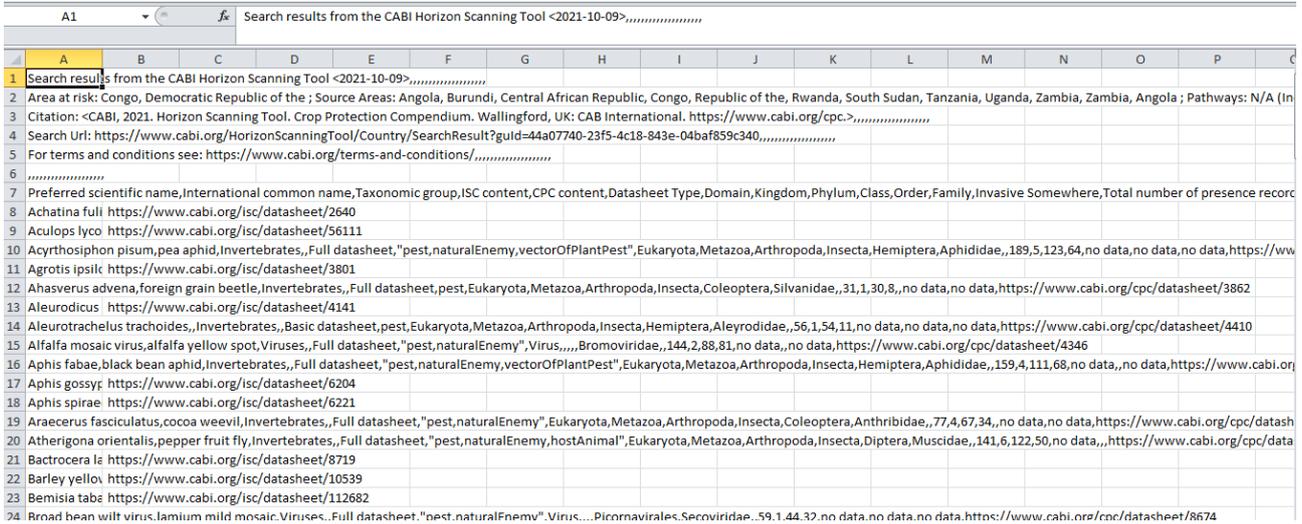


# Tips on using CSV download files in Excel

The Compendia, Horizon Scanning Tool and PRA Tool use CSV files for downloads of lists. This is a generic text-only format in which commas are used to separate fields. To view the data and apply filters and additional fields you will want to convert to a spreadsheet format. This requires you to have Excel or another spreadsheet program loaded on your device.

CSV from the Horizon Scanning Tool in text format:



Search results from the CABI Horizon Scanning Tool <2021-10-09>.....

Area at risk: Congo, Democratic Republic of the ; Source Areas: Angola, Burundi, Central African Republic, Congo, Republic of the, Rwanda, South Sudan, Tanzania, Uganda, Zambia, Zambia, Angola ; Pathways: N/A (In

Citation: <CABI, 2021. Horizon Scanning Tool. Crop Protection Compendium. Wallingford, UK: CAB International. <https://www.cabi.org/cpc>>.....

Search Url: <https://www.cabi.org/HorizonScanningTool/Country/SearchResult?guid=44a07740-23f5-4c18-843e-04baf859c340>.....

For terms and conditions see: <https://www.cabi.org/terms-and-conditions/>.....

Preferred scientific name, International common name, Taxonomic group, ISC content, CPC content, Datasheet Type, Domain, Kingdom, Phylum, Class, Order, Family, Invasive Somewhere, Total number of presence recor

Achatina fuli <https://www.cabi.org/isc/datasheet/2640>

Aculops lyco <https://www.cabi.org/isc/datasheet/56111>

Acyrthosiphon pisum, pea aphid, Invertebrates,, Full datasheet, "pest, naturalEnemy, vectorOfPlantPest", Eukaryota, Metazoa, Arthropoda, Insecta, Hemiptera, Aphididae,, 189,5,123,64, no data, no data, no data, <https://www.cabi.org/cpc/datasheet/3147>

