

What this document will show you...

This document will show you how to take Video47 media file in CSV format and import that data into an Excel sheet. This assumes that you have access to the Video47 system as a Faculty or Administrator and you have downloaded the CSV of the current media database. See the tools pulldown on Video47 while in Faculty mode.

Step 1:

Have the CSV file downloaded from Video47 and then open a blank Excel file.

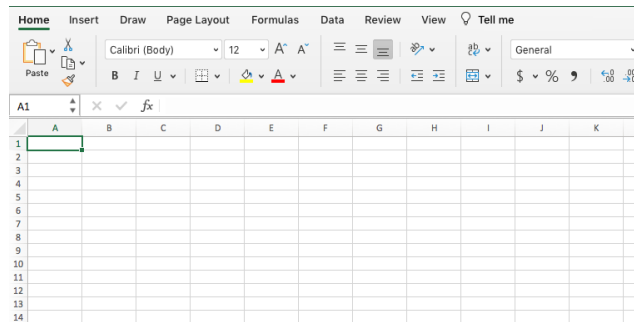


Figure 1.

Step 2:

Select "Data" from the top then "From Text".

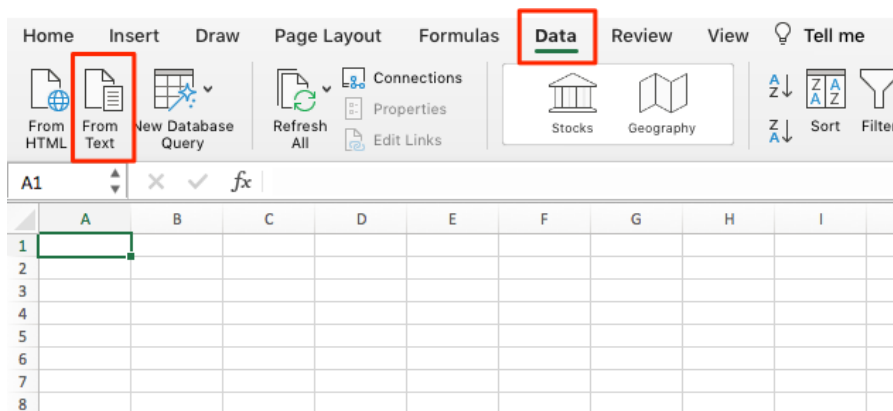


Figure 2.

Step 3:

Select the file from the choose file dialog.

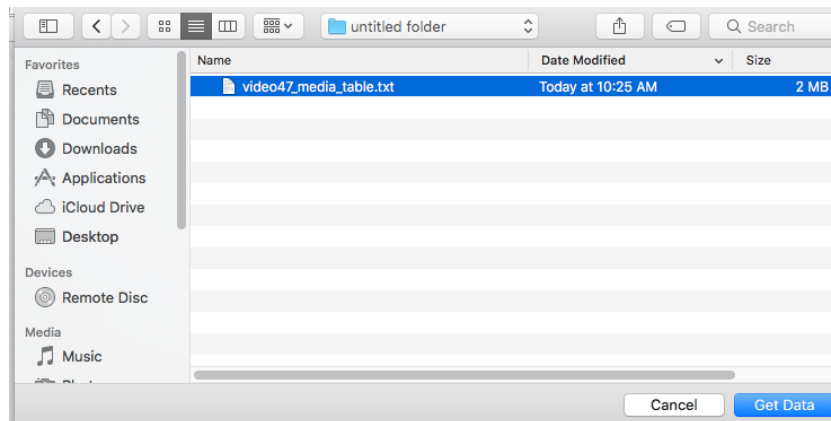


Figure 3.

Step 4:

Upon clicking the “Get Data” button the ‘Text Import Wizard’ will open.

Make sure “Delimited” is selected, the hit “Next >”.

