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resrequest

User guide:

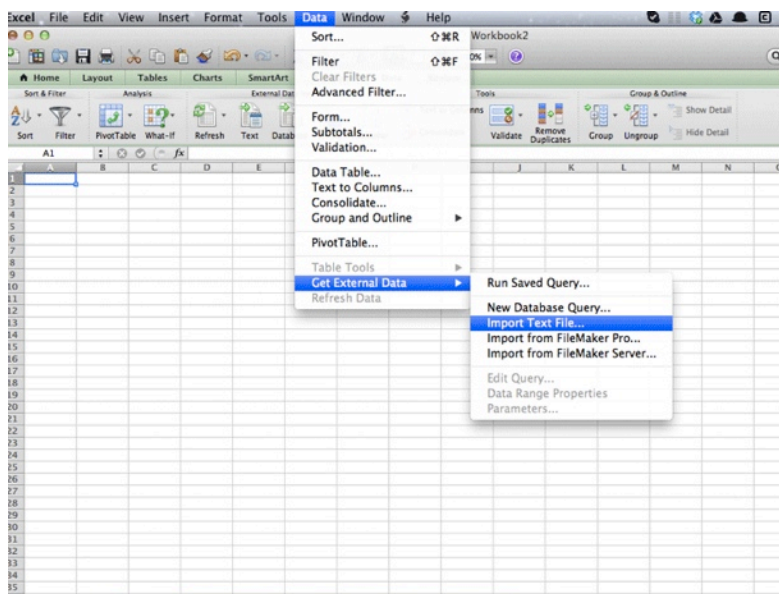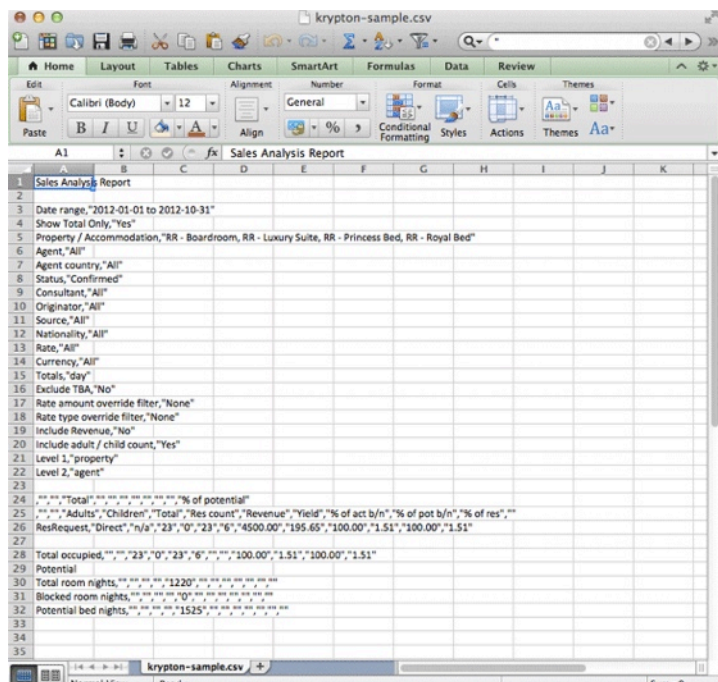# How to import csv files to Excel for Mac

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This document explains how to import .csv files if they are not compatible on your version of Excel for Mac.

Summary

When files are exported from ResRequest, the standard `csv` (comma separate value) export format is used. Some versions of Excel for Mac do not recognise `csv` file formats when they are opened using the `File > Open` function. When a `csv` file is opened using this method Excel for Mac shows data columns separated with comma and quotes as separators (instead of separated as columns) - as shown to the right.

If you are an Excel for Mac user and you experience these symptoms when opening ResRequest export files, please notify our call centre (support@resrequest.com) by sending the following information to them: the report you generated from ResRequest and the Excel version you are running on your Mac.