Agrotis ipsilc <https://www.cabi.org/isc/datasheet/3801>

Ahasverus advena, foreign grain beetle, Invertebrates,, Full datasheet, pest, Eukaryota, Metazoa, Arthropoda, Insecta, Coleoptera, Silvanidae,, 31,1,30,8,, no data, no data, <https://www.cabi.org/cpc/datasheet/3862>

Aleurodicus <https://www.cabi.org/isc/datasheet/4141>

Aleurotrachelus trachoides,, Invertebrates,, Basic datasheet, pest, Eukaryota, Metazoa, Arthropoda, Insecta, Hemiptera, Aleyrodidae,, 56,1,54,11, no data, no data, no data, <https://www.cabi.org/cpc/datasheet/4410>

Alfalfa mosaic virus, alfalfa yellow spot, Viruses,, Full datasheet, "pest, naturalEnemy", Virus,,,, Bromoviridae,, 144,2,88,81, no data,, no data, <https://www.cabi.org/cpc/datasheet/4346>

Aphis fabae, black bean aphid, Invertebrates,, Full datasheet, "pest, naturalEnemy, vectorOfPlantPest", Eukaryota, Metazoa, Arthropoda, Insecta, Hemiptera, Aphididae,, 159,4,111,68, no data,, no data, <https://www.cabi.org/cpc/datasheet/6196>

Aphis gossyc <https://www.cabi.org/isc/datasheet/6204>

Aphis spirae <https://www.cabi.org/isc/datasheet/6221>

Araecerus fasciculatus, cocoa weevil, Invertebrates,, Full datasheet, "pest, naturalEnemy", Eukaryota, Metazoa, Arthropoda, Insecta, Coleoptera, Anthribidae,, 77,4,67,34,, no data, no data, <https://www.cabi.org/cpc/datasheet/6680>

Atherigona orientalis, pepper fruit fly, Invertebrates,, Full datasheet, "pest, naturalEnemy, hostAnimal", Eukaryota, Metazoa, Arthropoda, Insecta, Diptera, Muscidae,, 141,6,122,50, no data,, <https://www.cabi.org/cpc/datasheet/7731>

Bactrocera le <https://www.cabi.org/isc/datasheet/8719>

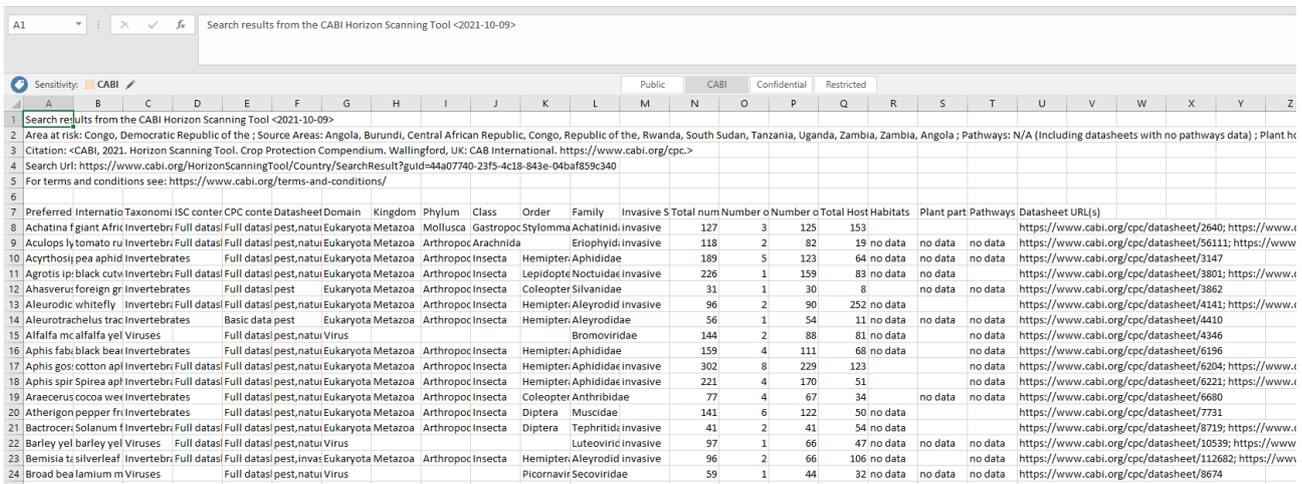
Barley yellow <https://www.cabi.org/isc/datasheet/10539>

