

Instructions for Opening Comma Separated Values (CSV) Files from the FSIS Website in Common Spreadsheet Software

Download the data file from the FSIS Website to any directory on the device.

In Microsoft Excel¹:

As of Microsoft Excel Version 2304 on Microsoft Windows

1. Create a new Blank workbook (This can be done by going to the **File > New** and selecting **Blank Workbook**).
2. On the **Data** tab, in the **Get & Transform Data** group, select **From Text/CSV**.
3. Navigate to the file that was downloaded from the FSIS Website and select **Open**.
4. In the **preview dialog box**, ensure the file **Delimiter** is set to **Comma**.
5. Select **Load** to open the dataset.

In LibreOffice Calc²:

As of Version 7.5.4

1. Go to **File>Open**
2. Ensure that you are looking at **All Files** and navigate to the file that was downloaded from the FSIS Website. Select **Open**.
3. In the **Text Import** dialog box, select **Comma** under **Separator Options** and unselect the other separators. Select **OK** to close the dialog box and load the data.
4. To filter the data, go to the **Data** menu, and select **AutoFilter**.

In Google Sheets³:

As of July 5, 2023

1. Upload the dataset that was downloaded from the FSIS Website onto Google Drive
2. Go to **File > Import**.
3. Select the **Import Location** as **Create new spreadsheet** and **Separator type** as **Comma**.
4. Select **Import Data**
5. To filter data, go to the **Data > Create a filter**.

¹ [https://support.microsoft.com/en-au/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba#ID0EBBN=Office 2010 - Office 2016](https://support.microsoft.com/en-au/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba#ID0EBBN=Office%202010%20-%20Office%202016)

² <https://wiki.documentfoundation.org/Faq/Calc/001>

³ <https://support.google.com/docs/answer/6000292?hl=en&co=GENIE.Platform%3DAndroid&sjid=13425869554209612308-NA>