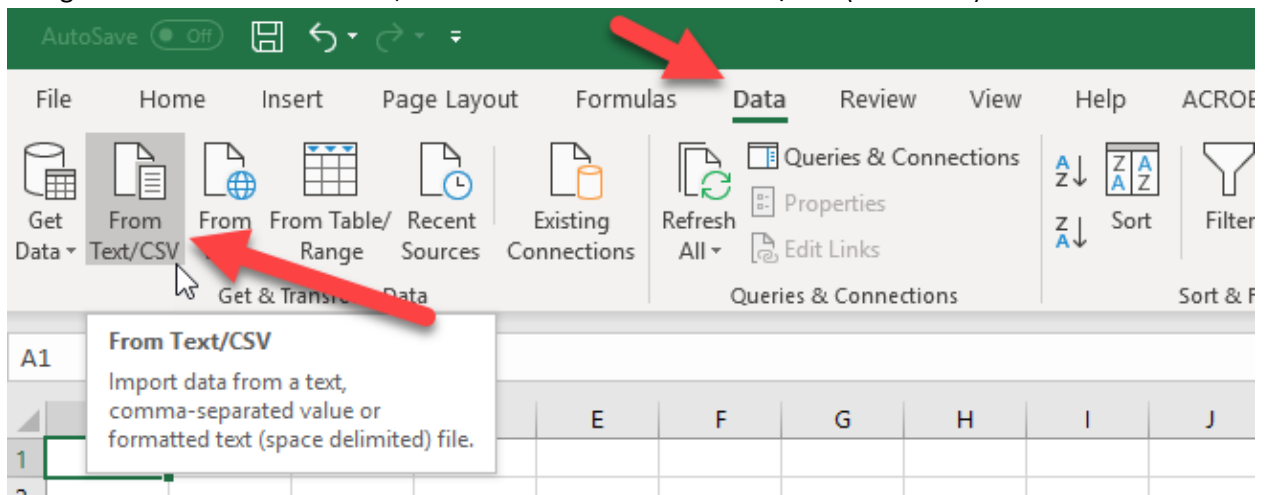


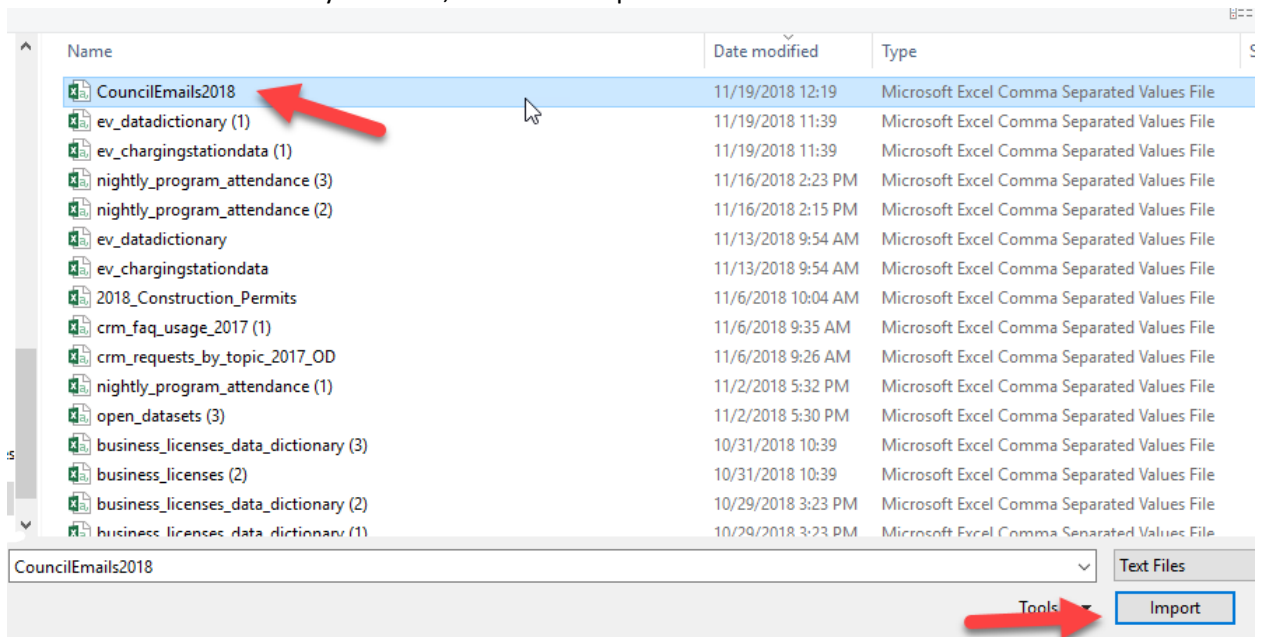
Instructions for Opening the “City Council Emails Dataset” in Microsoft Excel

Note: If you simply open the CSV format file directly into Excel, you may see formatting issues with data not displaying properly across each column. In order to use data filters and sorting methods properly, follow the below steps to open the file.

