HRA – Visual Resources | Tutorial

Converting an .xslx file to .csv using OpenOffice Calc

(VRA Core 4 Transform Tool - Version 1.0.0)

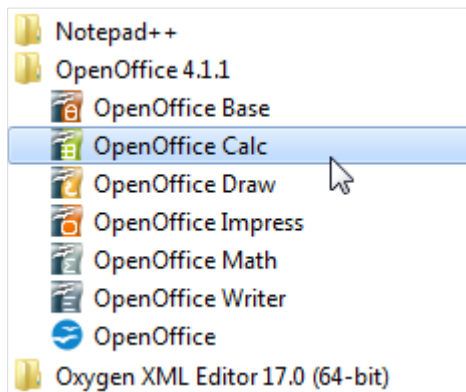# Contents

1. Converting .xslx file to .csv using OpenOffice Calc
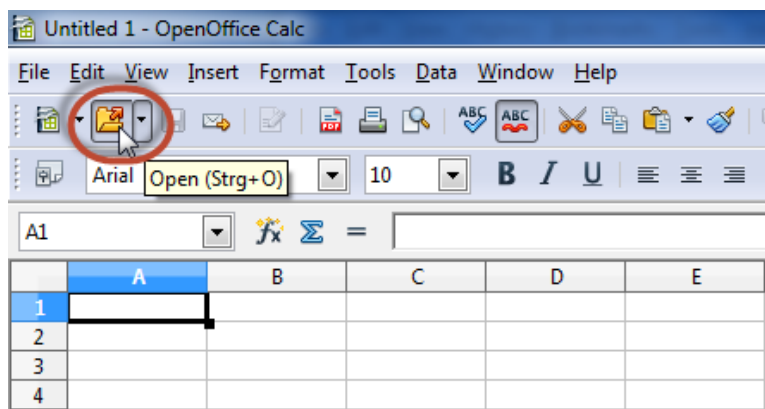
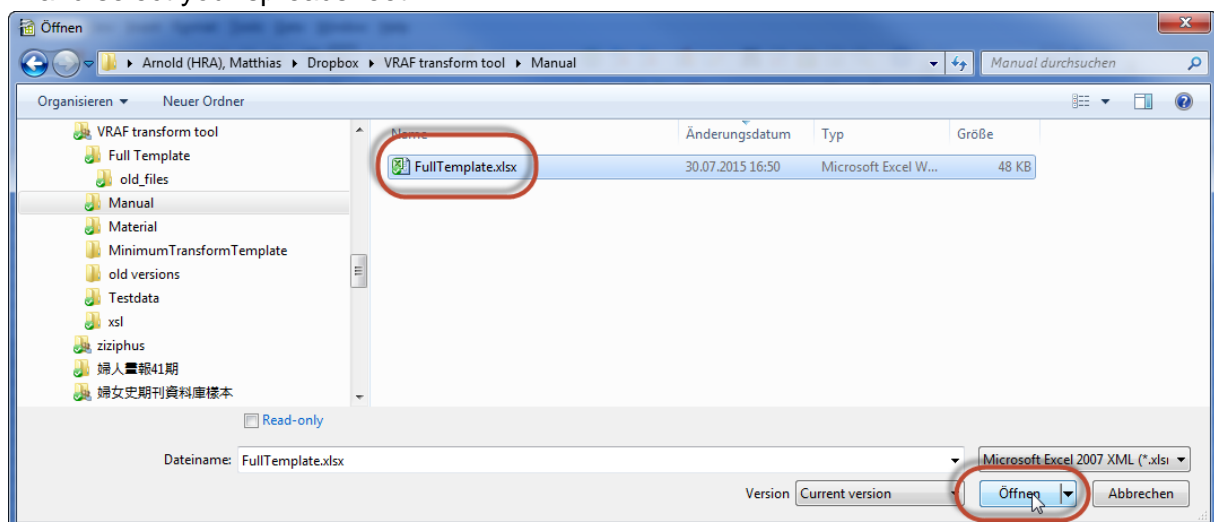Save your Excel spreadsheet as usual.

