

■ Guide: How to Open and Save CSV Files in Excel Without Corrupting Arabic Text

■ Step 1: Do NOT double-click the CSV file directly.

■ This will show corrupted characters like: Ø±Ù„...

■ Step 2: Open Excel manually:

1. Open Microsoft Excel.
2. Click 'File' > 'Open' > 'Browse'.
3. Select 'Text Files (*.csv, *.txt)' as file type.
4. Choose your file (e.g., employees_utf8_fixed.csv).

[Insert image: file_open_excel.png]

■ Step 3: Use the Text Import Wizard:

1. Choose encoding: 65001: Unicode (UTF-8).
2. Click 'Next' > 'Next' > 'Finish'.

[Insert image: import_wizard_utf8.png]

■ Step 4: Save the file safely (to avoid corruption):

1. Click 'File' > 'Save As'.
2. Recommended formats:
 - Excel Workbook (*.xlsx) ■
 - Unicode Text (*.txt) ■
 - CSV UTF-8 (Comma delimited) (*.csv) ■
3. DO NOT use default CSV format (may corrupt Arabic).

[Insert image: save_as_utf8_csv.png]

■ Notes:

- You can use Google Sheets or LibreOffice as safer alternatives.
- Always save with utf-8-sig encoding if working in code.

✓■ Prepared by your system to ensure safe handling of Arabic CSV files.