**Slide 1 - Slide 1**



**Text Captions**

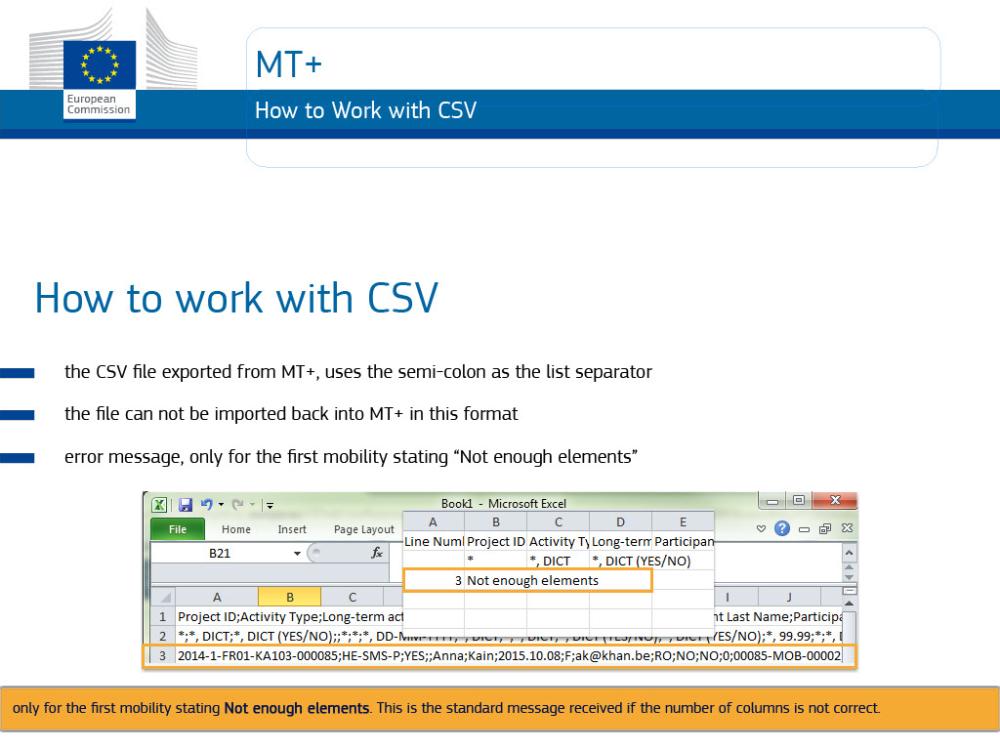
MT+

How to work with CSV

How to work with **CSV**.The **CSV** file used for the import and export of mobilities, can be opened and edited in a variety of tools.

In this demo you will see two common issues that occur when using the export/import file in MT+ and how to rectify it.