Bemisia tabe <https://www.cabi.org/isc/datasheet/112682>

Broad bean wilt virus, lamium mild mosaic, Viruses,, Full datasheet, "pest, naturalEnemy", Virus,,, Picornavirales, Secoviridae,, 59,1,44,32, no data, no data, no data, <https://www.cabi.org/cpc/datasheet/8674>



CSV in Excel format:



Search results from the CABI Horizon Scanning Tool <2021-10-09>

Area at risk: Congo, Democratic Republic of the ; Source Areas: Angola, Burundi, Central African Republic, Congo, Republic of the, Rwanda, South Sudan, Tanzania, Uganda, Zambia, Zambia, Angola ; Pathways: N/A (Including datasheets with no pathways data) ; Plant hc

Citation: <CABI, 2021. Horizon Scanning Tool. Crop Protection Compendium. Wallingford, UK: CAB International. <https://www.cabi.org/cpc>>

Search Url: <https://www.cabi.org/HorizonScanningTool/country/SearchResult?guid=44a07740-23f5-4c18-843e-04baf859c340>

For terms and conditions see: <https://www.cabi.org/terms-and-conditions/>

Preferred International Taxonomi ISC conte CPC conte Datasheet Domain Kingdom Phylum Class Order Family Invasive S Total num Number o Number o Total Host Habitats Plant part Pathways Datasheet URL(s)

Achatina giant Afric Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Mollusca Gastropoc Stylomyma Achatinid invasive 127 3 125 153 <https://www.cabi.org/cpc/datasheet/2640>; <https://www.cabi.org/cpc/datasheet/56111>; <https://www.cabi.org/cpc/datasheet/3147>

Aculops ly tomato ru Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Arachnida Eriophyid invasive 118 2 82 19 no data no data no data <https://www.cabi.org/cpc/datasheet/3147>; <https://www.cabi.org/cpc/datasheet/3147>

Acyrthosip pea aphid Invertebr Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Hemipter Aphididae 189 5 123 64 no data no data no data <https://www.cabi.org/cpc/datasheet/3147>; <https://www.cabi.org/cpc/datasheet/3147>

Agrotis ipi black cutw Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Lepidopte Noctuidae invasive 226 1 159 83 no data no data no data <https://www.cabi.org/cpc/datasheet/3801>; <https://www.cabi.org/cpc/datasheet/3801>

Ahasveru; foreign gr Invertebr Full datasi pest Eukaryota Metazoa Arthropoc Insecta Coleopter Silvanidae 31 1 30 8 no data no data <https://www.cabi.org/cpc/datasheet/3862>

Aleurodic whitetfly Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Hemipter Aleyrodid invasive 96 2 90 252 no data no data no data <https://www.cabi.org/cpc/datasheet/4141>; <https://www.cabi.org/cpc/datasheet/4141>

Aleurotrachelus trac Invertebr Basic data pest Eukaryota Metazoa Arthropoc Insecta Hemipter Aleyrodidae 56 1 54 11 no data no data no data <https://www.cabi.org/cpc/datasheet/4410>

Alfalfa mc alfalfa yel Viruses Full datasi pest, natu Virus Bromoviridae 144 2 88 81 no data no data no data <https://www.cabi.org/cpc/datasheet/4346>

Aphis fabi black bear Invertebr Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Hemipter Aphididae 159 4 111 68 no data no data no data <https://www.cabi.org/cpc/datasheet/6196>

Aphis gos; cotton apl Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Hemipter Aphididae invasive 302 8 229 123 no data no data no data <https://www.cabi.org/cpc/datasheet/6204>; <https://www.cabi.org/cpc/datasheet/6221>; <https://www.cabi.org/cpc/datasheet/6221>

