Cluster of Excellence
ASIA AND EUROPE
IN A GLOBAL CONTEXT

UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

HRA – Visual Resources | Tutorial

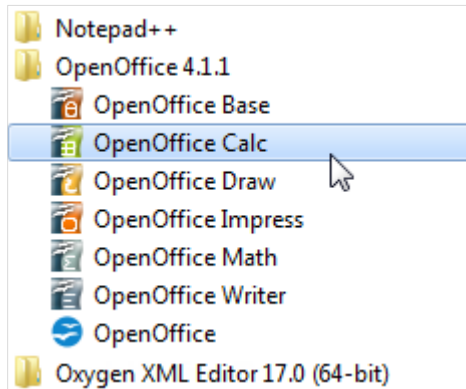# Converting an .xslx file to .csv using OpenOffice Calc
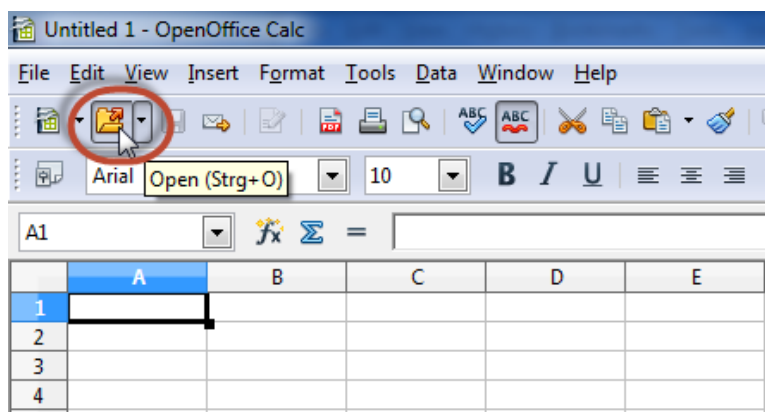
(VRA Core 4 Transform Tool - Version 0.0.4.)

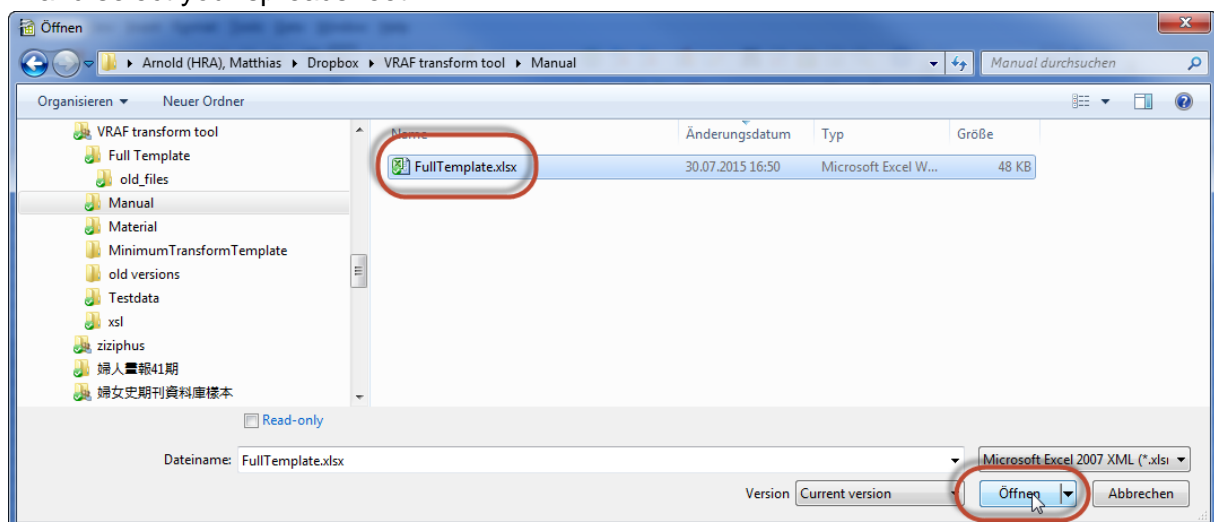## Converting .xslx file to .csv using OpenOffice Calc

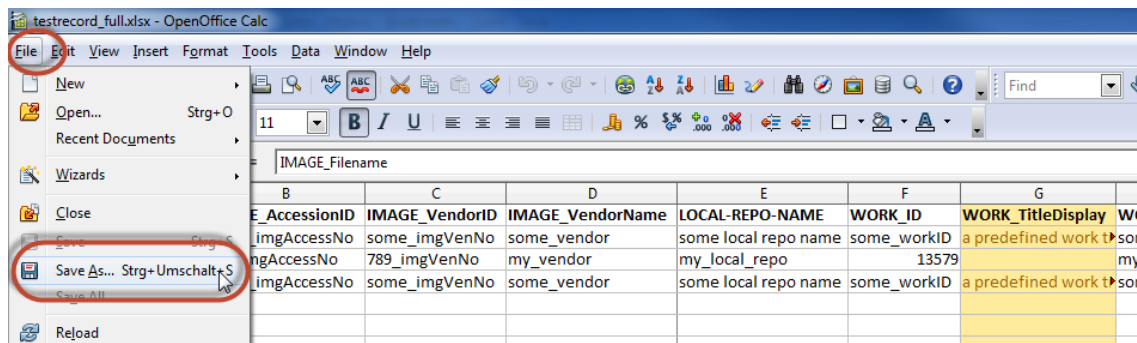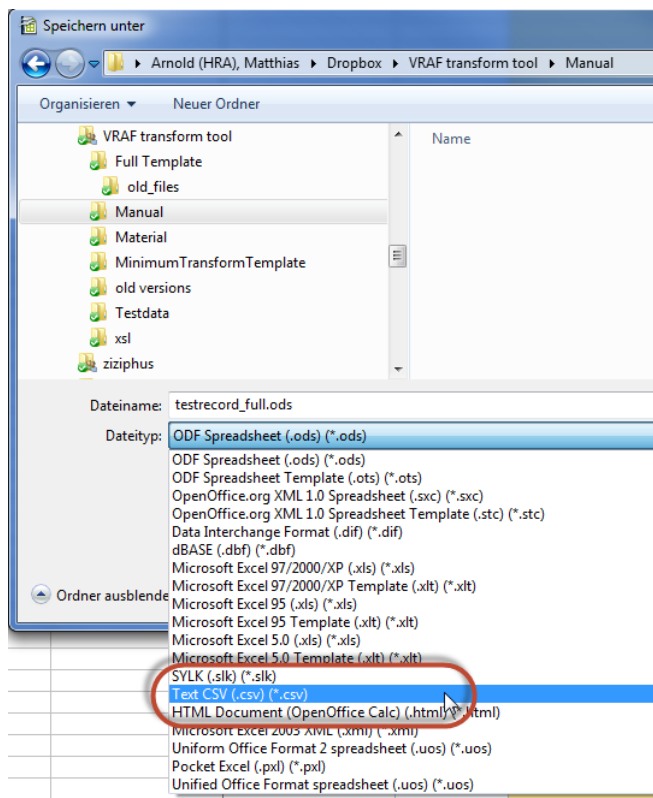Save your Excel spreadsheet as usual.

