## How to Create a CSV File Using Microsoft Excel

1. Open Microsoft Excel (make sure it is the Excel file you want to duplicate in CSV format).

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2. Once Excel is open click on "File" (top left hand corner of your screen) and click "Save As" (2<sup>nd</sup> option down on left margin).



3. Underneath file name at the bottom of the save screen you will see option "Save as type." In this field select "CSV (Comma delimited)."

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4. Name your file and choose where to save it. Click "Save" (bottom right of save screen to the left of cancel).

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5. Two dialogue boxes "pop ups" will appear alerting you that formatting is different. Click OK on the first dialogue box to appear and "Yes" on the second. You have then successfully saved a CSV file to your computer.

Microsoft	Excel
4	The selected file type does not support workbooks that contain multiple sheets.  • To save only the active sheet, click OK. • To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets. OK Cancel
Microsoft	Excel
1	<ul> <li>• To keep this format, which leaves out any incompatible features, click Yes.</li> <li>• To preserve the features, click No. Then save a copy in the latest Excel format.</li> <li>• To see what might be lost, click Help.</li> </ul>