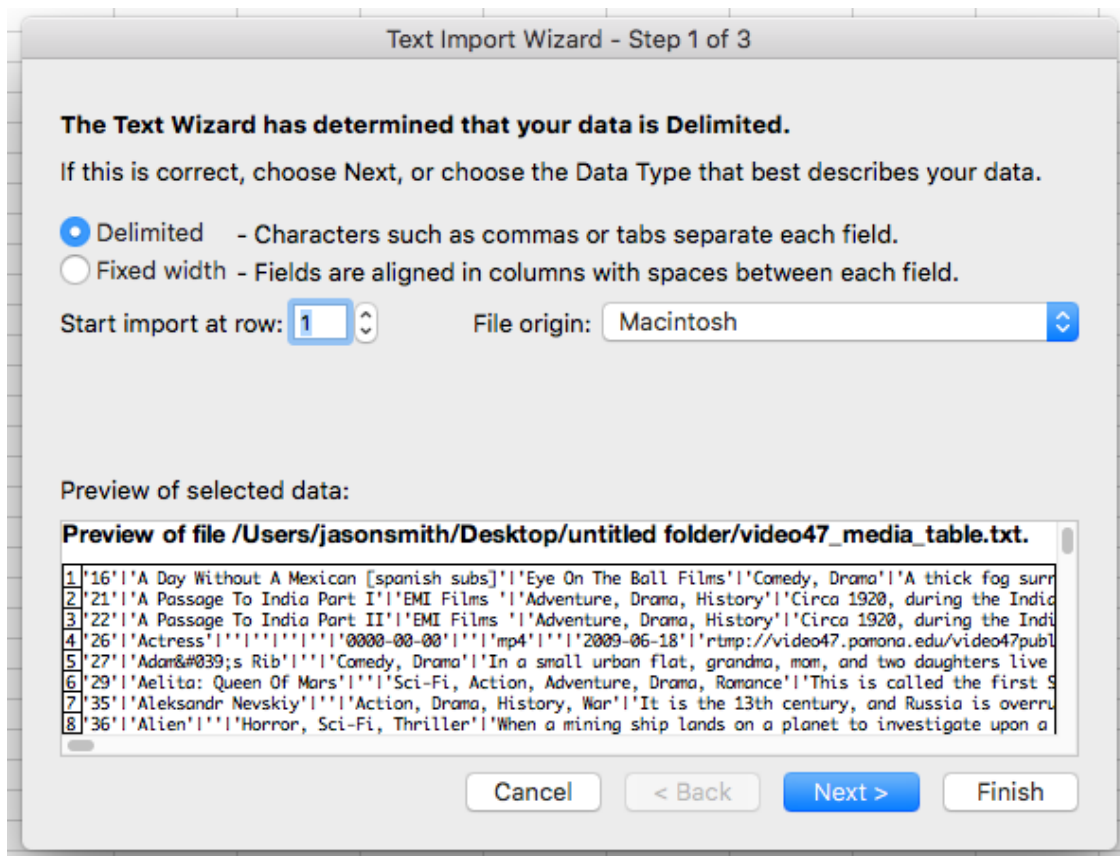


Figure 4.

Step 5:

Set Delimiters to “Other” and place the “|” pipe character in the box.

Set the ‘Text qualifier’ to the single quote.

Look at the “Preview of selected data” and make sure it looks like Figure 5, then Next.

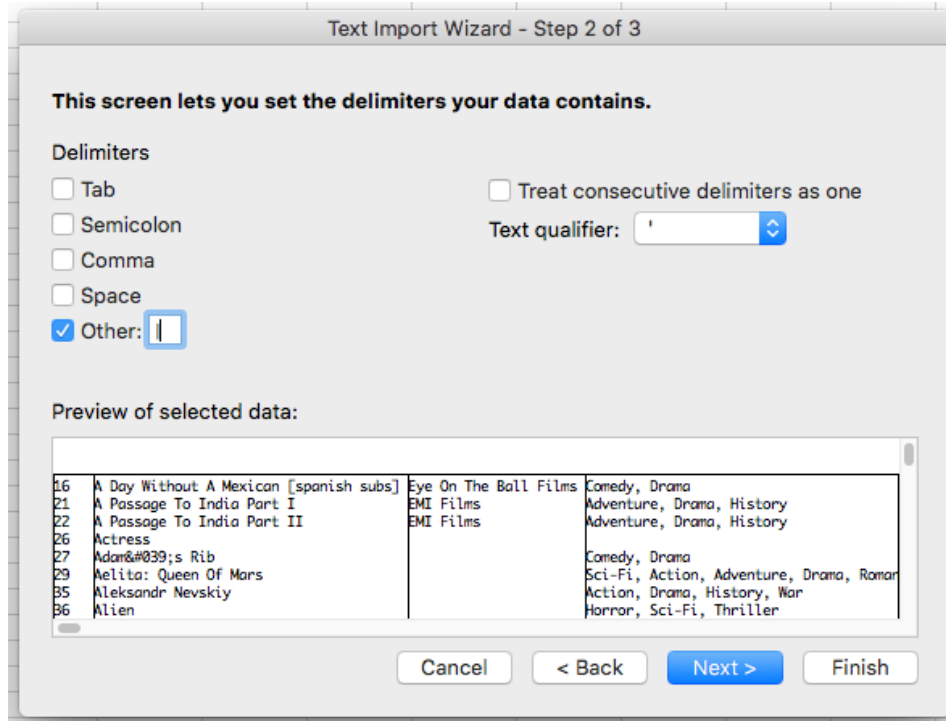


Figure 5.

Step 6:

Finally, you will be asked where you want to put the data and you will see the file opened.

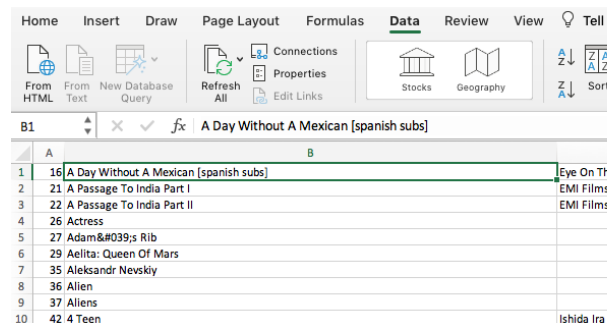
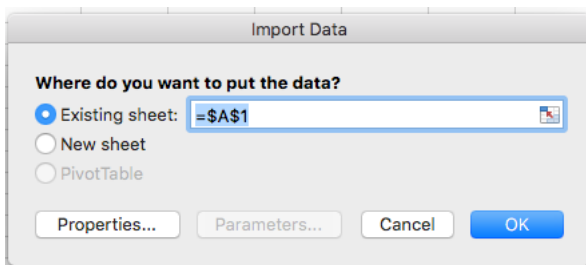


Figure 6 & 7.