**Slide 2 - Slide 2**

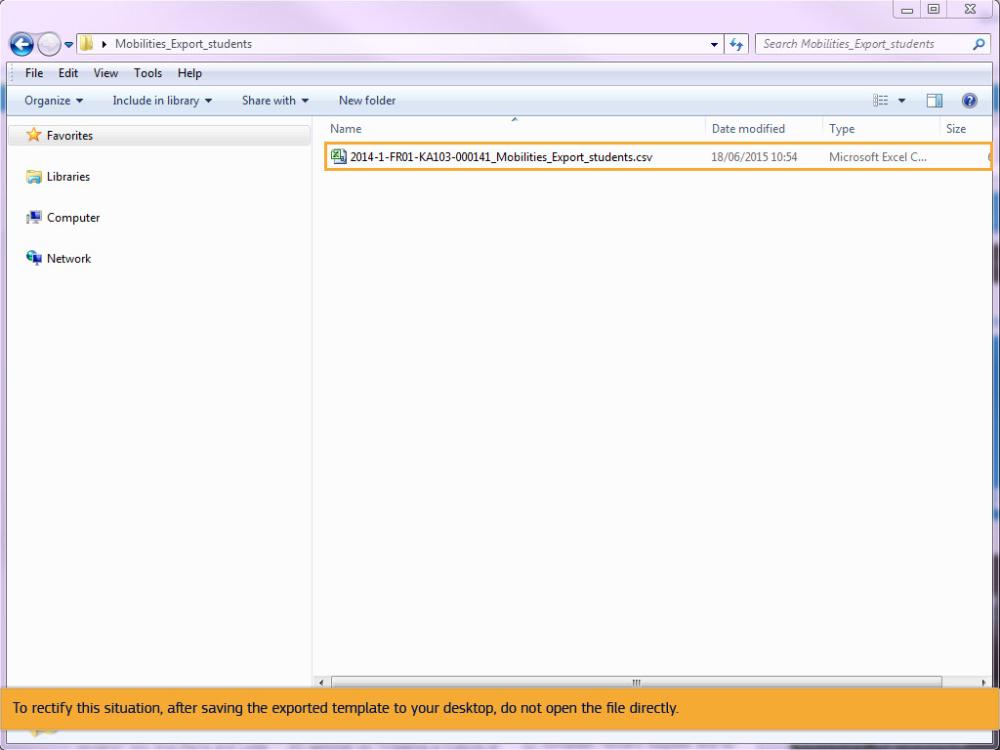


**Text Captions**

The **CSV** file exported from MT+, uses the semi-colon as the list separator. If the same value is not set in the regional settings of your PC, on opening this file, the contents of each row is entered in the first cell. This makes the content, difficult to read and update.

The file can not be imported back into MT+ in this format. If you attempt you will receive an error message, only for the first mobility stating **Not enough elements**. This is the standard message received if the number of columns is not correct.

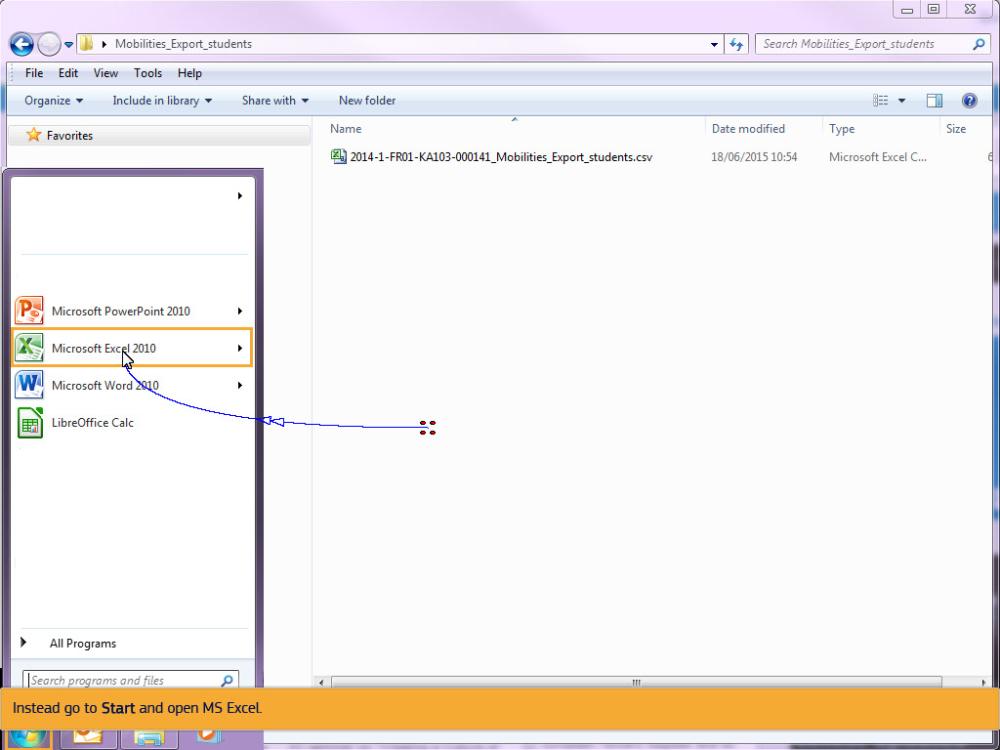
**Slide 3 - Slide 3**



**Text Captions**

To rectify this situation, after saving the exported template to your desktop, do not open the file directly.

