Editing the CSV file for new projects

Open excel to the home page and select the csv file

A screenshot of a computer screen

Description automatically generated

Select “delimited” – Characters such as commas or tabs separate each field

A screenshot of a cell phone

Description automatically generated

Select “semicolon” as the delimiter on the next step

A screenshot of a cell phone

Description automatically generated

Keep the column data format set to “General” and the click “finish”

A screenshot of a cell phone

Description automatically generated

Add a new project as in the below example. The image file name is case sensitive and must include the image file extension (.jpg , .jpeg , .png etc)

A screenshot of a cell phone

Description automatically generated

Alternatively:

Open the CSV file into a text editor

Cells are separated by semicolons and you can add a new line and add the entry in the following manner:

Project name ; Project description ; Image file name

As shown in line 1 of the below screen

A screenshot of a cell phone

Description automatically generated

We have set the script to iterate from after the first line in the csv file so the headers in line 1 will not write to the page. You are able to thus rearrange the order of displayed projects on the page. For instance, if you would like to add a project to sit between project three and four (in the above screen) then you just need to add the line between those two projects.

Once you have added what you need to. Upload the file to the web server with the same name (it will overwrite the previous file) and then go ahead and refresh the web page view and the new project should display.

If you have any difficulties, please get in touch with us.