

3

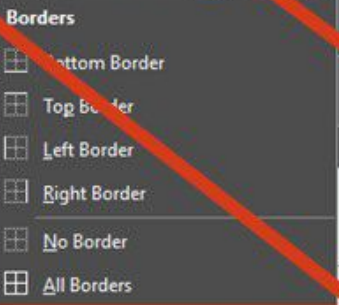
Set font to Arial or Arial Narrow, 12 pt

Make all borders black

2

Select entire sheet

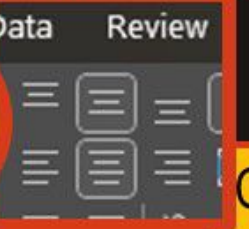
1



4

Turn on word wrap

5



Center horizontally and vertically

### Recommended MS Excel Default Settings for Data Curation

1. Select sheet
2. Add all borders
3. Arial (or Arial Narrow) and 12 pt
4. Word wrap
5. Center horizontally and vertically

	A	B	C	D
1	Source Dataset	Source Dataset	Native Variable Name	New Variable Name
2	1	SEQN	SEQN	Respondent sequ
3	2	P_	DMDYRUSZ	DMDYRUSZ
4	3	R	DMDYRUSZ2	Recode of DMDY
5	4	P_OH		do you have a too
6	5			plant?
7	6			ecode of OHXIM