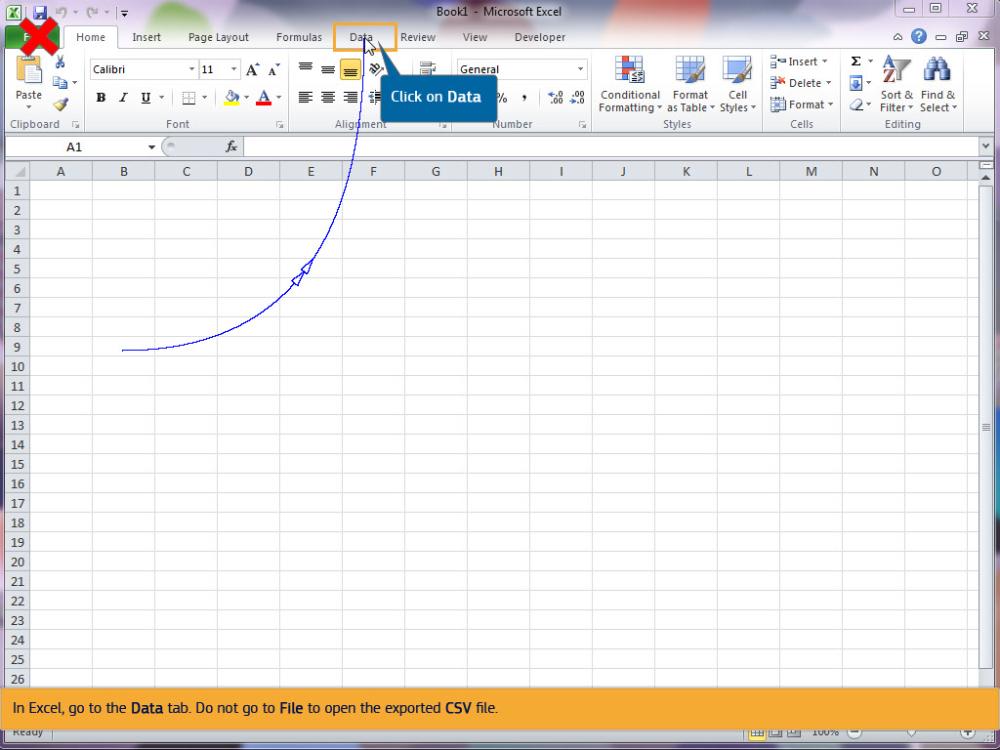
**Slide 4 - Slide 4**



**Text Captions**

Instead go to **Start** and open MS Excel.