In the meantime, you are able to import these files into Excel by following the steps detailed in this document.
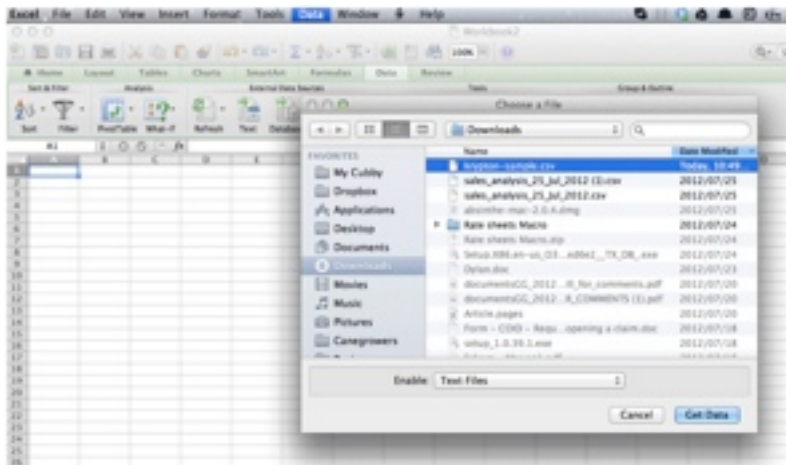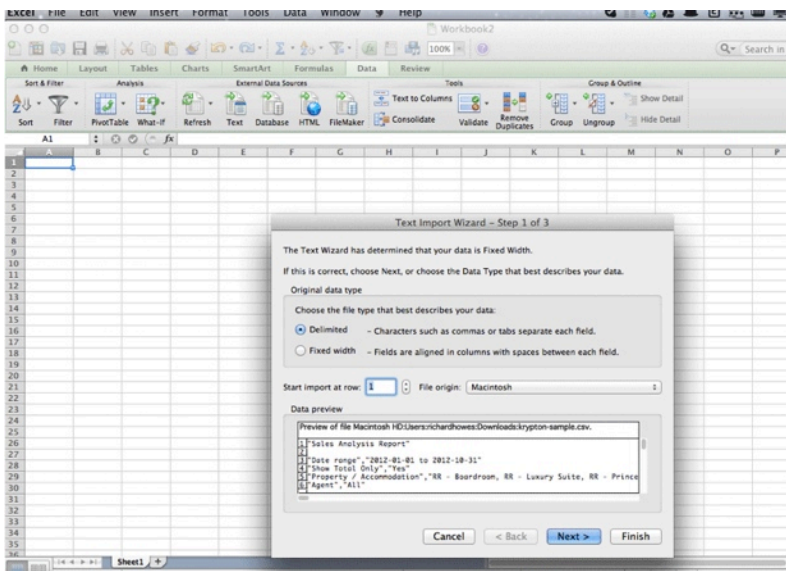

Importing a csv file into Excel for Mac

Step 1

Open a blank worksheet in Excel for Mac.

