

Reformatting Comma Delimited Files

1. Open the .csv file and 'save as' changing the save as type to 'Excel Workbook'

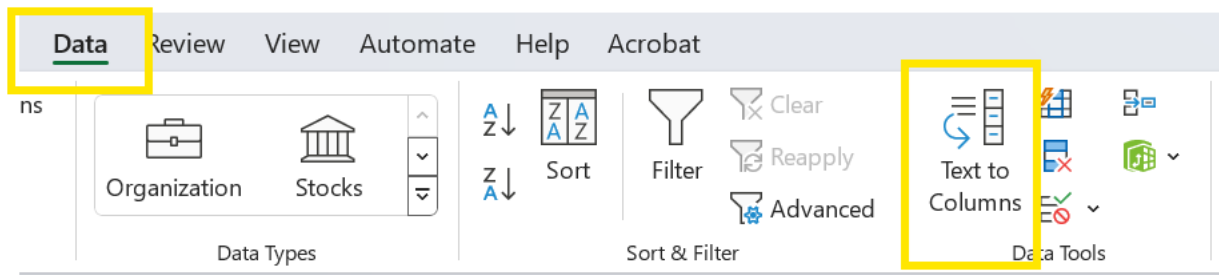
File name:

Save as type:

2. Select column A by clicking on it
 - a. The whole column should be highlighted

	A	B	C
1	Site MRN	Recipient_First_I	

3. Navigate to the 'Data' tab at the top of the spreadsheet
 - a. Select 'Text to Columns'



4. Make sure 'Delimited' is selected in the first pop up window, then hit 'Next'

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

- Set the 'Delimiters' to 'Other' and enter the vertical bar '|' (shift + backslash), then hit 'Next'

Delimiters

☐ Tab

☐ Semicolon

☐ Comma

☐ Space

☒ Other: |

☐ Treat consecutive delimiters as one

Text qualifier: " ▼



- Change nothing on the next page, hit 'Finish'

Column data format

☒ General

☐ Text

☐ Date: MDY ▼

☐ Do not import column (skip)

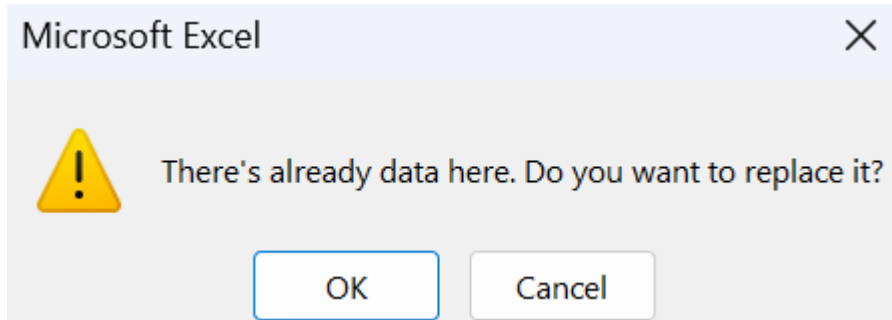
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

[Advanced...](#)

Destination: \$A\$1

Data preview

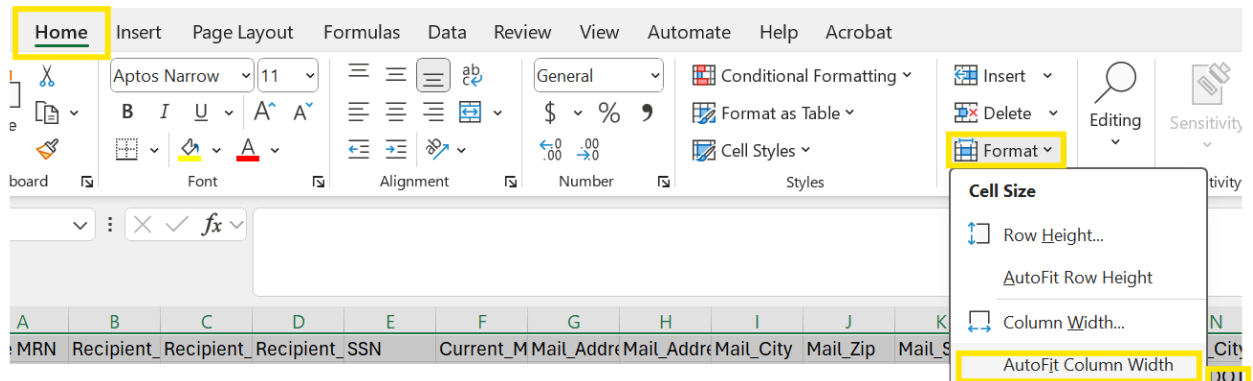
7. Select 'OK' if the replace data window pops up



8. The data should now be split into individual columns, you may need to reformat the column widths

Adjusting Column Widths

9. Select all data
 - a. Click into any cell with data, hit 'ctrl + A'
10. On the 'Home' tab, select 'Format' and 'Autofit Column Width'



11. Save the reformatted file