**Slide 5 - Slide 5**

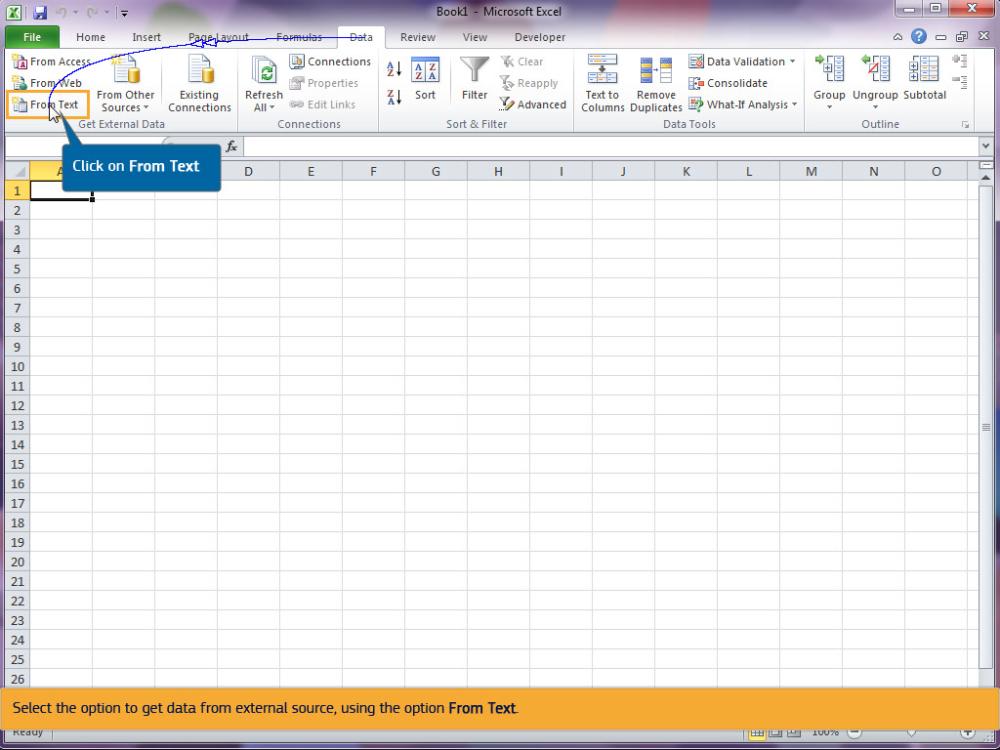


**Text Captions**

In Excel, go to the **Data** tab. Do not go to **File** to open the exported **CSV** file.

Click on **Data**

**Slide 6 - Slide 6**

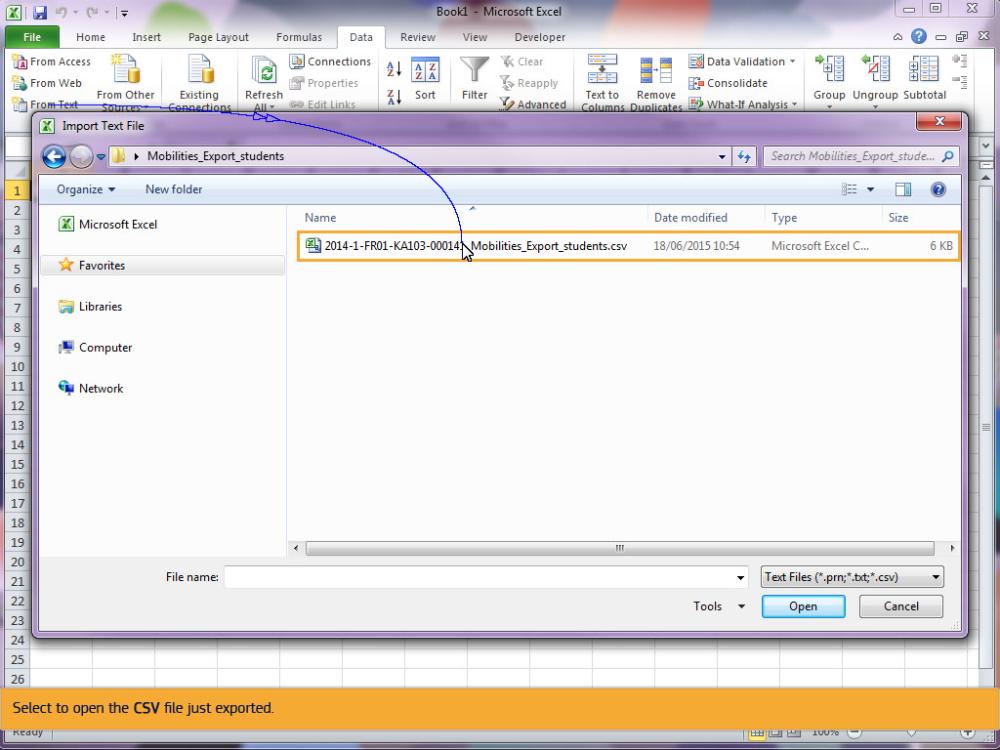


**Text Captions**

Select the option to get data from external source, using the option **From Text**.

