

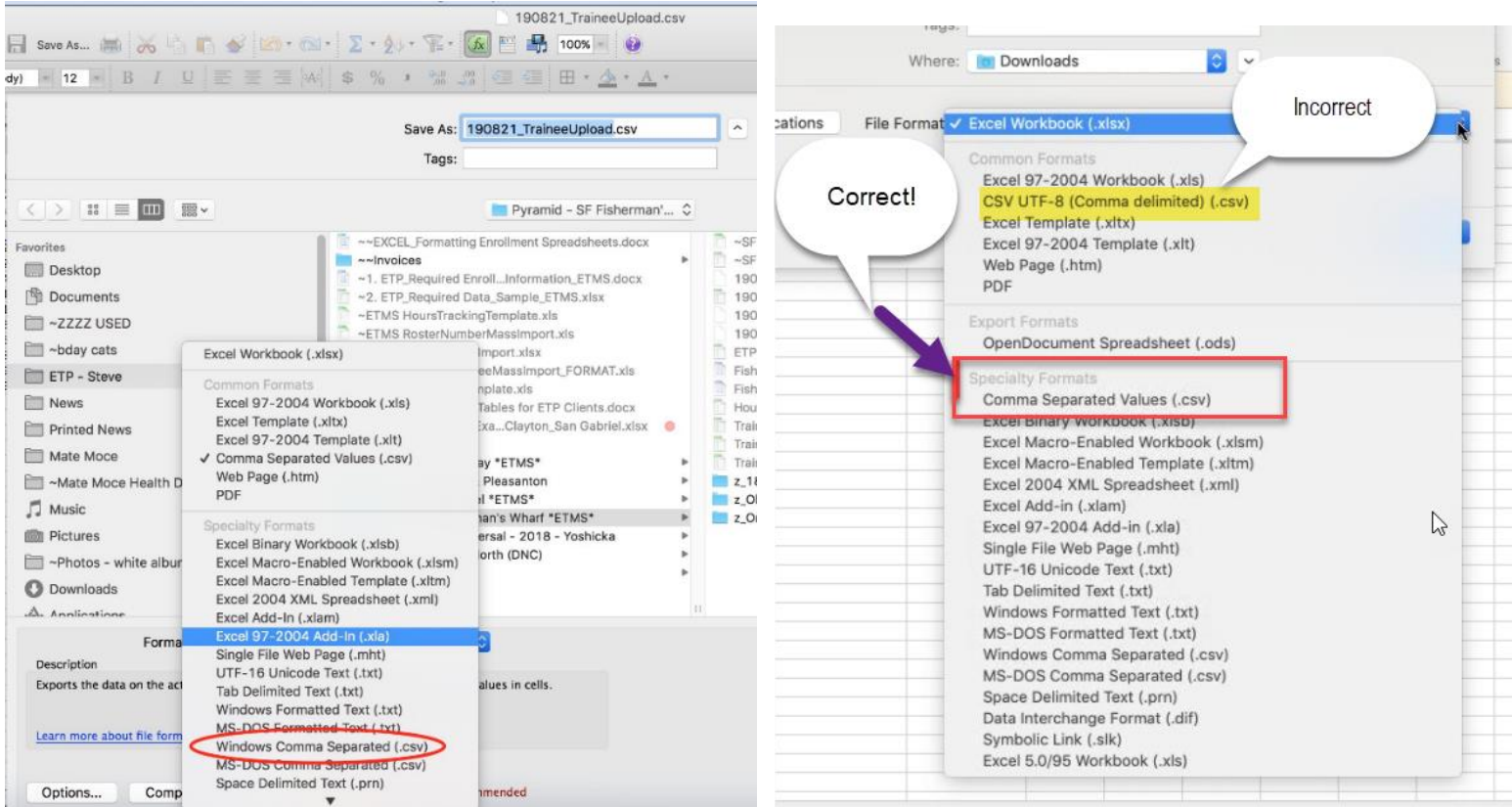
What is the proper method to save an excel file in Cal-E-Force?

Save your completed upload file as a “CSV (Comma Delimited)” if using a Windows PC, or “Comma Separated Values (.csv)” if using Mac/Apple.

Helpful Tips:

- Don't use commas in your CSV. (For example, use the number “1500”, instead of “1,500”)
- Never reuse a CSV. Make all edits while the file is still an Excel spreadsheet and then save as a CSV. If additional edits are needed, open a new Excel spreadsheet and save as a new CSV when done.

MAC/Apple File Save as Types:



Windows File Save as Types:

