File Layout

FIELD NAMES
Profession
License_Number
Temporary (Y/N)
Last_Name (or Establishment Name)
First_Name
Middle_Name
Title
Address_Line1
Address_Line2
City
State
Zip
Zip_Extension
Original_Issue_Date
Expiration_Date
County (For Iowa addresses only)
Birth_Date
Phone
Gender
Discipline (Y/N)
Certification(s) **(if there are multiple certifications, they are separated by a semicolon ";")** *Optometry:* TPA = *Therapeutically certified optometrist* DPA = *Diagnostically certified optometrist*

County List

1	Adair	26	Davis	51	Jefferson	76	Pocahontas
2	Adams	27	Decatur	52	Johnson	77	Polk
3	Allamakee	28	Delaware	53	Jones	78	Pottawattamie
4	Appanoose	29	Des Moines	54	Keokuk	79	Poweshiek
5	Audubon	30	Dickinson	55	Kossuth	80	Ringgold
6	Benton	31	Dubuque	56	Lee	81	Sac
7	Black Hawk	32	Emmet	57	Linn	82	Scott
8	Boone	33	Fayette	58	Louisa	83	Shelby
9	Bremer	34	Floyd	59	Lucas	84	Sioux
10	Buchanan	35	Franklin	60	Lyon	85	Story
11	Buena Vista	36	Fremont	61	Madison	86	Tama
12	Butler	37	Greene	62	Mahaska	87	Taylor
13	Calhoun	38	Grundy	63	Marion	88	Union
14	Carroll	39	Guthrie	64	Marshall	89	Van Buren
15	Cass	40	Hamilton	65	Mills	90	Wapello
16	Cedar	41	Hancock	66	Mitchell	91	Warren
17	Cerro Gordo	42	Hardin	67	Monona	92	Washington
18	Cherokee	43	Harrison	68	Monroe	93	Wayne
19	Chickasaw	44	Henry	69	Montgomery	94	Webster
20	Clarke	45	Howard	70	Muscatine	95	Winnebago
21	Clay	46	Humboldt	71	O'Brien	96	Winneshiek
22	Clayton	47	Ida	72	Osceola	97	Woodbury
23	Clinton	48	Iowa	73	Page	98	Worth
24	Crawford	49	Jackson	74	Palo Alto	99	Wright
25	Dallas	50	Jasper	75	Plymouth		

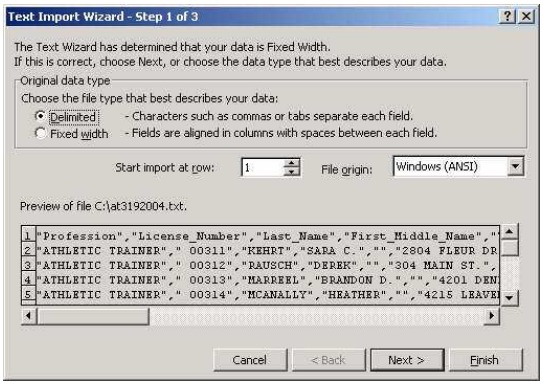
Examples of how to use the file

In Microsoft Excel:

1) File | Open

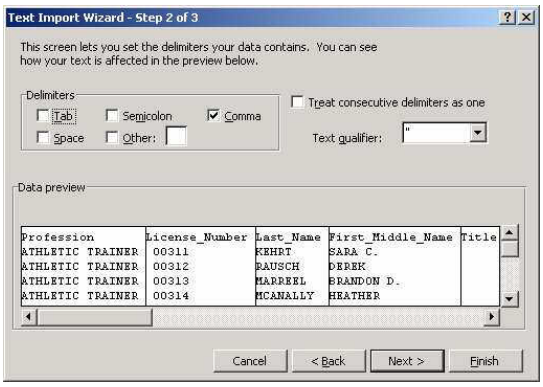
2) Change the File Type to (All files *.*)

3) Locate where you downloaded the file



4) Choose delimited

5) Choose Comma



6) Click on Finish

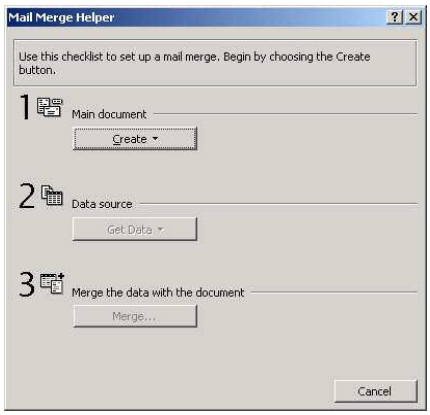
7) Now you can work with the columns in any way you desire.

In Microsoft Word:

1) Open the file you want to merge this information into.

2) Tools | Mail Merge

3) Click on Create



4) Choose which type of document you want to create.

5) Click on Active Window

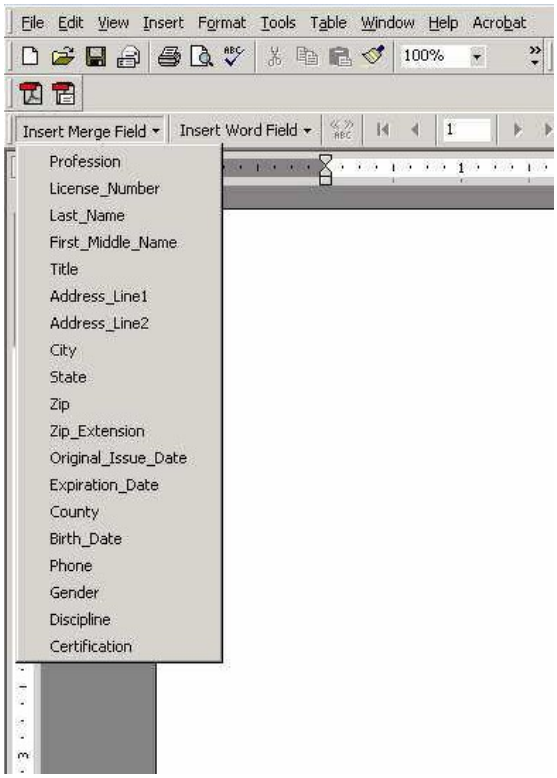
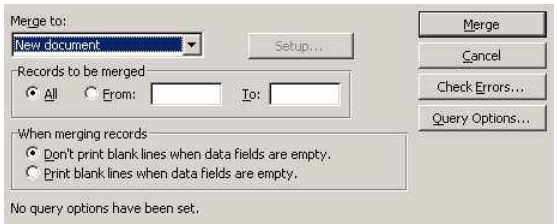
6) Under Data Source – click on Get Data | Open Data Source

7) Locate the file you just downloaded (Change the File Type to Text Files (*.txt) to locate the file).

8) Choose Plain text (If prompted)

9) Click on Edit Main Document

10) Add Fields as desired on document.



11) Click on Merge