Click on **From Text**

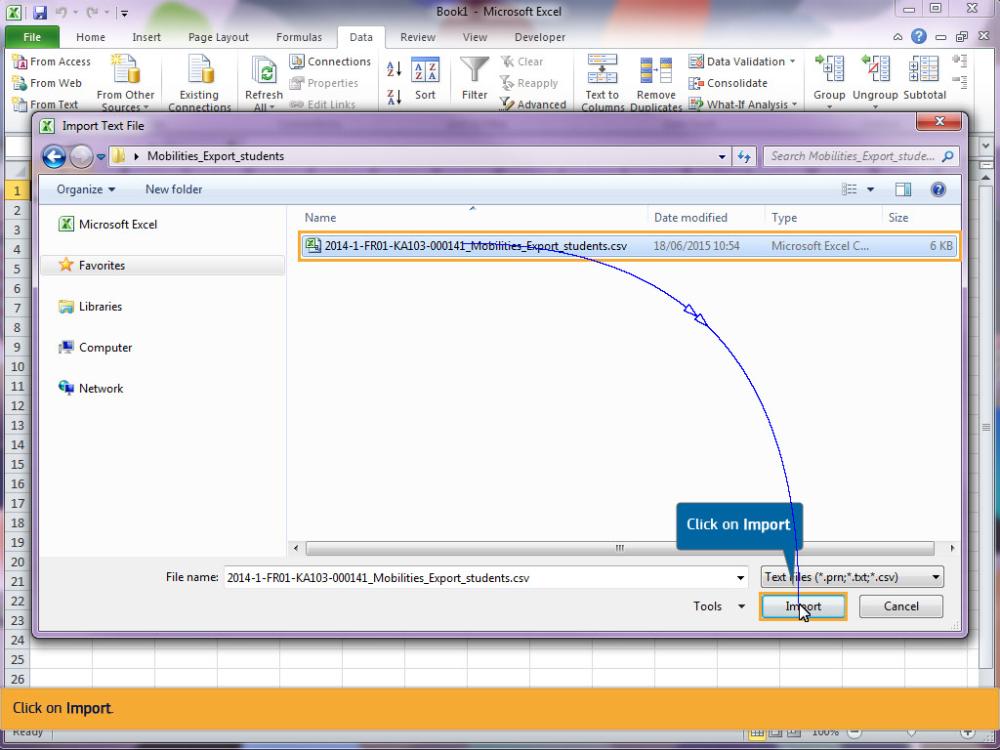
**Slide 7 - Slide 7**



**Text Captions**

Select to open the **CSV** file just exported.

**Slide 8 - Slide 8**

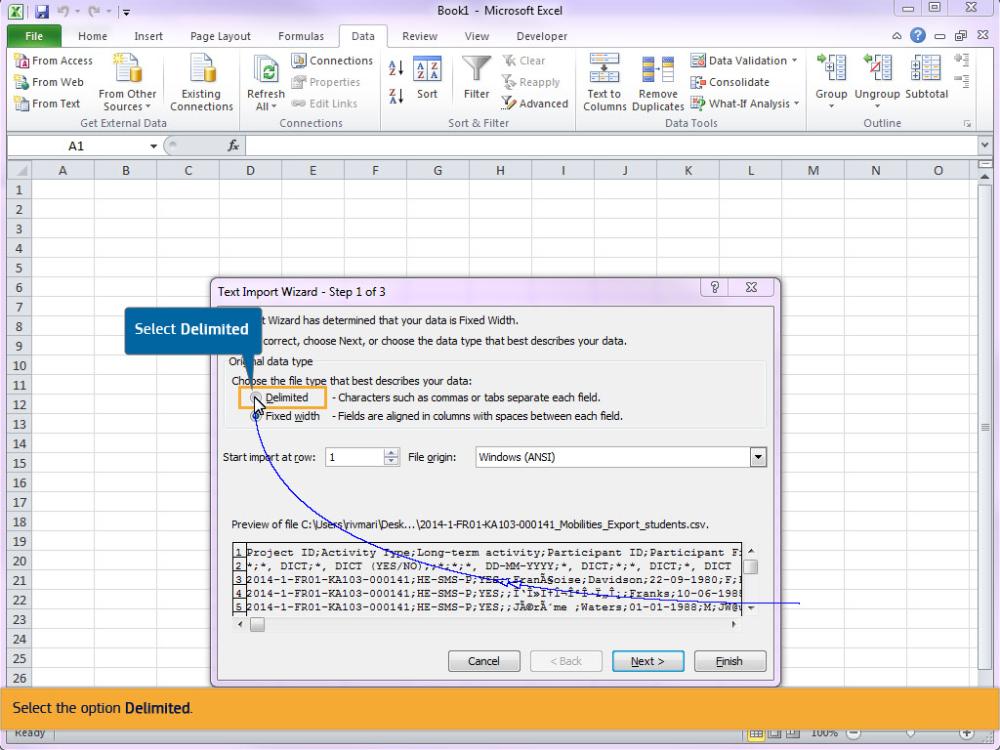


**Text Captions**

Click on **Import**.

