

Tech Tips for Eco-Schools USA Climate Change Connections Curriculum

How do I import data into an Excel spreadsheet?

1. Access data from MyNASADData:
 - a. Once you have all the parameters set for your desired data set (and have clicked “Update Plot” to have your preferences processed), click the “Show Values” button. A new window will pop up with a Table of Values.
 - b. The first several lines of the Table will provide information that describes the data set, often called “metadata”, such as the name of the variable, what subset of the data is included in the file, and what time range. Make sure to keep this metadata with the rest of the data when you copy it into Excel. This way you’ll be able to easily keep track of which data you have!
2. Copy the data from the browser (note that these instructions are for Internet Explorer running on a PC, and may need to be modified for other platforms):
 - a. In this new window, select all. You can do this by clicking anywhere in the window and then typing “Ctrl-A”. Or you can right-click in the window, which will pop up a menu, and then choosing “Select All” from the options.
 - b. Next, copy this data. Again there are two options. You can use the keyboard shortcuts, and type “Ctrl-C”. Or you can right-click and choose “Copy” from the pop-up menu.
3. Paste the data into Excel:
 - a. Now open your Excel worksheet and go to the tab where you want to put the raw data. Click in the A1 cell.
 - b. Paste the data, either by typing “Ctrl-V”, by clicking “Paste” (located at the left under the “Home” tab), or by right-clicking in the A1 cell and choosing “Paste”.
4. Convert the data from text to columns:
 - a. Now, we have the data in Excel, but we can’t manipulate it very well because all the data for each row is lumped into one cell. We want to split out each data value into its own cell.
 - b. Starting at the row where the column headers are located (probably around row 7), highlight the A column down to the end of the data.
 - c. Click on the Data tab at the top of the window, and then choose the “Text to Columns” wizard (located a little to the right of center).
 - d. A dialogue box will pop up to help you through the process.
 - e. The first page of the wizard asks you to identify whether the data is “Delimited” or “Fixed width”. In most cases, the MyNASADData data will be “Fixed Width”, so select that option and click “Next”.
 - f. The next page of the wizard gives you a chance to check whether the column breaks make sense and to adjust them as necessary. Make any changes that are needed. Or, go back and switch to “Delimited” on page 1 if you notice that the columns are not lining up as you expected. Once you are satisfied with the columns, click “Next”.
 - g. The final page of the wizard allows you to designate what kind of data values are in each column and a destination for the data. For the purposes of the CCC curriculum, we’ll just accept the defaults and click “Finish”.
 - h. Now your data should be in beautiful columns and the values should make sense. It’s always a good idea to double check that nothing crazy happened!

MyNASADData isn't working! What should I do?

1. Double check that you entered everything correctly. Especially check that you have the right data set and that you have entered dates and latitude/longitude values within the range of available data. Usually the user interface will prevent you from entering invalid data ranges, but sometimes there are glitches.
2. Refresh the browser and/or restart the browser. Occasionally, a fresh start is the easiest way to clear out any mistakes or glitches.
3. Update your browser and/or JAVA. If you have older versions of the software, then you might find that some functionality is lost.
4. If you're still struggling, consider whether problem might be at the MyNASADData website. It might be a temporary problem, in which case taking a break and returning to the site at a later time could be a good choice. Or it could be a more significant problem, in which case you'll want to explore the "help" resources provided by MyNASADData (link in upper right hand corner of page).
5. Ask your Eco-Schools contact for help or email eco-schoolsusa@nwf.org!

How do I print or save a map or graph?

1. Use the "Print" button to generate a version of your map or graph that is suitable for saving or printing. Once you click on the "Print" button, a new window will pop up with your map or graph.
2. Print a map or graph by using the print option on your browser.
3. Save a map or graph in one of two ways:
 - a. By choosing "Save as" in the browser. Use the defaults to save as a "Web Archive, single file (*.mht)".
 - b. By right clicking and choosing "Save picture as..." Use the defaults to save as a *.png file.
4. When saving, make sure to give your new file a descriptive name and put it somewhere that you'll remember!

How do I find my latitude and longitude?

A number of sites help you find your latitude and longitude. For example:

1. <http://itouchmap.com/latlong.html>
2. <http://www.findlatitudeandlongitude.com/>

