# CSV Import Guide

This short guide demonstrates how to prepare and open a CSV data file using a spreadsheet application such as Excel.

It does not cover all possible ways to open files. It is intended to draw attention to problems that can be avoided when working with data files in this format.

**Please note:**

> GLEIF does not provide tool support, so we are not able to give detailed advice on your organization's particular systems or workflows. The examples here are for **illustration** and **you may need to adapt to your local operating system** and / or application. We recommend **consulting your IT team** for any complex tasks.

# 1 Download file

First download the file from the GLEIF.org website.

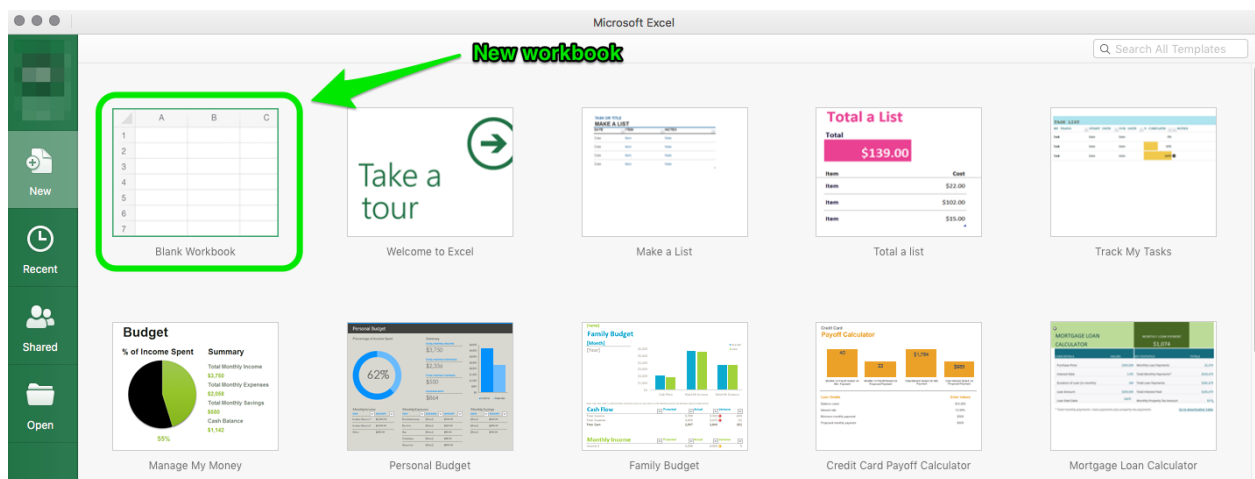Right-click on the file and select "Save As…" to save the file locally (please do not open it yet).

The data file has the filename extension "**.csv**".

> **Do not** double click the data file immediately.

# 2 Open Excel

Once the data file has been downloaded, **do not directly open it**.

- Instead, find your **spreadsheet application** (e.g. Excel) and open it.
- Create a new (blank) workbook:

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With some versions of Excel you may need to do this from a menu, such as:



