

Transferring Data from the Old DS1964 to the New DS1964 Form

1. Open up both your old DS1964 form and new DS1964 form. The new DS1964 form will have a CREATE XML button.
2. On the old DS1964 use your mouse button to highlight cells K1 to K5. You can highlight the cells by placing your cursor in cell K1, clicking the left mouse button, continuing to press the mouse button as you drag the cursor down to cell K5. Release the mouse button. Cells K1 to K5 should now be highlighted.
3. Click the CTRL key and hit the C key. You may also choose to copy data by selecting copy from the edit menu on the top toolbar.
4. Navigate to the new DS1964. Click cell K1.
5. Click the CTRL and P. You may also select paste from the edit menu on the top toolbar.
6. Fill out cells K6, N6, K7, and O7 by typing in the appropriate information.
7. Select cell B11.
8. Press the left mouse button down.
9. Drag the cursor to cell AP on the last row of data. This means that you will go right to cell AP and down until the last line that contains consumer information.
10. Click the CTRL key and hit the C key. You may also choose to copy data by selecting copy from the edit menu on the top toolbar.
11. Navigate to the new DS1964. Click cell B11.
12. Click the CTRL and P. You may also select paste from the edit menu on the top toolbar.
13. Please remember to save your work.