1.1. Start OpenOffice Calc

1.2. Open a spreadsheet

Click "Open"…
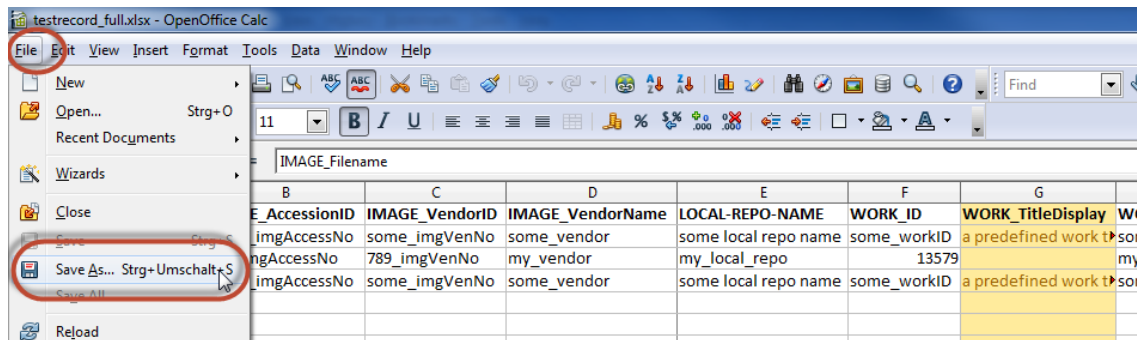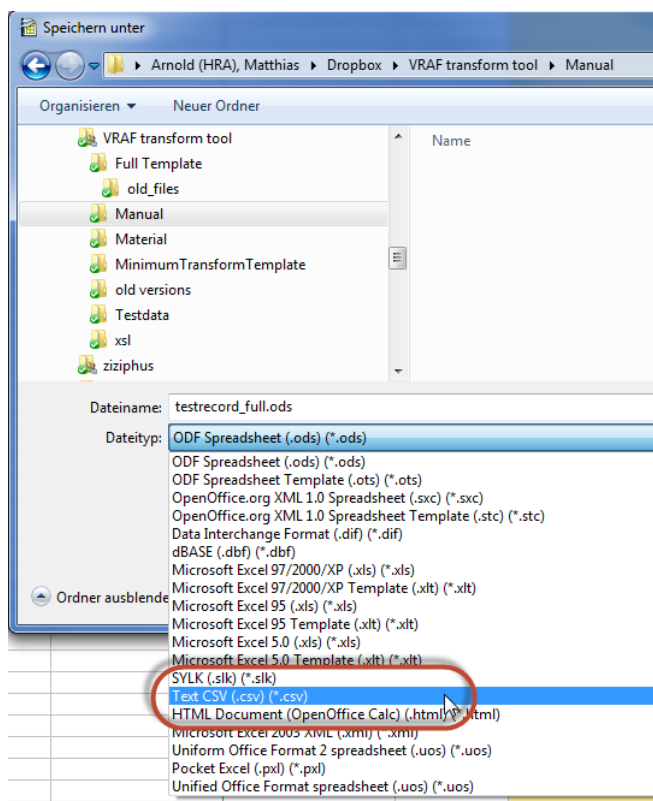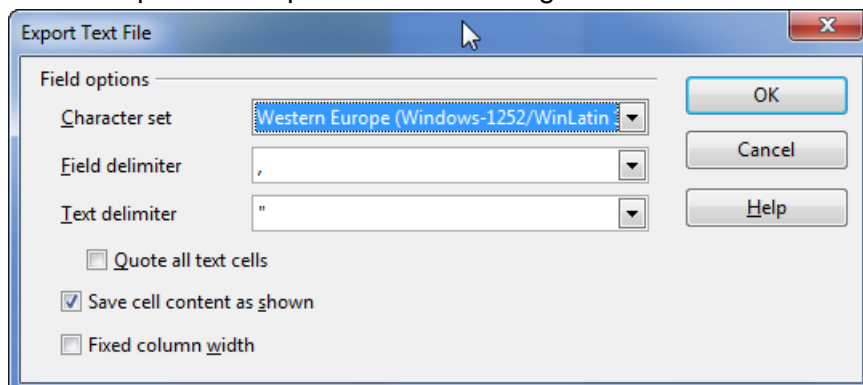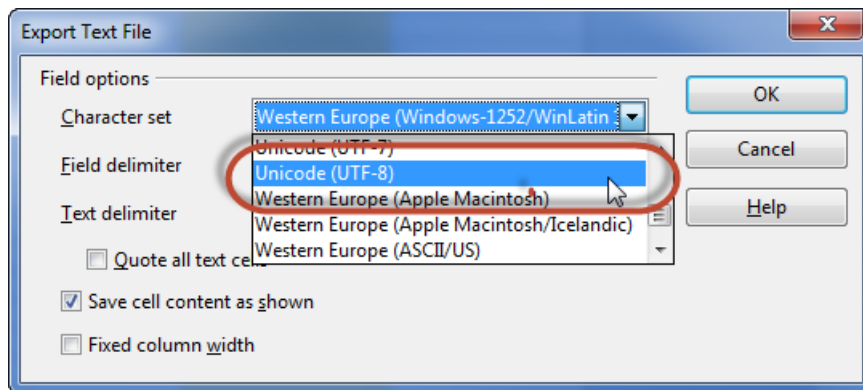

…and select your spreadsheet.