# 3 Set up import

Once a new workbook is open, select this option from the **File** menu:
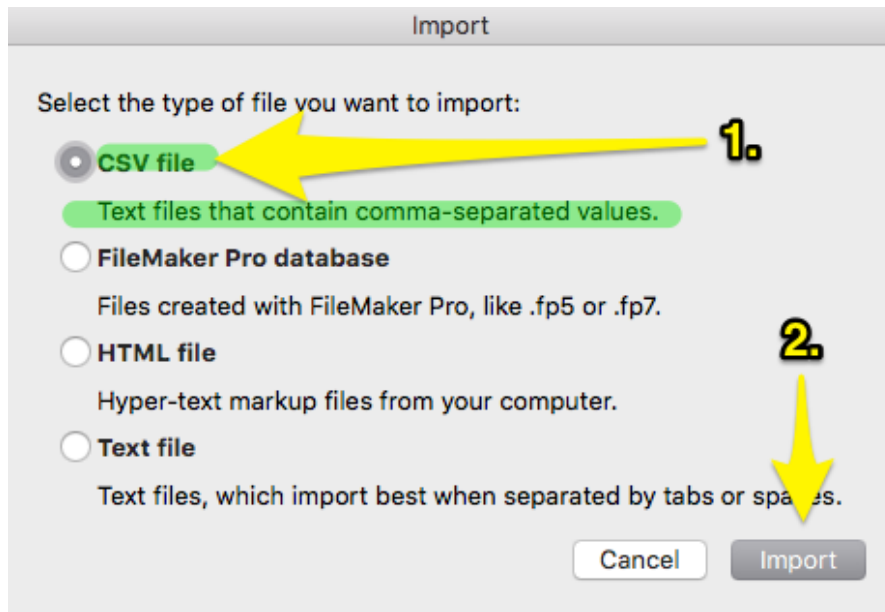
| Import… |
|---|

A dialog will now begin, guiding you through the steps of importing a file.

You need to repeat the steps in sections 2 until the end, for each file you wish to use.

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# 4  Import dialog

## 4.1  Select file type

1.  Select **CSV**.
2.  Click **Import**.



## 4.2  Select data (file) formats

The next step may be different, depending on the operating system, application, and even the version of Excel.

If the application sets any of the following values correctly, please do not change them:

*   The data must be recognized as **Delimited**.
*   The import must start at row: **1**.
*   The most important setting may not yet be detected:

| Unicode (UTF – 8) |
| --- |

Please see the next page for an example.

Make sure that **all** settings that offer **Unicode** and / or **UTF – 8** are set to this value **only**.

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> Do not click **Finish**. Instead always click **Next** until the final step is complete.



## 4.3 Set delimiters and qualifiers

The CSV file contains two types of special formatting characters that tell your application where to split the text into columns and rows:

- The **delimiters** are **commas (,)**.
- The **qualifiers** are **double quotation marks (")**.

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If your application detects these automatically please do not change the values; simply click **Next**.

If any additional values (e.g. "Tab") are selected, please de-select them.

Only **Comma (,)** for Delimiters and **double quotation marks (")** for Text qualifier are correct.

## 4.4  Set data (content) format

The final step is to set data content formats that are used by Excel to display and in some cases, process, the data.

| This is essential for files containing LEIs. |
| --- |

- Set the **LEI** column to **Text** as shown in the next screenshot.
- The "General" type can cause problems with some long sequences of numbers.

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**This screen lets you select each column and set the Data Format.**

Column data format

○ General
● Text
○ Date:  MDY ⌄
○ Do not import column (Skip)

Advanced...

Preview of selected data:

| Text | General | General |
|------|---------|---------|
| LEI | Legal Name | Other Entity Name |
| 097900BEFH0000000120 | SHIFT, a.s. | |
| 097900BEFH0000000217 | Centrálny depozitár cenných papierov SR, a.s. | |
| 097900BEGK0000000311 | DLHOPIS, o.c.p., a.s. | |
| 097900BEF50000000472 | VBRW s.r.o. | |
| 097900BEF50000000569 | Prvá stavebná sporiteľňa, a. s. | |
| 097900BEGX0000000644 | JPT Investment a.s. investičný fond s premenlivým základným imaním | |
| 097900BEHQ0000000743 | LETICIA INVESTMENT, a. s. | |

Cancel    < Back    Next >    **Finish**

- 

Only click **Finish** when all of the steps have been checked.

**Please note:**

- When working with **very large files**, downloading, opening and manipulating the file **may be interrupted** sometimes due to e.g. lack of sufficient memory.
- For large **files** this could be impractical and a **specialized tool** e.g. a dedicated CSV editor or parser, is needed.
- For detailed technical assistance using your application, please consult the official application documentation. For example, detailed information on importing CSV files to Microsoft Excel can be found at:

https://support.office.com/en-us/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba

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