# HOPP February 2015 Data Reporting Update for Microsoft 2003-2007 Users
How to transfer your data into the revised spreadsheet without losing the dropdowns.

1. In your current spreadsheet, ensure ALL data are in the appropriate columns. (This is CRITICAL!)

2. Highlight your entire spreadsheet. Under the tab "Data" click on Data Validation. The below message will appear – click OK to erase current settings.
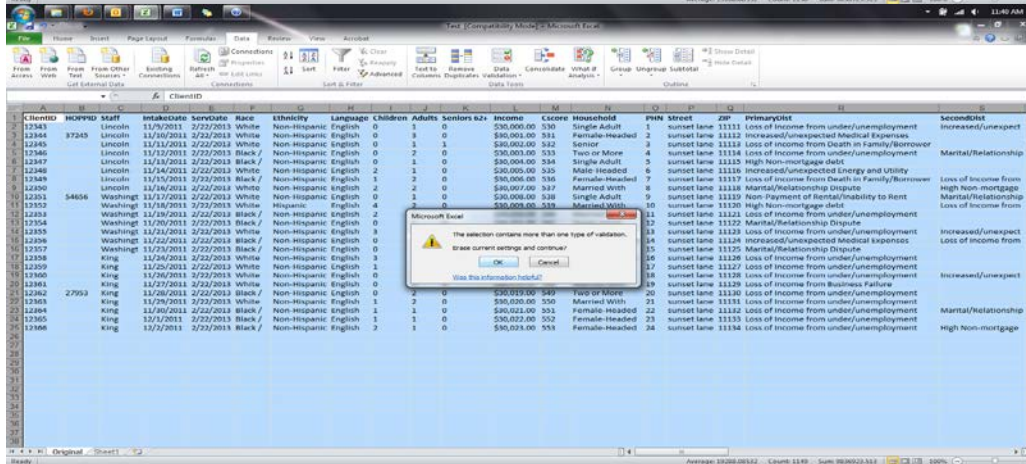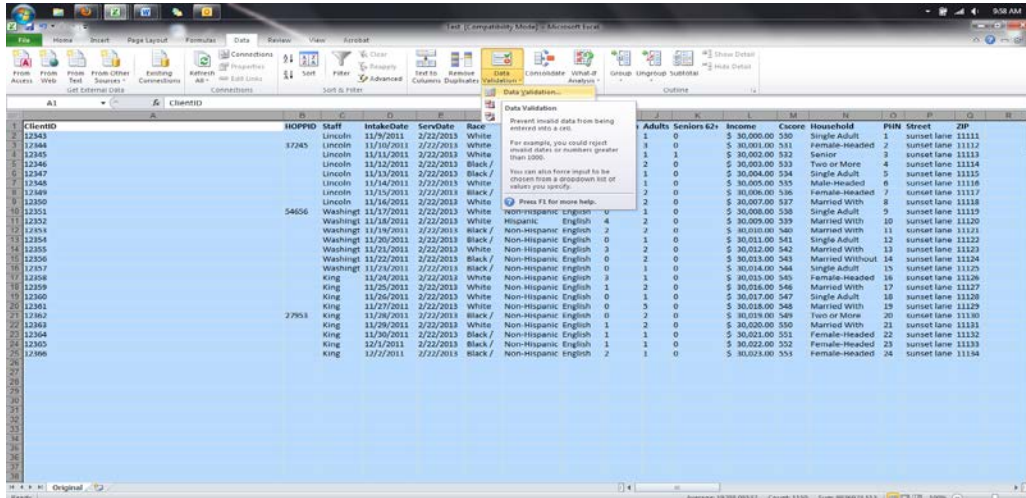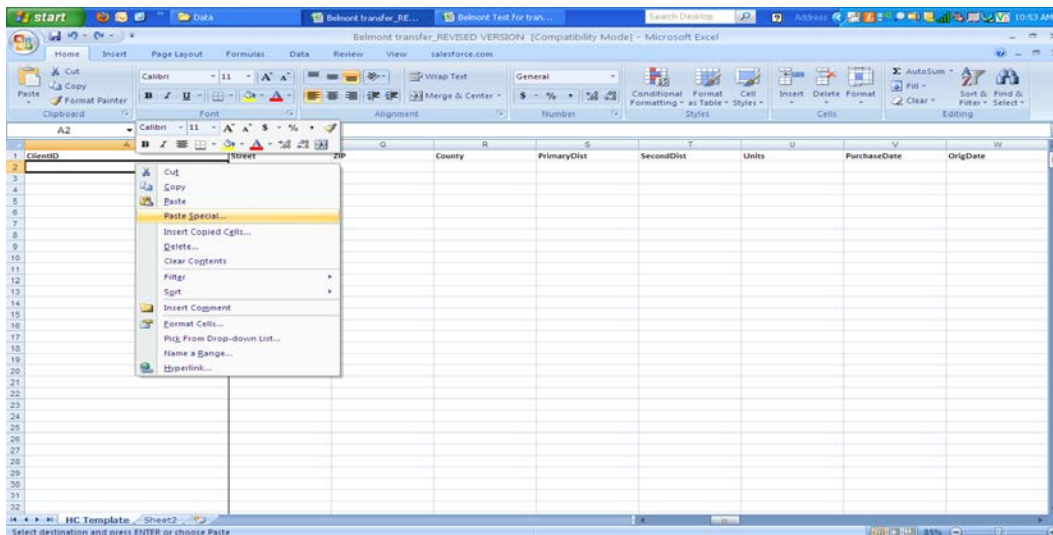

