

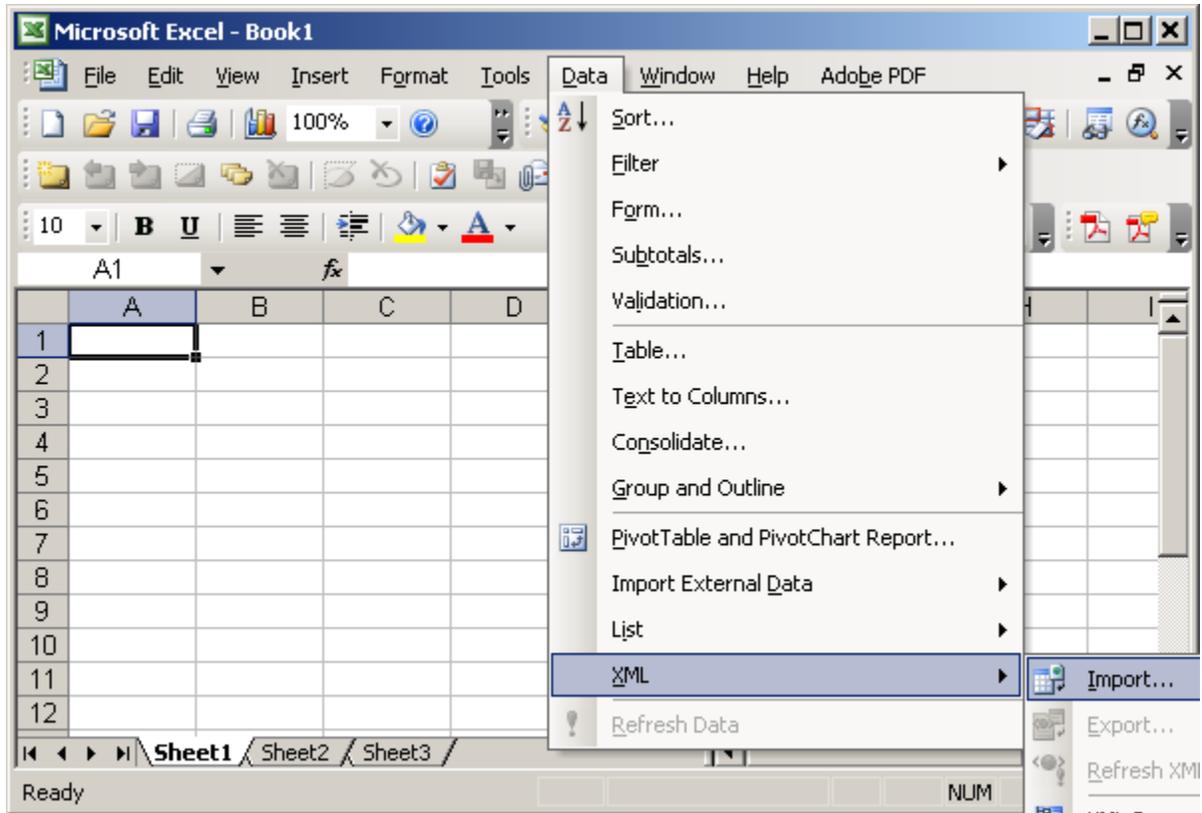
The NLRB has provided our Case File data in XML format. XML (Extensible Markup Language) is a means for encoding documents electronically, emphasizing simplicity, generality, and usability over the internet.

The XML format is a textual data format, meaning it is easily readable, and does not require specialized software in order to read the (data) file. The format is supported by a wide variety of applications, including Microsoft Excel, Microsoft Access, Microsoft SQL Server, and most likely any application for which the data would be used. Increasingly, XML-based formats have become the default for most office-productivity tools, including [Microsoft Office \(Office Open XML\)](#), [OpenOffice.org \(OpenDocument\)](#), and [Apple's iWork](#)

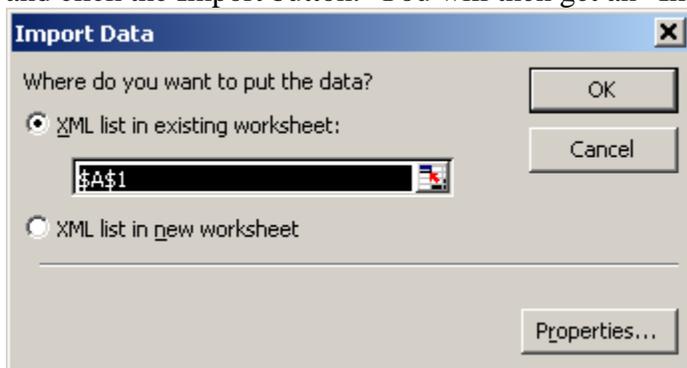
Due to the flexibility and increasing adoption of use, the NLRB provides data in XML format unless an alternative format is explicitly requested. XML reduces the chance for data review errors which can be introduced when reviewing FOIA data in non-XML format. For example, Microsoft Excel files (XLS) are limited (as of Microsoft Office 2003) to 65,536 rows of data, and no more than 255 characters per cell. Often, NLRB Case Data exceeds these limitations. Another common data format, Comma Delimited files (CSV), is disrupted by characters that are commonly included in data used by the NLRB, such as diacritical marks (including é, ã, and other special symbols including embedded quotation marks, tabs, and commas).

We have supplied the raw XML file to allow you the greatest flexibility in using the NLRB Case data. We have also provided an XSL Style Sheet, which allows you to easily view the XML data within your browser. Simply open any of the supplied XML files within your browser, and it should be displayed in an easy-to-read grid layout, similar to what you might expect to see in Microsoft Excel.

If you wish to open the file directly in Microsoft Excel (keeping in mind the aforementioned limitations of the application), you can do so by accessing the Data menu from within Excel, then choosing XML, and Import, as seen below:



In the “Import XML” dialog box that appears, identify the XML file you wish to import, and click the Import button. You will then get an “Import Data” dialog box, as follows:



Simply click the OK button. Your data will then be automatically imported and ready to use in Excel.

If the XML file exceeds the limitations of Microsoft Excel, then you will need to use some other application to work with the data, such as Microsoft Access.

To work with the data in Microsoft Access, start by clicking File, New, and then Blank Database. In the “file New Database” dialog box, give the database a name, such as FOIA20091204, and click the Create button. You should then be able to click File, Get External Data, and Import. In the “Import” dialog box, select the drop-down next to

“Files of type:” and select XML, then identify the file you wish to import, and click the “Import” button. Then, in the Import XML dialog box, simply click the OK button.