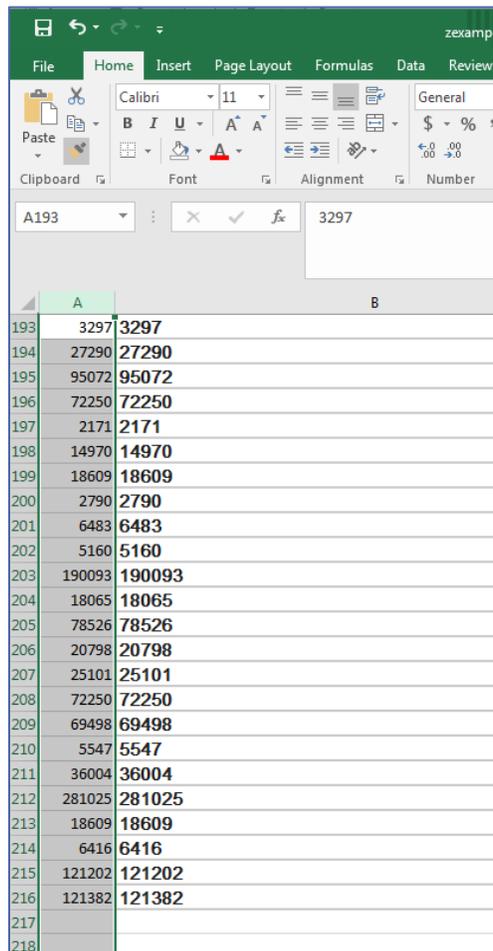
4. This is duplicating everything in column **A** but removing any spaces while it does.
5. Follow the next steps **EXACTLY**. It is very important.
6. Highlight all of column **B**.
7. Press and hold the **Ctrl** key on your keyboard, then press the **C** key. This copies the entire column.

How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

8. Highlight all of Column A. **DO NOT DO A CTRL-V.**



	A	B
193	3297	3297
194	27290	27290
195	95072	95072
196	72250	72250
197	2171	2171
198	14970	14970
199	18609	18609
200	2790	2790
201	6483	6483
202	5160	5160
203	190093	190093
204	18065	18065
205	78526	78526
206	20798	20798
207	25101	25101
208	72250	72250
209	69498	69498
210	5547	5547
211	36004	36004
212	281025	281025
213	18609	18609
214	6416	6416
215	121202	121202
216	121382	121382
217		
218		

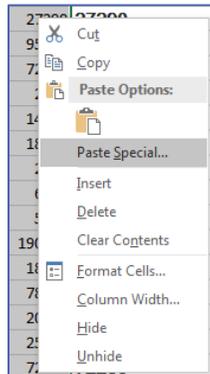
9. Press and hold the **Shift** key, then press the **F10** key.

How To Remove Excess Spaces from an Advance ID File (CLIPBOARD)

Ver. 1.1

2/28/2019

10. This will open the following window:



11. Press the **V** key on your keyboard.

12. You have now replaced your column **A** with the contents of Column **B**.

13. Delete Column **B**.

14. Save your .csv file and reimport to Advance.