Click on **Import**

**Slide 9 - Slide 9**

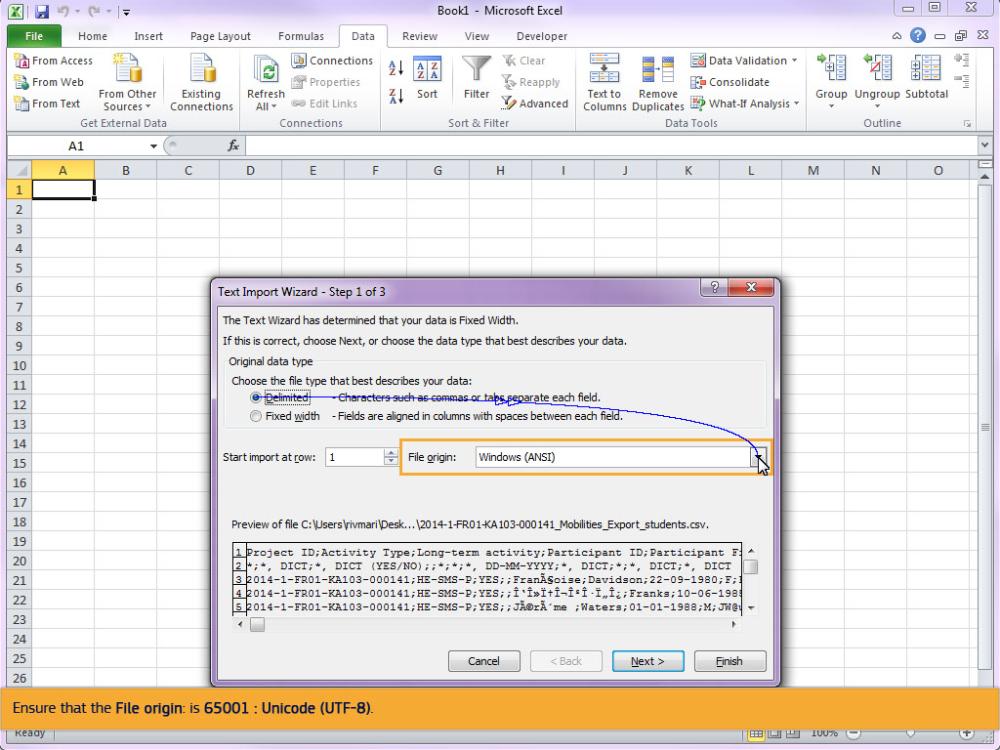


**Text Captions**

Select the option **Delimited**.