Aphis spir Spirea apl Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Hemipter Aphididae invasive 221 4 170 51 no data no data no data <https://www.cabi.org/cpc/datasheet/6221>; <https://www.cabi.org/cpc/datasheet/6221>

Araecerus cocoa wev Invertebr Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Coleopter Anthribidae 77 4 67 34 no data no data no data <https://www.cabi.org/cpc/datasheet/6680>

Atherigon pepper fri Invertebr Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Diptera Muscidae 141 6 122 50 no data no data no data <https://www.cabi.org/cpc/datasheet/7731>

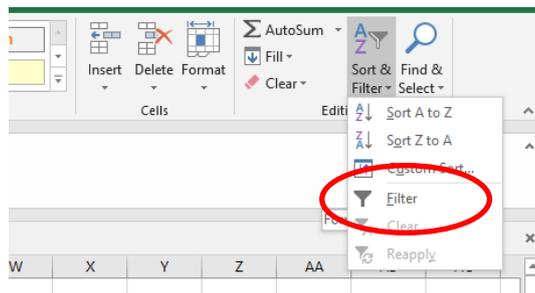
Bactroceri Solanum f Invertebr Full datasi Full datasi pest, natu Eukaryota Metazoa Arthropoc Insecta Diptera Tephritid invasive 41 2 41 54 no data no data no data <https://www.cabi.org/cpc/datasheet/8719>; <https://www.cabi.org/cpc/datasheet/8719>

Barley yel barley yel Viruses Full datasi Full datasi pest, natu Virus Luteoviric invasive 97 1 66 47 no data no data no data <https://www.cabi.org/cpc/datasheet/10539>; <https://www.cabi.org/cpc/datasheet/10539>

Bemisia ts silverleaf Invertebr Full datasi Full datasi pest, invas Eukaryota Metazoa Arthropoc Insecta Hemipter Aleyrodid invasive 96 2 66 106 no data no data no data <https://www.cabi.org/cpc/datasheet/112682>; <https://www.cabi.org/cpc/datasheet/112682>

Broad bea lamium m Viruses Full datasi pest, natu Virus Picornavir Secoviridae 59 1 44 32 no data no data no data <https://www.cabi.org/cpc/datasheet/8674>

You can see that the information is organised in columns in Excel. You can arrange the columns better to read the content and add a filter by selecting the first row of the tabular data (in the Horizon Scanning Tool this is row 7) and selecting **Filter**.



If you open your download in Excel and it looks like the first display that is hard to read, you can follow these steps to rearrange the data:

1. Highlight column A
2. Go to **Data > Text to Columns**
3. Choose **Delimited**. Click **Next**
4. Choose **Comma**. Click **Next**
5. Choose **General** and leave Destination as it is
6. Click **Finish**

You should now have the data in columns. When you are ready, save as an Excel workbook (\*.xlsx).

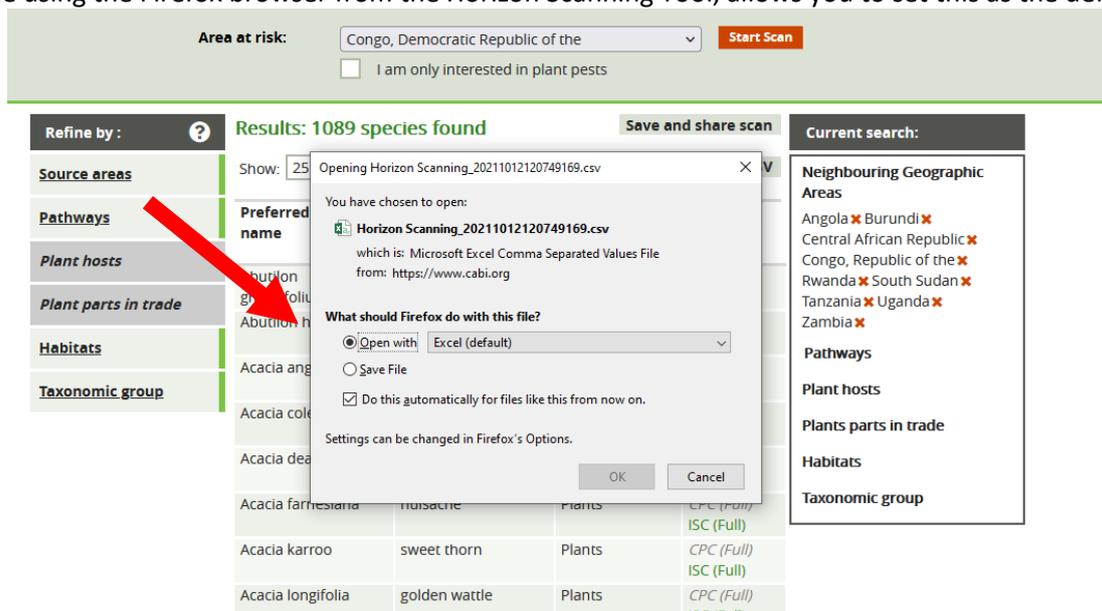
There are various options for handling future CSV downloads which will depend on your internet browser, operating system, spreadsheet program and version but the following shows common methods for working with CSV files.

