

# What is a CSV file and how do I save my spreadsheet as one?

## What We'll Cover

- [Saving your spreadsheet as a CSV](#)
- [What can I use CSVs for?](#)

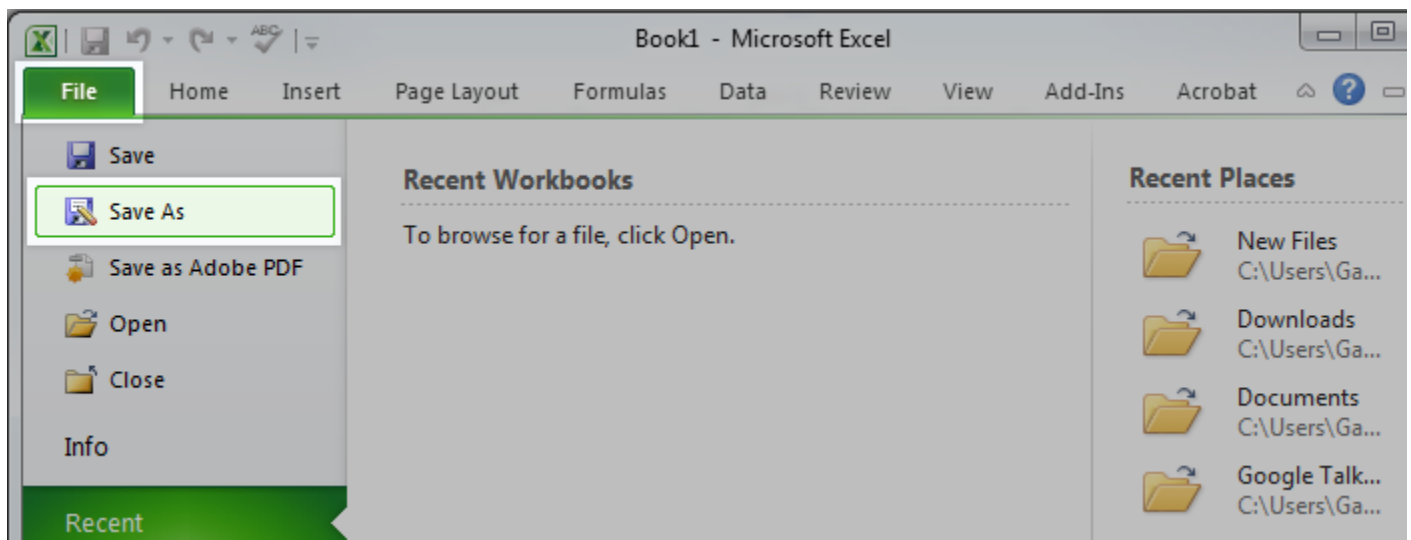
A CSV is a **comma separated values** file which allows data to be saved in a table structured format. CSVs look like a garden-variety spreadsheet but with a **.csv extension** (Traditionally they take the form of a text file containing information separated by commas, hence the name).

CSV files can be used with any spreadsheet program, such as Microsoft Excel, Open Office Calc, or Google Spreadsheets. They differ from other spreadsheet file types in that you can only have a single sheet in a file, they can not save cell, column, or row styling, and can not save formulas.

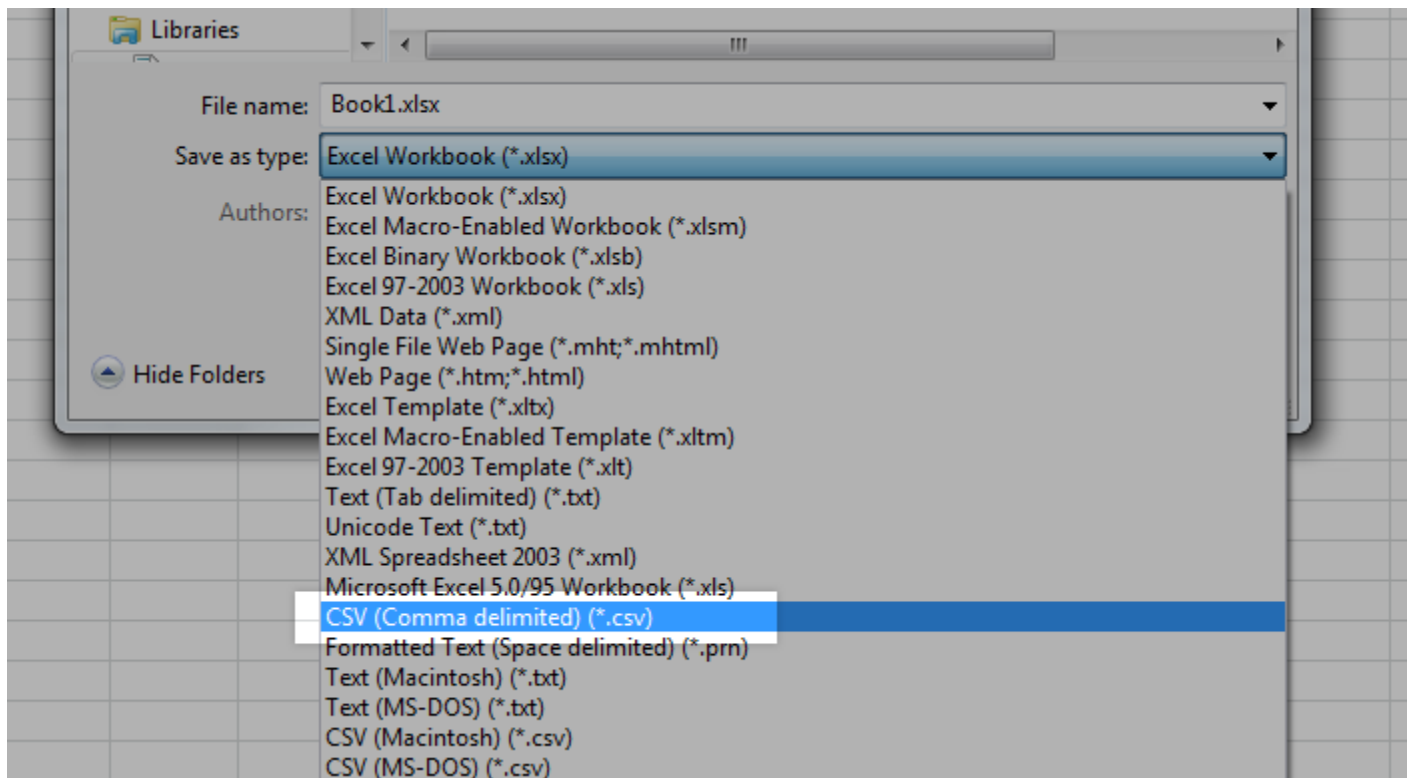
## Saving Your Spreadsheet as a CSV

**Note:** These instructions are for Microsoft Excel 2010, but any spreadsheet software will follow a similar process.

1. Open your file in your spreadsheet program.
2. Click on **File** and choose **Save As**.



3. Under **Save as type**, choose **CSV (Comma delimited)**. Click **Save**.



4. You may see a message that your file "may contain features that are not compatible with CSV". This message is to inform you that any formatting you may have (such as colors or bold text) and any formulas will not be preserved in the CSV formatted file. Click **Yes** to continue.