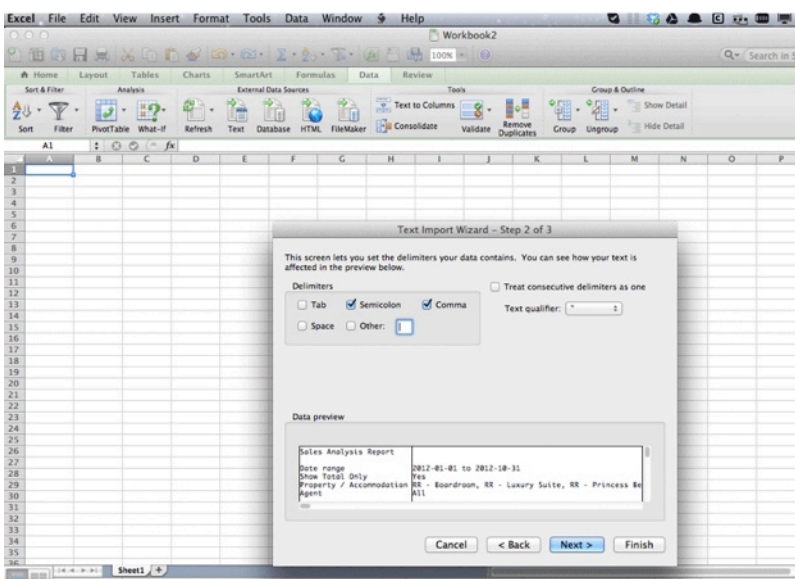From the main menu select: `Data>Get External Data>Import Text File...`
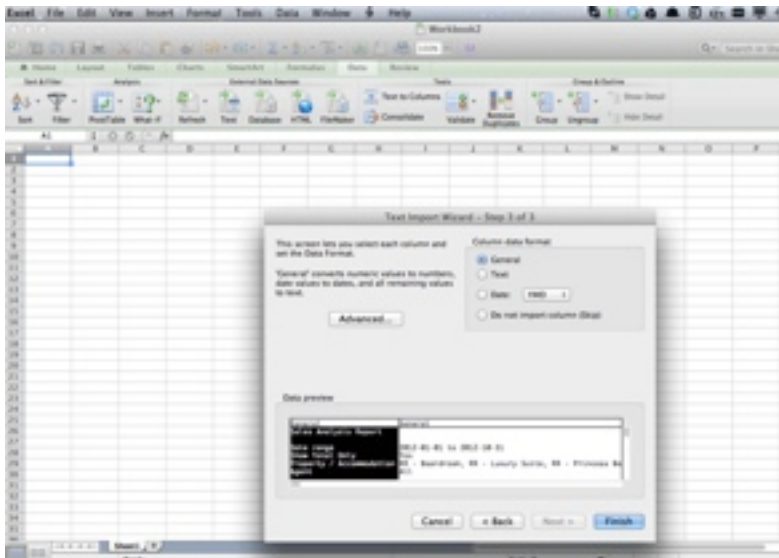
Step 2

Locate the file and select `Get Data`

Step 3

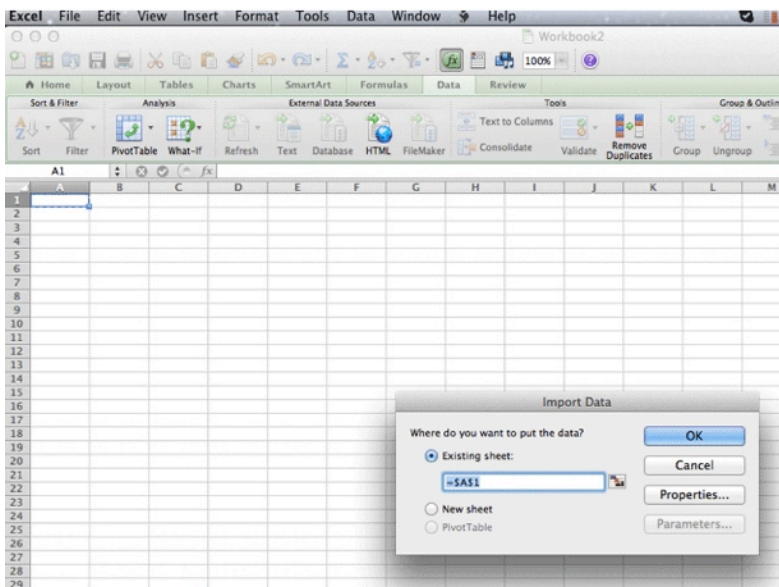From the `Text Import Wizard (Step 1 of 3)` select to open the file as `Delimited` and click `Next`.

