

Comma-separated values (.CSV) is a widely used file format that stores tabular data (numbers and text) as plain text. Its popularity and viability are due to the fact that a great deal of programs and applications support csv files, at least as an alternative import / export format. Moreover, the csv format allows users to glance at the file and immediately diagnose the problems with data, if any, change the CSV delimiter, quoting rules, etc. All this is possible because a CSV file is plain text and an average user or even a novice can easily understand it without any learning curve.

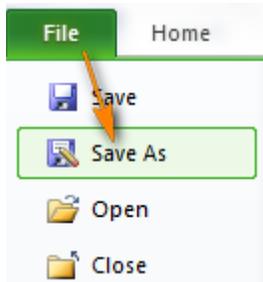
Below is information on how to convert Excel to CSV keeping all special characters and foreign symbols intact. The below methods work for all versions of Excel 2013, 2010 and 2007.

How to convert Excel file to CSV

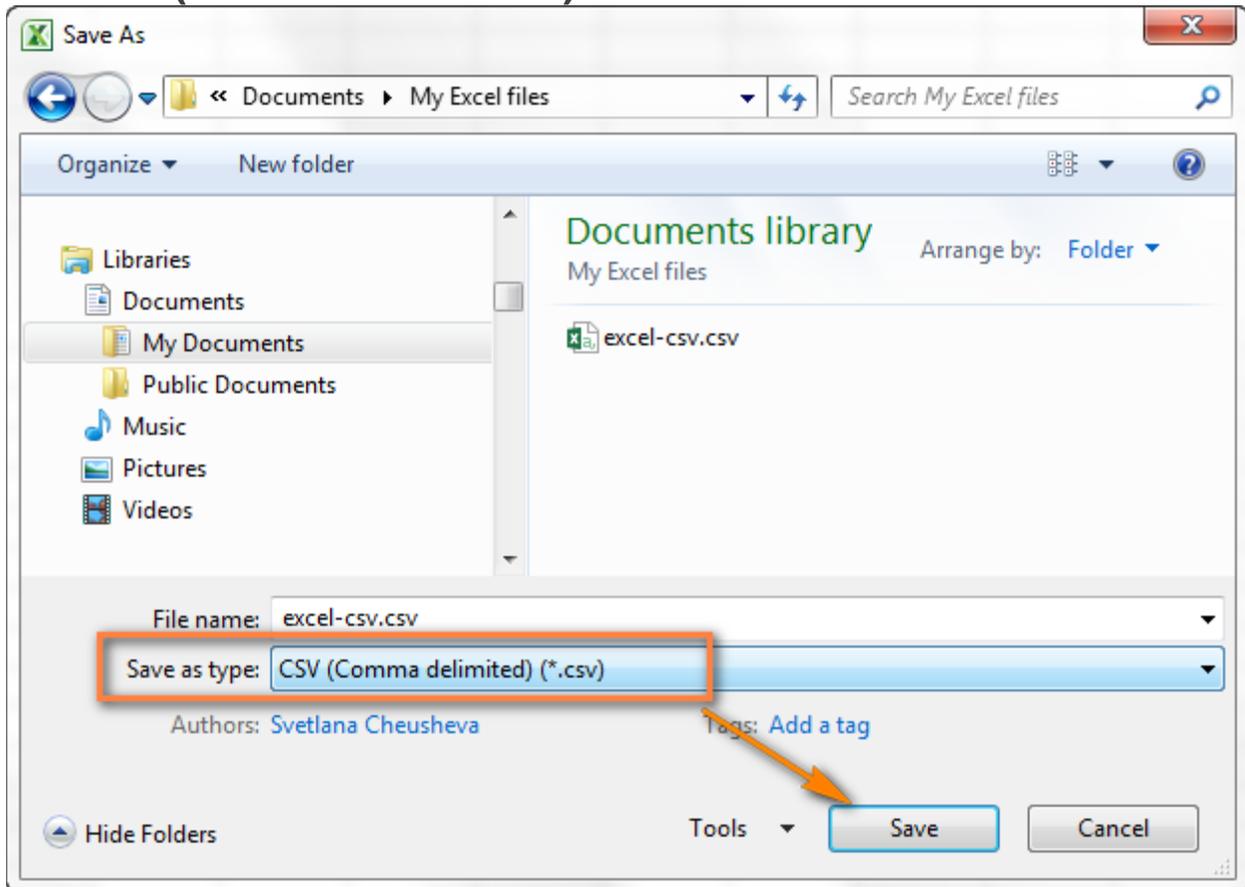
If you need to export an Excel file in order to upload it for attendance credit you can convert your Excel worksheet to CSV first and then import a .csv file. Please note that you must follow the format [Bar ID number, Total Live Attendance Credits, Online A/V Credits, Ethics/SA/EOB/OM Credits, In House Credits]

Below you will find the step-by-step instructions to export an Excel workbook to the CSV format by using Excel's **Save As** command.