## A. Open with..... Excel in your internet browser

When you click on download CSV, you may have the option to **Open with...**, select **Excel**.

If you then wish to save the file, it may still be set to Unicode text (\*.txt) file type but you should instead save it as an Excel workbook (\*.xlsx). You may also need to do this to activate the filters in your Excel toolbar.

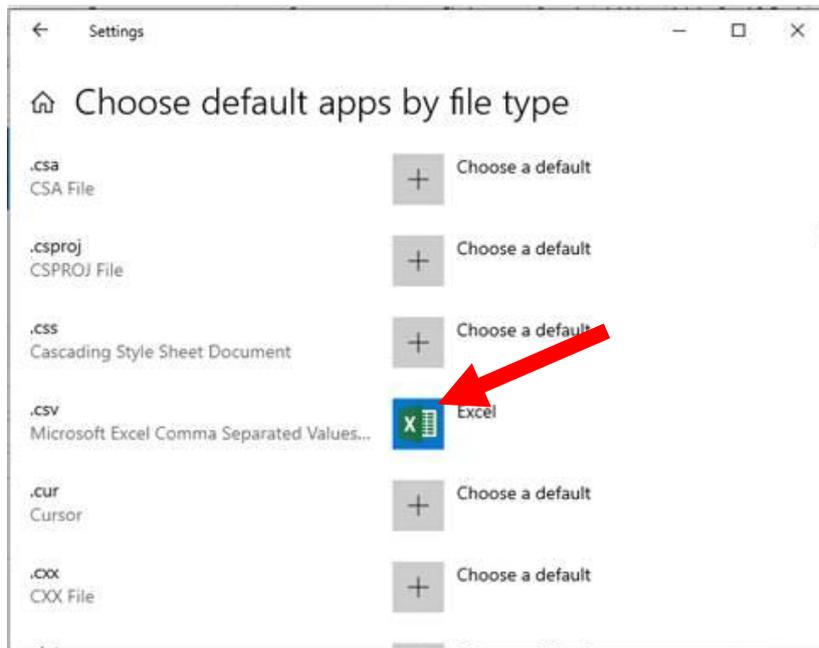
This example using the Firefox browser from the Horizon Scanning Tool, allows you to set this as the default.



## B. Update the file association for CSV to Excel in your Windows settings

If your browser does not provide an option to open the file, you may need to set your computer to automatically open .csv files in Excel. Search for 'File associations' in Windows which is under System Settings>Choose default apps by file type and look for .csv in the list of file extensions, then choose Excel as the default.