Step 4

On `(Step 2 of 3)` set the `Delimiters` as: `Semicolon` and `Comma` with `Text qualifier:` as " and click `Next`.
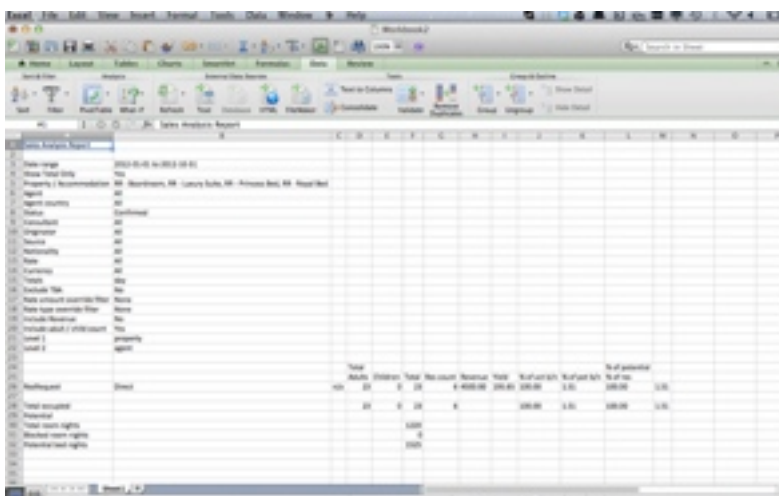
How to import csv files to Excel for Mac

Step 5

On (Step 3 of 3) keep the default settings as per the screen sample left and select Finish.
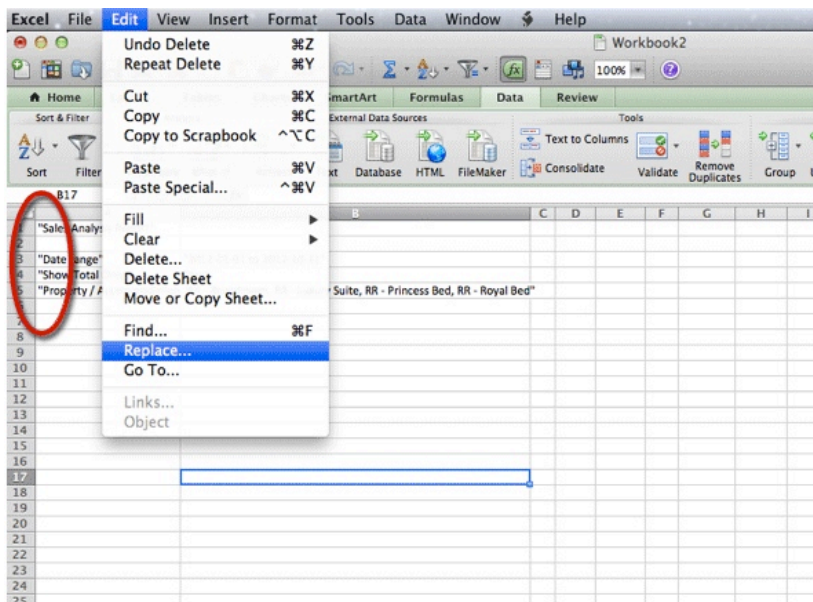

Step 6

Select where to insert the imported file i.e. into an Existing Sheet or a New Sheet and click OK.
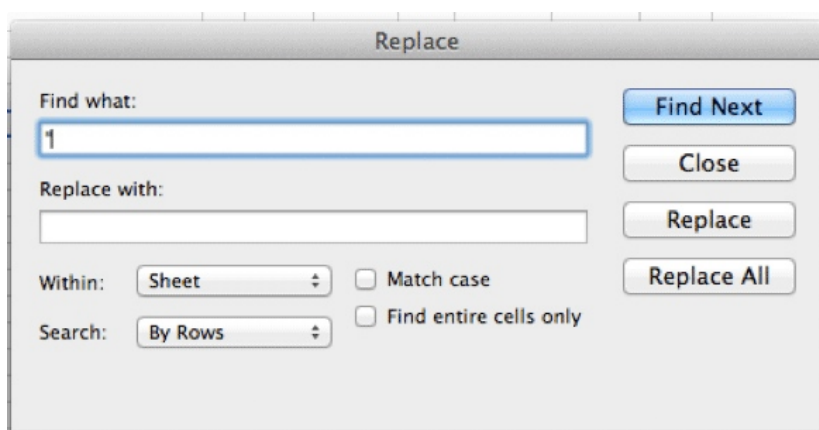

Result: the screen left shows the imported results.

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Step 7b (optional)

If the imported data includes quotations, you can remove these as follows:
From the main menu select:
`Edit>Replace`

Step 7b

Insert " in the `Find what:` field and click `Replace All` this will remove all " from the document.

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