

## Working with Downloaded Text

Downloaded text includes text from downloaded mainframe & mini-computers, MLS, BBS, and on-line information services, as well as ASCII text files created with optical character recognition (OCR) software.

To process this type of data with TransData™, follow these steps:

- 1) Remove all log-on information, and strip all other information and/or text characters down to the first record. The first record should now be the first line in the file, starting at the top of the page.
- 2) Remove all log-off information, and strip all other information and/or text characters up to the bottom of the last record or last field in the last record. The last record should now be at the bottom of the page, and no other text should follow.
- 3) Verify (by visual inspection) that there is no extraneous data between records.