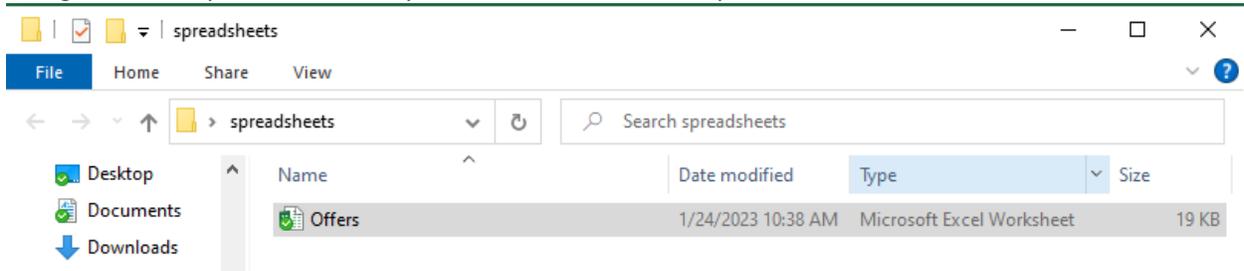
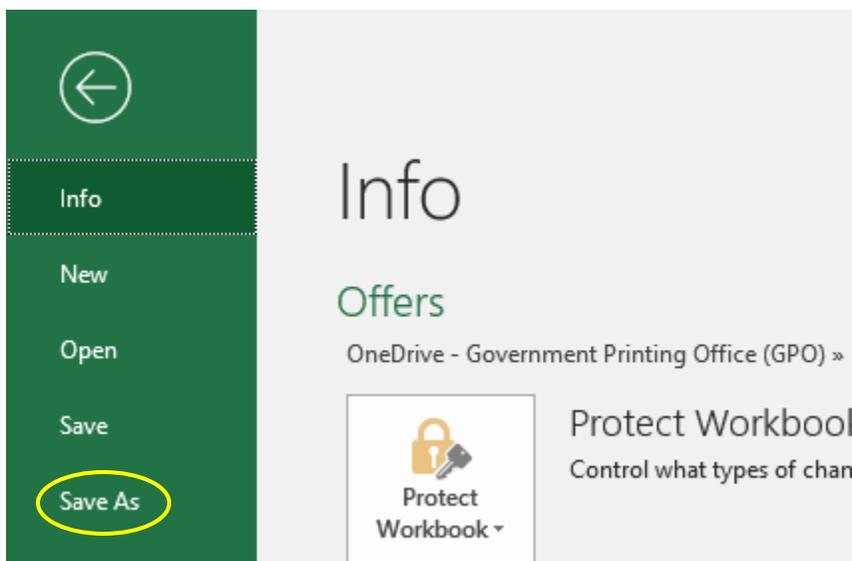
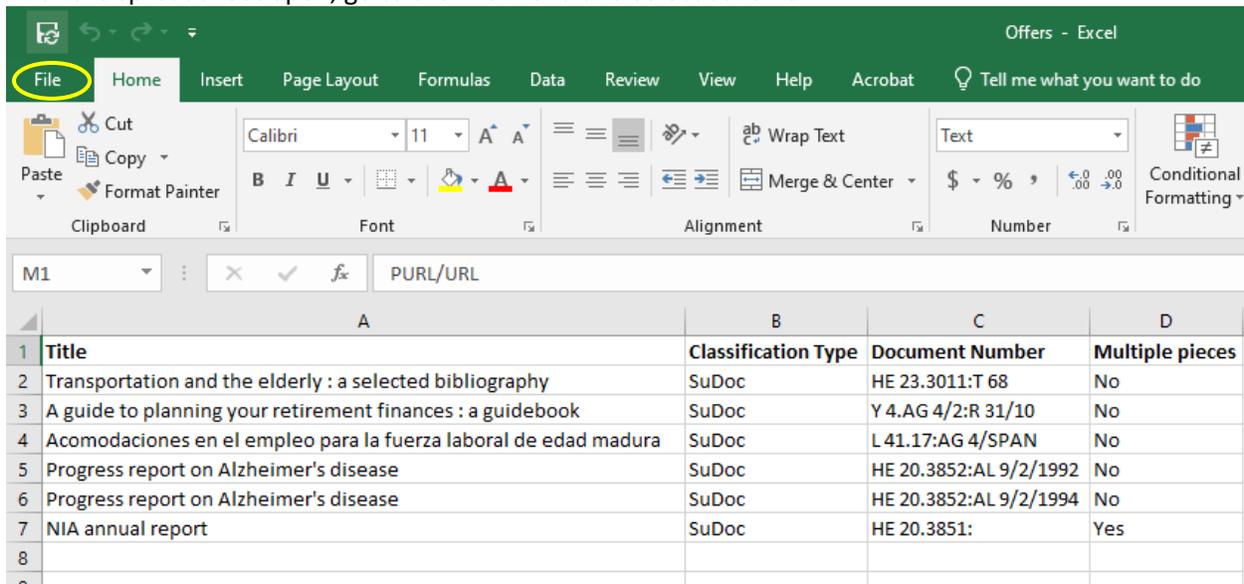


# Converting an XLSX spreadsheet into CSV format

Navigate to the spreadsheet that you want to convert and open it.

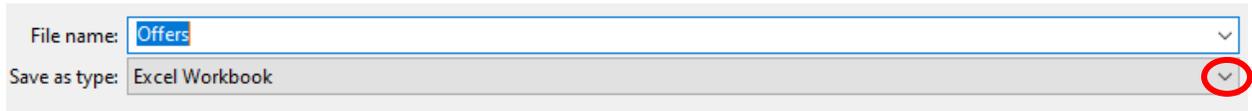


With the spreadsheet open, go to the File menu and select Save As.



## Converting an XLSX Spreadsheet into CSV

Navigate to the folder where you want to save the new file. Next, click the downward arrow at the end of the Save as type: box to see the drop-down menu.



Select "CSV (comma delimited)"



Click Save.

You should now have 2 files: one in CSV format and one in XLSX format. The file shown below with the type "Microsoft Excel Comma Se..." is the CSV file. Yours may display differently based on your computer settings, but there should be an indicator showing that it is CSV or comma separated values.