1.3. Save as .csv

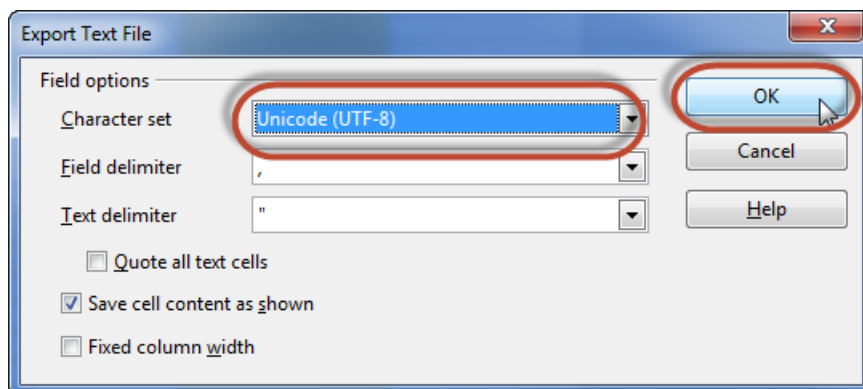Once the document is opened go to the "File menu" and select "Save As…"

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)".
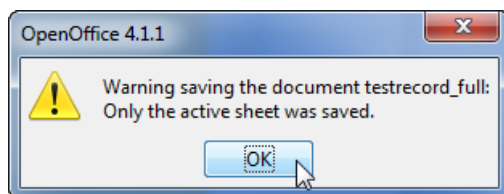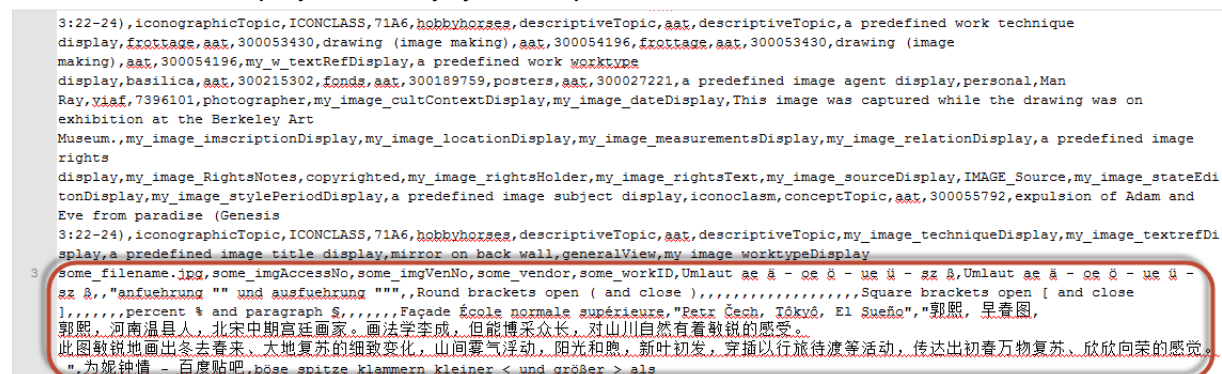

Then click "OK".

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.

2. How to get Calc

The open-source software Calc can be freely downloaded from the internet. There are different distributions available, most notably "Apache OpenOffice" and "LibreOffice" packages.

There is no difference bettween both packages in regard to this tutorial.

2.1. Standard versions (with installation)

The standard versions will fully install the software on you local machine, requiring administrator privileges.

Apache OpenOffice: http://www.openoffice.org/download/index.html

LibreOffice: https://www.libreoffice.org/download/libreoffice-fresh/

2.2. Portable versions (without installation)

If you do not have administrator rights to install software on your machine, you can use the portable versions of these software packages. A portable application is "a program designed to run on a compatible computer without being installed leaving the computer's configuration information intact." [from Wikipedia, https://en.wikipedia.org/wiki/Portable_application, 2016-02-26]. You can copy portable applications on any storage medium, like a USB stick, and run it from there.

Apache OpenOffice Portable: http://portableapps.com/apps/office/openoffice_portable

LibreOffice Portable: http://portableapps.com/apps/office/libreoffice_portable