In the subsequent box, click OK.
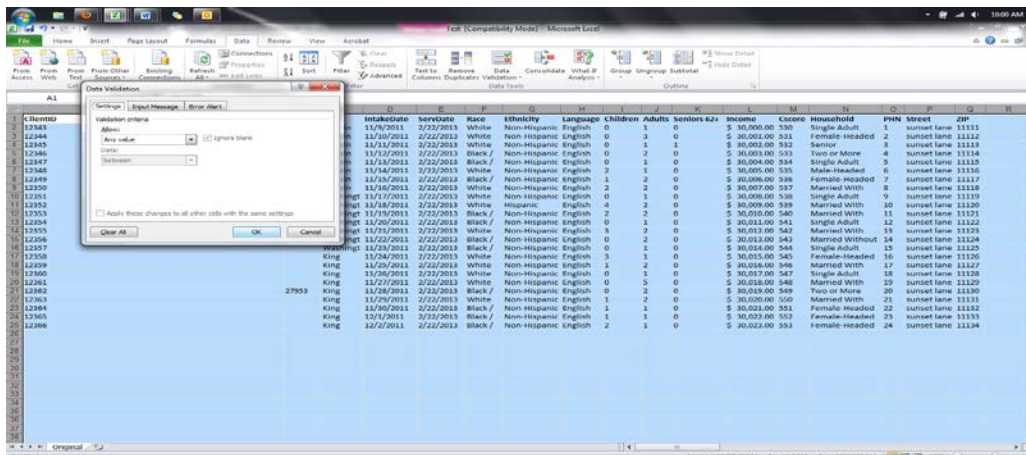
3. **Open the revised spreadsheet template.**

