

To convert an Excel file to a CSV file used to upload at the scientific collection web site.

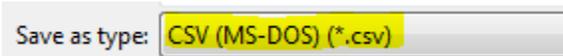
December 11, 2013

1. Complete entering your collection report in the provided Excel file

2. In Excel go the Office Button , select Save As  and then "Other Formats"

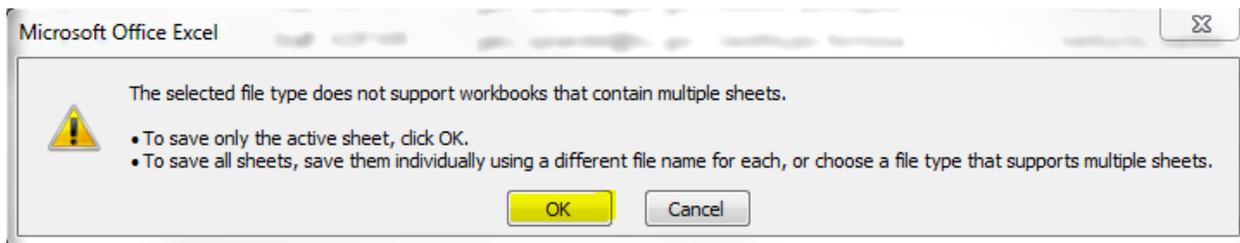


and then select "Save as type" CSV (MS-DOS)



and click Save

3. You will be presented with some prompts to verify the desired format.
 - a. On the first prompt about "To save only the active sheet, click ok" click Ok



- b. On the next prompt "Do you want to keep the workbook in this format?" select Yes



4. Use the resultant CSV file to upload to the web site <http://app.fw.ky.gov/scicoll/>
5. In event of an error, the result will refer to the row in the Excel file. Go back in the original Excel file to correct the error, and export again to the CSV to try the upload again.