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

| | | December 11, 2013 | |
|----|---|--|--|
| 1. | Comple | ete entering your collection report in the provided Excel file | |
| 2. | In Exce | I go the Office Button , select Save As and then "Other Formats" | |
| | | <u>O</u> ther Formats Open the Save As dialog box to select from all possible file types. | |
| | | and then select "Save as type" CSV (MS-DOS) | |
| | Save as | s type: CSV (MS-DOS) (*.csv) and click Save | |
| 3. | You wil | I 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 | |
| | | Microsoft Office Excel | |
| | | The selected file type does not support workbooks that contain multiple sheets. | |
| | | • To save only the active sheet, dick 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 | |
| | b. On the next prompt "Do you want to keep the workbook in this format?" select | | |
| | | Yes | |
| | | Microsoft Office Excel | |
| | | InputFormRevision201d3.csv may contain features that are not compatible with CSV (MS-DOS). Do you want to keep the workbook in this format? | |

- InputFormRevision201d3.csv may contain features that are not compatible with CSV (MS-DOS). Do you want to keep the workbook in this format • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help
- 4. Use the resultant CSV file to upload to the web site <u>http://app.fw.ky.gov/scicoll/</u>
- 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.