1. In your Excel workbook, switch to the *File* tab, and then click **Save As**. Alternatively, you can press F12 to open the same **Save As** dialog.



2. In the **Save as type** box, choose to save your Excel file as **CSV (Comma delimited)**.



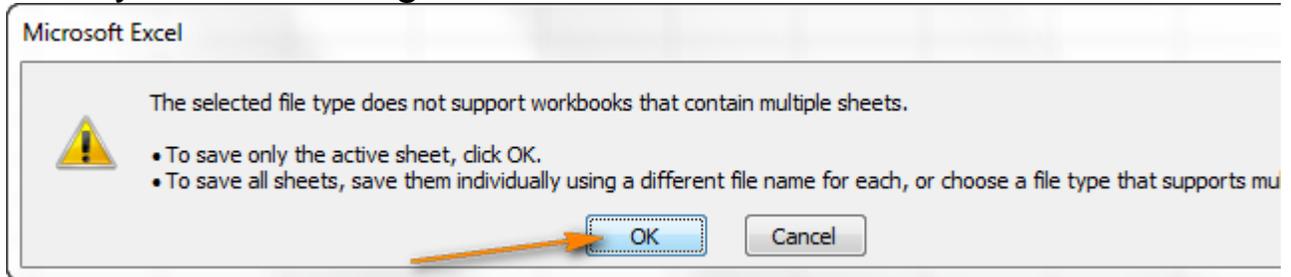
Besides CSV (comma delimited), a few other csv formats are available to you:

- **CSV (comma delimited)**. This format saves an Excel file as a comma-separated text that can be used in another Windows program or another version of Windows operating system.

3. Choose the destination folder where you want to save your Excel file in the CSV format, and then click **Save**.

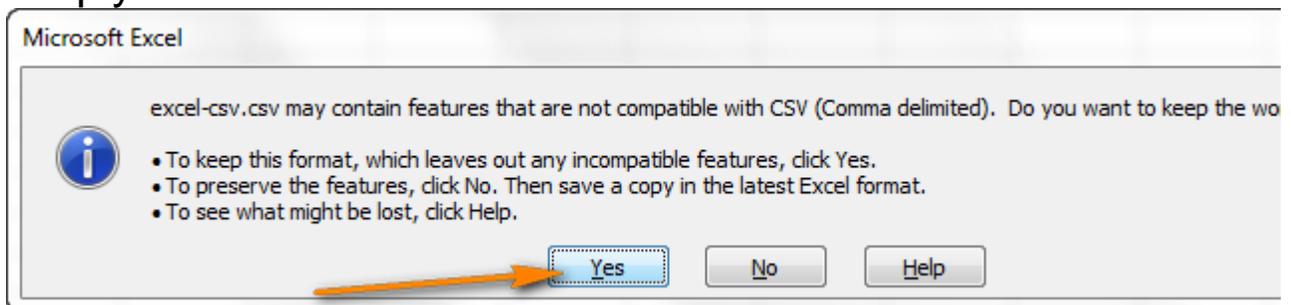
After you click *Save*, Excel will display two dialogs. Don't worry, these are not error messages and everything is going right.

4. The first dialog reminds you that only **the active Excel spreadsheet** will be saved to the CSV file format. If this is what you are looking for, click *OK*.



If you need to **save the contents of all the sheets** your workbook contains, click *Cancel* and then save each spreadsheet individually as a separate Excel file (workbook). After that save each Excel file as CSV.

5. Clicking *OK* in the first dialog will display a second message informing you that your worksheet may contain features unsupported by the CSV encoding. This is Okay, so simply click *Yes*.



This is how you convert Excel to CSV. The process is quick and straightforward, and you are unlikely to run into any hurdles along the way.