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:

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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.

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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.

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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:

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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	?	×
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If this is correct, choose Next, or choose the data type that best describes your data.		
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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.

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