Start OpenOffice Calc
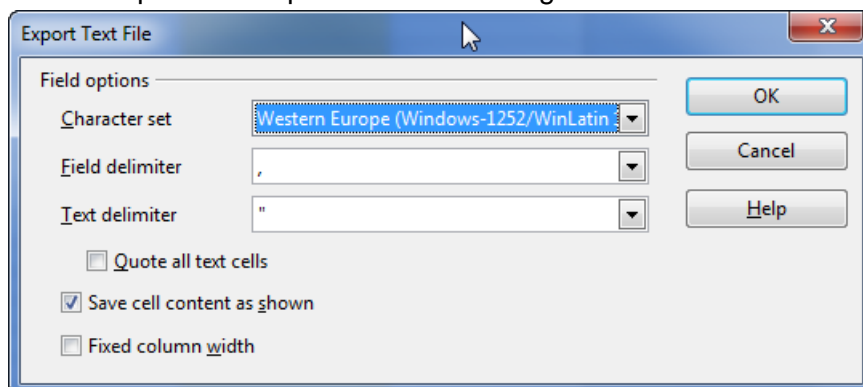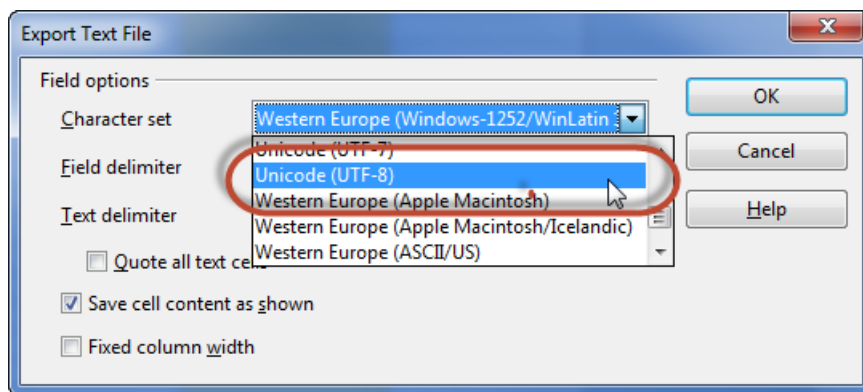
Click "Open"…

…and select your spreadsheet.

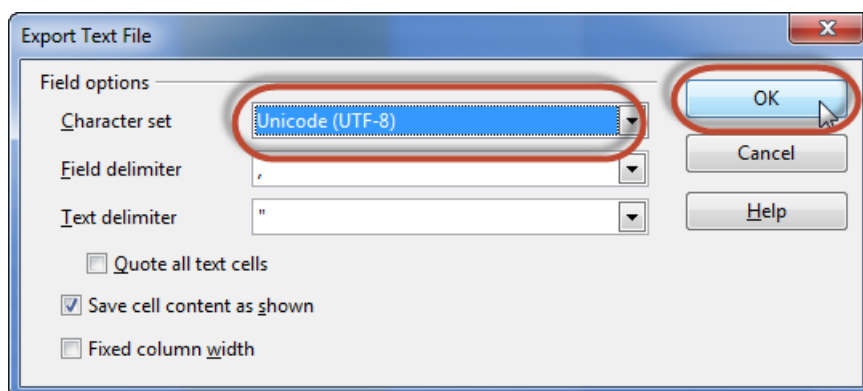Once the document is opened go to the "File menu" and select "Save As…"

Choose "Text CSV (.csv) (*.csv)" and hit the "Save" button.

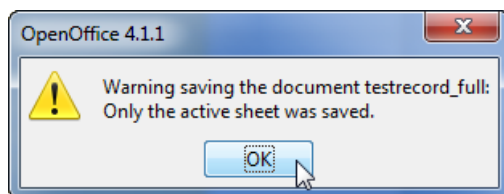This will open the "Export Text File" dialog.

Change the "Character set" to "Unicode (UTF-8)".

Then click "OK".

If the workbook contained more than one spreadsheets, a message will be displayed, informing you that only the active sheet was saved to .csv format. Click "OK" to confirm.

You can now close Calc.

To double-check if your data is correctly encoded, open the .csv file in an editor like NotePad++. If it displays correctly, you can proceed to XML transformation.