

# Using AHPP iOS APP

## Prerequisites

- iPad running iOS 7 or 8
- Email set up on iPad
- Computer with Microsoft Excel
- iPad and Computer connected to internet

## Step One: Converting Excel into CSV

You can convert an Excel worksheet to a text file by using the Save As command.

1. Click the Microsoft Office Button Office button image, and then click Save As.
2. The Save As dialog box appears.
3. In the Save as type box, choose the text file format for the worksheet. Click `csv` (Comma delimited).

## Step Two: Email CSV to yourself

1. Attach the `.csv` file in an email and send to yourself.

## Step Three: Open Email on iPad

1. Navigate to "Mail" app on iPad.
2. Navigate to email you sent with `.csv` attached.
3. Click on the `.csv` file, click on "Open With AHPP"