4. **Highlight the rows of data to be transferred onto the new template. Right click and select "Copy"- Do NOT include the header row (see below).**
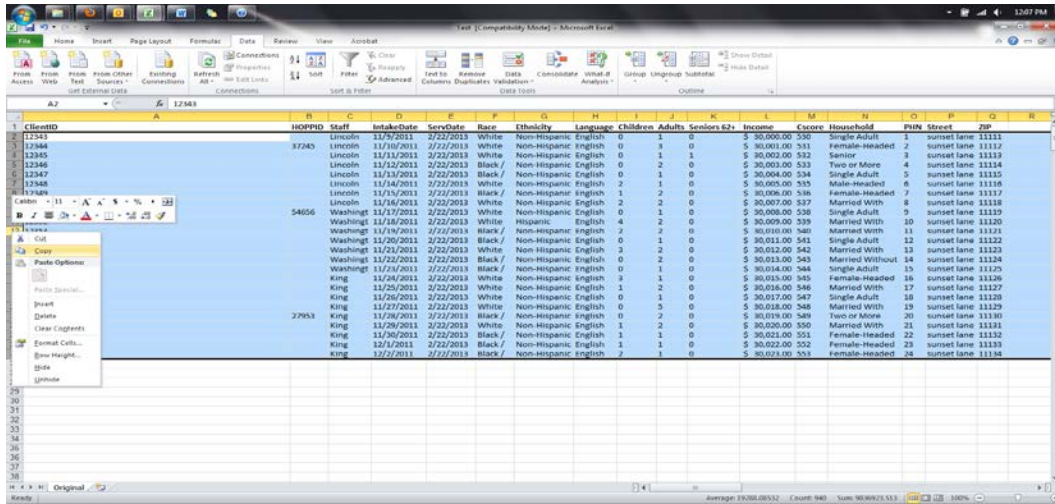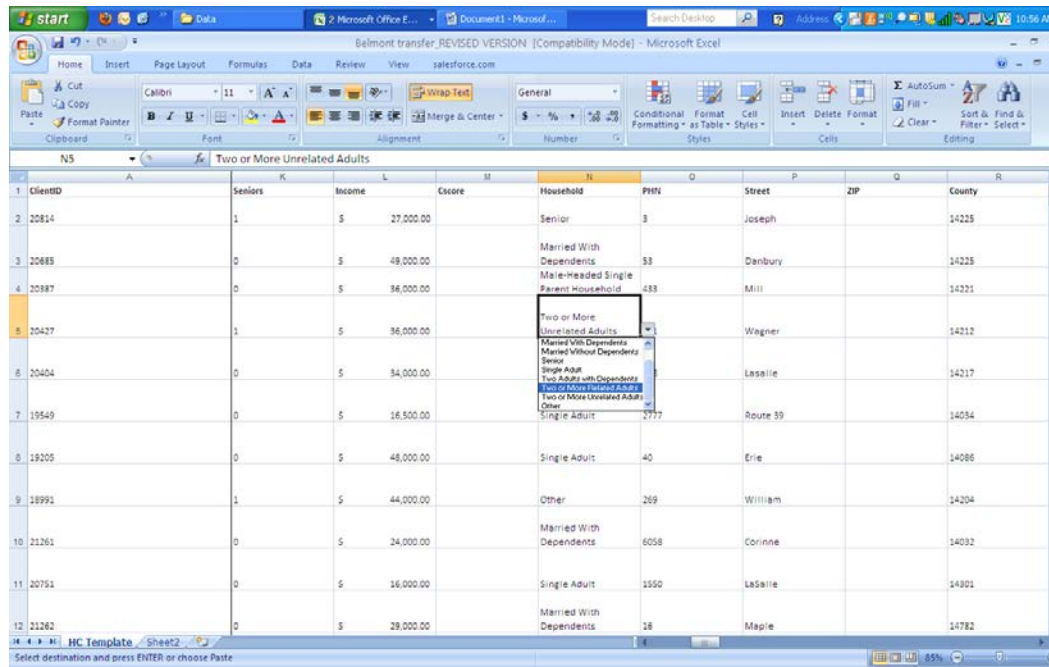

5. **In the new spreadsheet, right click on cell A2 (under ClientID) and select Paste Special.**

6. **In the Paste Special selections, select "Values and Number Format" and click OK.**
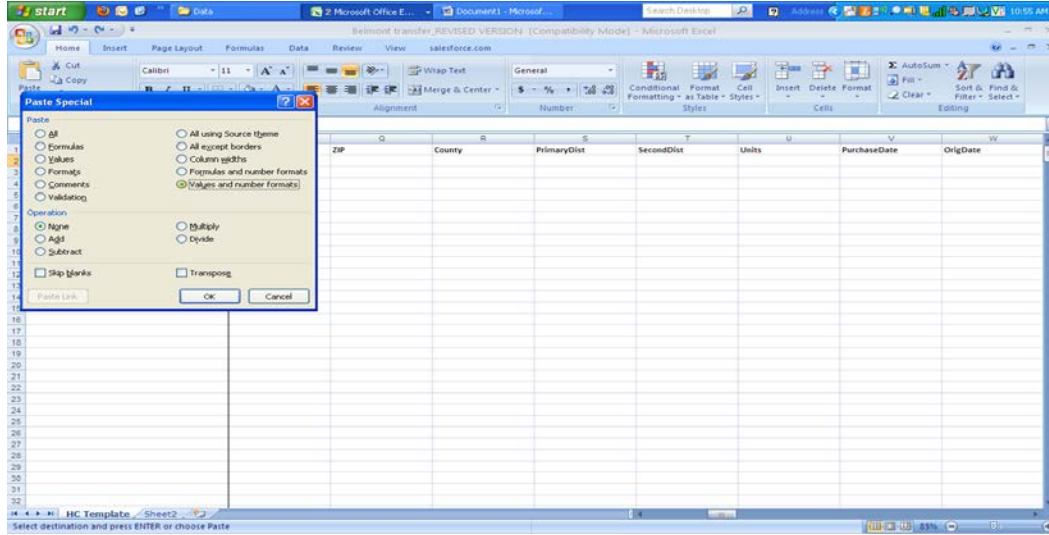
7. **And voila! Your data is pasted into the new spreadsheet – with the revised dropdown options.**

**If you notice the transferred "dates" (ex. PurchaseDate) do not look accurate (like below):

Don't fret! Highlight the column, right click and select "Format Cells"

*Under "Category," select **Date** (the first option is automatically selected) and click OK.*

Your data reformatted itself to show the correct dates!