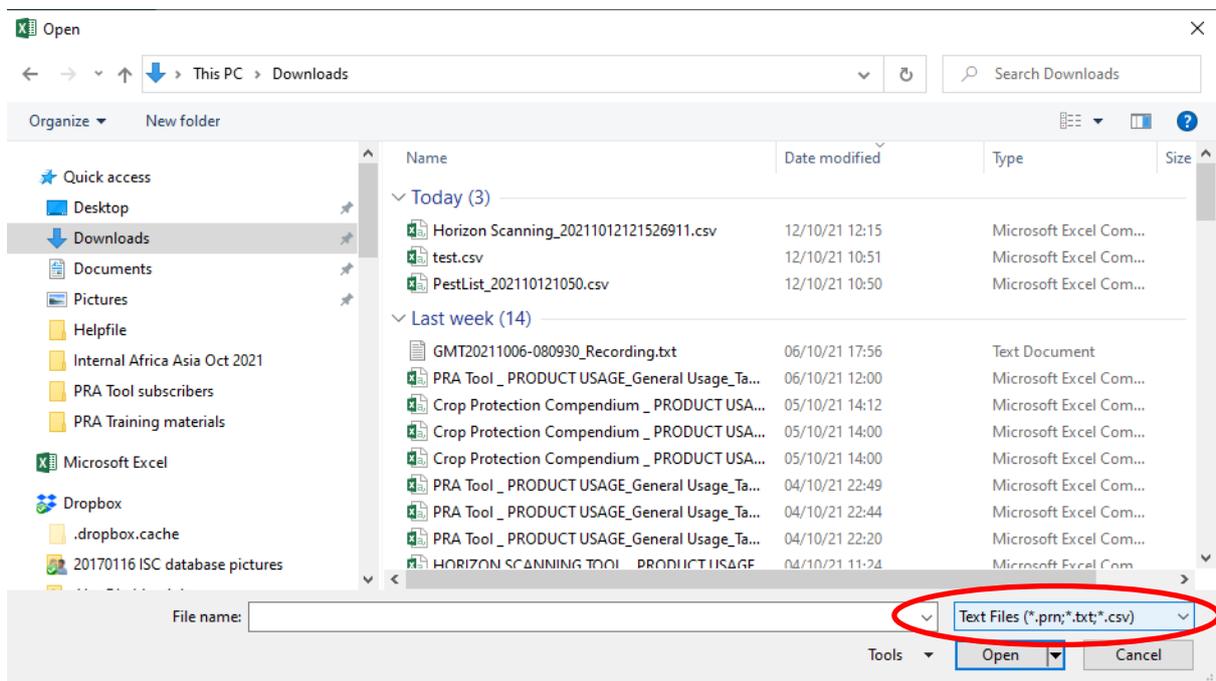
As above, if you then wish to save the file, it may still be set to .txt file type but you should instead save it as a .xlsx workbook.



### C. Open the CSV using Excel

If you have saved the .csv file onto your computer, you can open manually in Excel and 'Save As' an .xlsx file as follows:

Open Excel, then go to File> Open and Browse to your Downloads folder. The default is to look for Excel files so you will need to change to Text Files (after the file name) to reveal the .csv files:



Select the file: e.g. Horizon Scanning\_2021\*.csv and click Open and tick the 'My data has headers' box:

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.  
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

My data has headers

Preview of file C:\Users\CHARLES\Downloads\Horizon Scanning\_20211012121526911.csv

```
1 Search results from the CABI Horizon Scanning Tool <2021-10-12>.....  
2 "Area at risk: Congo, Democratic Republic of the ; Source Areas: Angola,  
3 "Citation: <CABI, 2021. Horizon Scanning Tool. Crop Protection Compendium  
4 Search Url: https://www.cabi.org/HorizonScanningTool/Country/SearchResult  
5 For terms and conditions see: https://www.cabi.org/terms-and-conditions/
```

Cancel < Back Next > Finish

After checking the 'Comma' is ticked (below) you can go straight to 'Finish' and the data will display in columns. Then 'Save as' \*.xlsx to keep this change.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab  
 Semicolon  
 Comma  
 Space  
 Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

```
Search results from the CABI Horizon Scanning Tool <2021-10-12>  
Area at risk: Congo, Democratic Republic of the ; Source Areas: Angola, Bur  
Citation: <CABI, 2021. Horizon Scanning Tool. Crop Protection Compendium. W  
Search Url: https://www.cabi.org/HorizonScanningTool/Country/SearchResult?g  
For terms and conditions see: https://www.cabi.org/terms-and-conditions/
```

Cancel < Back Next > Finish