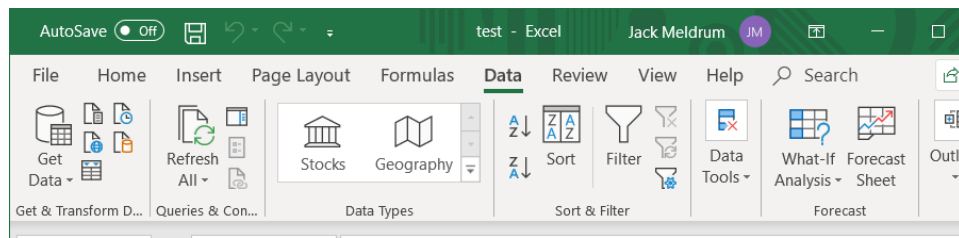


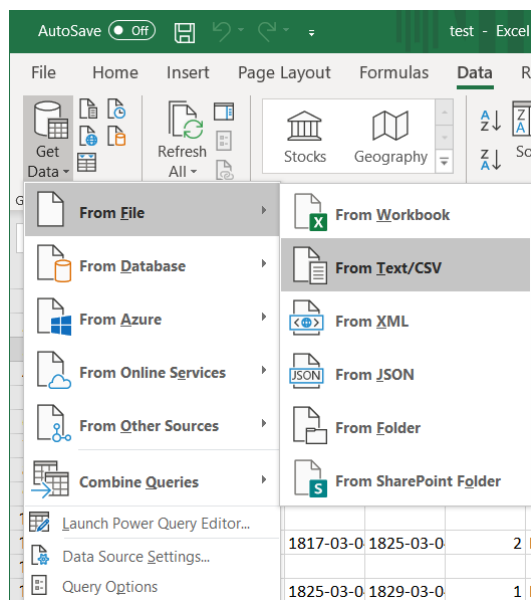
Converting Your .csv File to an .xlsx File

Note: Since the majority of the parsed article files have errors in their OCR translation, when attempting to convert the .csv to a .xlsx Excel might not be able to separate the columns correctly. The delimiter is set to ‘,’ by default and while it can be changed, most articles have random characters that would interfere with Excel in trying to separate the columns. While this process will still work, the new .xlsx may be more disorganized than the original .csv.

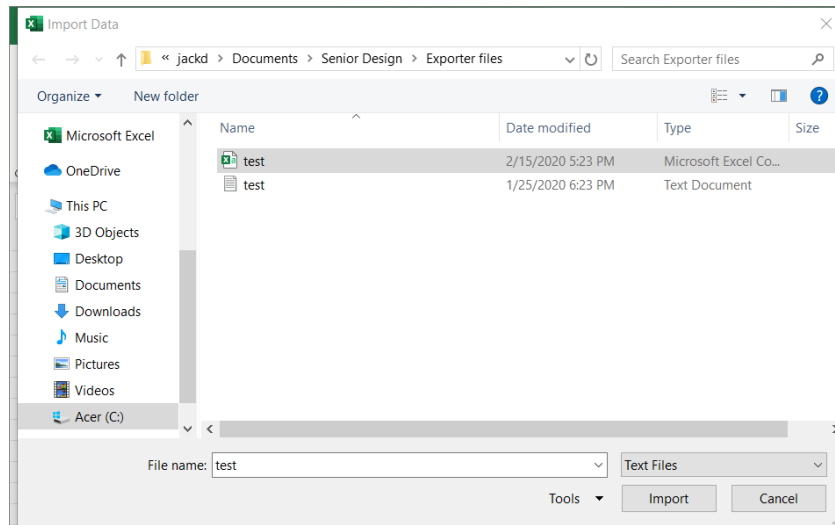
- 1) Open Excel and load the .csv that was created from the exporter.
- 2) Select the “Data” tab at the top of the screen.



- 3) Press the “Get Data” button at the very left of the top panel. Then, hover over the “From file” button, and finally click on the “From Text/CSV” button.



- 4) File Explorer will open. Navigate to the same place that you opened the first file from (You should already be in the same directory but if not, navigate to where you placed your .csv file). Once you have found the file double click on it or click it and press the “Import” button.



- 5) A window should open displaying the information of your .csv file. At the top, Excel provides options for “File Origin”, “Delimiter”, “Data Type Detection”. The default selections for these options should be “1252: Western European (Windows)”, “Comma”, and “Based on first 200 rows” respectively. Adjust these options according to how you want your data displayed. These default options should suffice for most files, however.

