CREATING A SAMPLE SHEET IN MICROSOFT EXCEL

- **Obtain a template** of the sample sheet from the website.

- **Open Microsoft Excel first**. Select 'Open…' from the File menu. In the 'Open' dialog box, choose 'All Files' from the 'Files of type:' pull-down menu. Browse to the saved template, select it, and click the 'Open' button (a Text Import Wizard should open). Click the 'Finish' button in the Text Import Wizard.

NOTE: This sample sheet will be saved as a tab-delimited text file. This text file will be imported into our Data Collection software. It is very important that you do not change the format of the template. Only change the information in the cells specified below. When you save your edited sample sheet, EXCEL will warn that some features are not compatible with text and will ask if you want to keep the workbook in this format…you should click the 'Yes' button. When you close the sample sheet, EXCEL will then ask if you want to save the changes you made to the file…you should click the 'No' button.

Sequencing sample sheet:

- **Enter the Container Name** in cell A2. The Container Name must not exceed 32 characters.
  Important: DO NOT use spaces in the Container Name.

- **Enter the Plate ID** in cell B2 (this should be the same as the Container Name).
  Important: DO NOT use spaces in the Plate ID.

- **Enter the Sample Names** in cells B4 through B99. You may use only letters, numbers, and the following symbols: - _ ( ) { } # . + The Sample Name must not exceed 59 characters.
  Important: DO NOT use spaces in the Sample Name.

- **DO NOT edit information in any other cell on the sample sheet.**

Genotyping Sample Sheet:

- **Enter the Container Name** in cell A2. The Container Name must not exceed 32 characters.
  Important: DO NOT use spaces in the Container Name.

- **Enter the Plate ID** in cell B2 (this should be the same as the Container Name).
  Important: DO NOT use spaces in the Plate ID.

- **Enter the Sample Names** in cells B6 through B101. You may use only letters, numbers, and the following symbols: - _ ( ) { } # . + The Sample Name must not exceed 59 characters.
  Important: DO NOT use spaces in the Sample Name.

- **DO NOT edit information in any other cell on the sample sheet.**

Both types of sample sheets will be saved in the same way. Select 'Save As…' from the File menu. The 'Save as type:' should already appear as 'Text (Tab delimited)'. If it does not, select 'Text (Tab delimited)' from the pull-down menu. The file name should correspond to the Container Name/Plate ID and should be written on the plate. This is to ensure your plate gets matched with the correct sample sheet.

If you have any questions, please contact the Core Facility at (412) 648-8471.