1. Download the dataset file and save in a location of your choice.
2. Open a New workbook in Excel
3. Navigate to the Data tab in Excel, then select Get Data From Text/CSV (see below)



4. Locate the CSV format file you saved, and select Import



- Excel will usually interpret the correct format of the CSV file. To make sure, scroll across the columns displayed in the sample to confirm they look split in the correct way. Should look similar to below. Select Load when done.

CouncilEmails2018.csv

File Origin: 1252: Western European (Windows) | Delimiter: Comma | Data Type Detection: Based on first 200 rows

SentFrom	SentTo	SentCC	ReceivedDate
Joseph Tarango	Council		11/18/2018 3:02
Sarah Silver	City of Boulder Planning, Housing Advisory Board, Coun...		11/18/2018 10:21
Christine Sznap	Council		11/18/2018 8:29
Sweeney, Michael	Dan Bowers, Council	Hayden, Callie, Weideman, Mary Ann, Wilson, Meghan	11/18/2018 8:15
David Yuhas	chancellor@colorado.edu, ryan.chreist@colorado.edu,...		11/18/2018 12:31
Fran Katnik	Council	"Kent (personal) 8Y9 Katnik"	11/17/2018 1:06
Windchime Productions	Council		11/17/2018 1:00
McCormick, John	Renny Fagan - Colorado Nonprofit Association (rfagan...	'Brittany Morris Saunders', RD Sewald, 'Josh Hanfling', '...	11/16/2018 11:37
Alan Delamere	openforum@dailycamera.com	Council, Meschuk, Chris, Robertson, Jim	11/16/2018 9:19
Jann Scott	Dougherty, Michael, Testa, Greg, Council	Boulder Weekly, Charlie Brennan	11/16/2018 8:23
David Yuhas	officeofthepresident@cu.edu, chancellor@colorado.ed...		11/16/2018 7:21
No Reply	Council		11/16/2018 7:12
Sundeen, Matt	Peter Dawson, Council		11/16/2018 6:58
Alan Delamere	'Open'	Council, Meschuk, Chris, Robertson, Jim	11/16/2018 6:41
Masyn Moyer	TAB, Council		11/16/2018 5:56
Max Weller	Council		11/16/2018 3:59
Peter Dawson	Council		11/16/2018 3:59
Zimmerman Eric D.	Council		11/16/2018 3:15
Sweeney, Michael	Carlisle, Cynthia, Stephen Haydel, TAB, Council, Carr, Th...	Brautigam, Jane	11/16/2018 3:14
Bailey Hannoch	Council		11/16/2018 1:39

Load | Edit | Cancel

- Data may be loaded in a different format than a regular CSV file, such as below. This is expected.

SentCC	ReceivedDate	EmailSubject
	11/18/2018 15:02	Personal Comments to City of Boulder City Council Meet
	11/18/2018 10:21	Redevelopment of Macy's, Opportunity Zones and Boul
	11/18/2018 8:29	Animal Control
Hayden, Callie, Weideman, Mary Ann, Wilson, Meghan	11/18/2018 8:15	RE: Please Consider Snow Removal Ordinance Adjustme
"Kent (personal) 8Y9 Katnik"	11/18/2018 0:31	"Ralphie's Cafe & Club" with new, proposed "Board of D
	11/17/2018 1:06	Homeless on SKIP route to north Boulder
	11/17/2018 1:00	Happy Turkey and Your Holiday Party!
'Brittany Morris Saunders', RD Sewald, 'Josh Hanfling', 'Wes Friednash'	11/16/2018 11:37	Seeking grant requests for the 2018 Family & Work Deve
Council, Meschuk, Chris, Robertson, Jim	11/16/2018 9:19	LTE Green Tear Down
Boulder Weekly, Charlie Brennan	11/16/2018 8:23	News Story: 72 year old Boulder woman beaten getting
	11/16/2018 7:21	Mv Concept for "Ralphie's Cafe & Club" at the Flatirons

- Be sure to save your file as an Excel Workbook format (.xlsx or .xls) if you want to refer back to it.