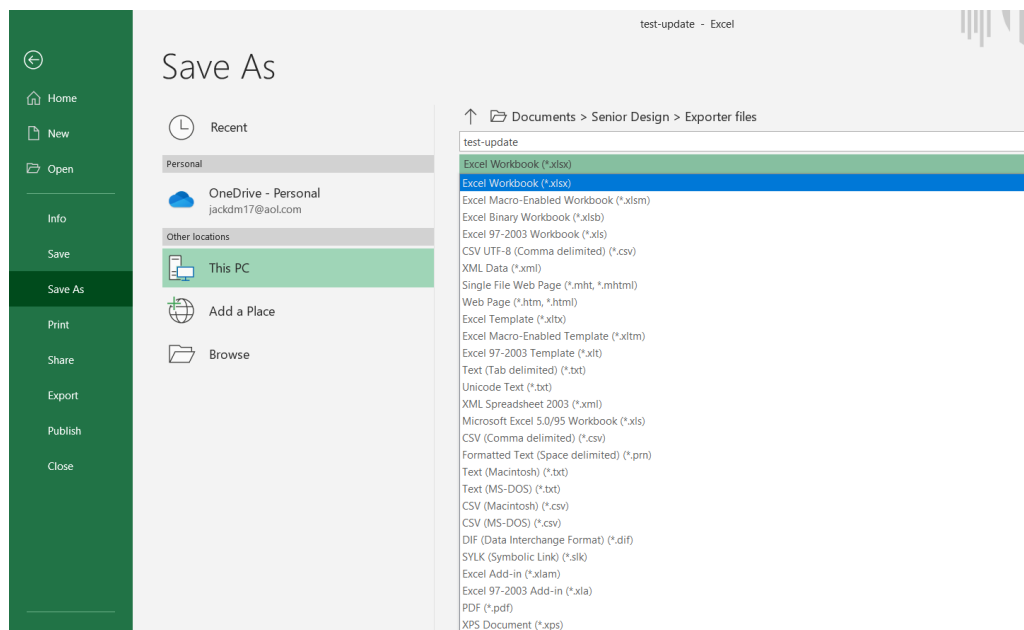
test.csv

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

President #	First name	Last name	Entered office	Left office	Terms served	Party	Info
1	George	Washington	1789-04-30	1797-03-04	2		An American political leader, milita
2	John	Adams	1797-03-04	1801-03-04	1	Federalist	An American statesman, attorney,
3	Thomas	Jefferson	1801-03-04	1809-03-04	2	Democratic-Republican	an American statesman, diplomat,
4	James	Madison	1809-03-04	1817-03-04	2	Democratic-Republican	An American statesman, lawyer, di
5	James	Monroe	1817-03-04	1825-03-04	2	Democratic-Republican	An American statesman, lawyer, di
6	John (Quincy)	Adams	1825-03-04	1829-03-04	1	Democratic-Republican	An American statesman, diplomat,
7	Andrew	Jackson	1829-03-04	1837-03-04	2	Democratic	An American soldier and statesmar
8	Martin	Van Buren	1837-03-04	1841-03-04	1	Democratic	An American statesman who serve
9	William (Henry)	Harrison	1841-03-04	1841-04-04	1	Whig	An American military officer and po
10	John	Tyler	1841-04-04	1845-03-04	1	Whig	The tenth president of the United S

Load Transform Data Cancel

- 6) Once you have finished reviewing your selections, press “Load” at the bottom of the window.
- 7) A new sheet should appear that contains all the information of the original .csv in a new, nicely formatted file. From here, save this file as an Excel Worksheet (.xlsx). By saving this new file as an Excel Worksheet, it will maintain the formatting anytime the file is opened unlike if you were to save it as a .csv. In that case, the file will be formatted like the original file which may contain incorrect data and improper formatting.



8) Upon opening the newly saved .xlsx file, it should resemble something like this.

The screenshot shows an Excel spreadsheet with a table of US Presidents. The table is located in the range A1:P29. The columns are: President #, First name, Last name, Entered office, Left office, Terms served, Party, and Info. The data includes presidents from George Washington to Franklin Pierce. The table is formatted with alternating row colors and has a filter button in the top right corner.

President #	First name	Last name	Entered office	Left office	Terms served	Party	Info
1	George	Washington	1789-04-30	1797-03-04	2		An American political leader, military general, statesman, and Founding Father who served as the first president of the United State
2	John	Adams	1797-03-04	1801-03-04	1	Federalist	An American statesman, attorney, diplomat, writer, and Founding Father who served as the second president of the United States, f
3	Thomas	Jefferson	1801-03-04	1809-03-04	2	Democratic-Republican	an American statesman, diplomat, lawyer, architect, philosopher, and Founding Father who served as the third president of the Unit
4	James	Madison	1809-03-04	1817-03-04	2	Democratic-Republican	An American statesman, lawyer, diplomat, philosopher and Founding Father who served as the fourth president of the United State
5	James	Monroe	1817-03-04	1825-03-04	2	Democratic-Republican	An American statesman, lawyer, diplomat and Founding Father who served as the fifth president of the United States from 1817 to
6	John (Quincy)	Adams	1825-03-04	1829-03-04	1	Democratic-Republican	An American statesman, diplomat, lawyer, and diarist who served as the sixth president of the United States from 1825 to 1829. He
7	Andrew	Jackson	1829-03-04	1837-03-04	2	Democratic	An American soldier and statesman who served as the seventh president of the United States from 1829 to 1837. Before being elec
8	Martin	Van Buren	1837-03-04	1841-03-04	1	Democratic	An American statesman who served as the eighth president of the United States from 1837 to 1841. He was the first president born
9	William (Henry)	Harrison	1841-03-04	1841-04-04	1	Whig	An American military officer and politician who served as the ninth president of the United States in 1841. He died of typhoid, pneu
10	John	Tyler	1841-04-04	1845-03-04	1	Whig	The tenth president of the United States from 1841 to 1845 after briefly serving as the tenth vice president in 1841; he was elected
11	James	Polk	1845-03-04	1849-03-04	1	Democratic	The 11th president of the United States, serving from 1845 to 1849. He previously was Speaker of the House of Representatives (18
12	Zachary	Taylor	1849-03-04	1850-07-09	1	Whig	The 12th president of the United States, serving from March 1849 until his death in July 1850. Taylor previously was a career officer
13	Millard	Fillmore	1950-07-09	1853-03-04	1	Whig	The 13th president of the United States (1850–1853), and the last to be a member of the Whig Party while in the White House. A fo
14	Franklin	Pierce	1853-03-04	1857-03-04	1	Democratic	The 14th president of the United States (1853–1857), a northern Democrat who saw the abolitionist movement as a fundamental t