Select **Delimited**

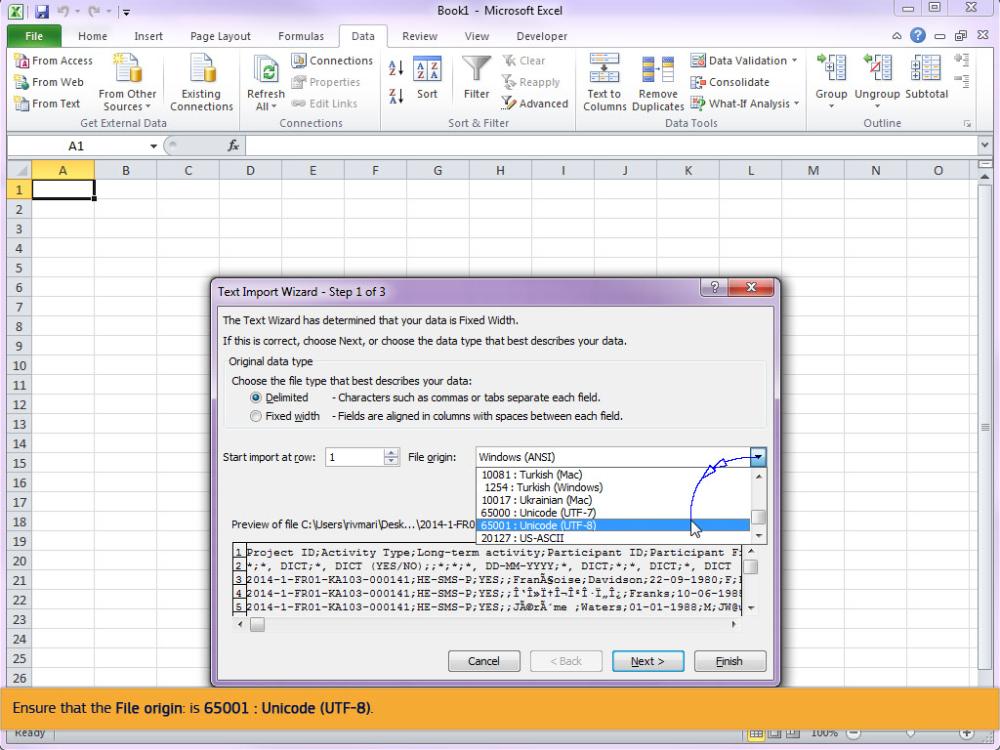
**Slide 10 - Slide 10**



**Text Captions**

Ensure that the **File origin**: is **65001** **:** **Unicode** **(UTF-8)**.

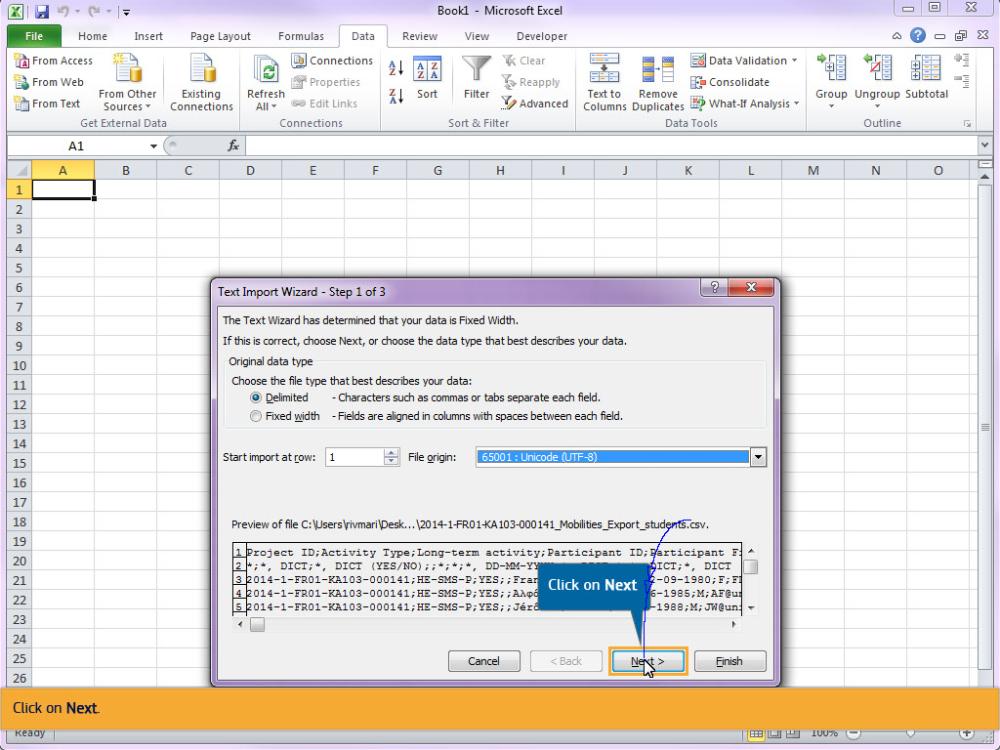
**Slide 11 - Slide 11**



**Text Captions**

Ensure that the **File origin**: is **65001** **:** **Unicode** **(UTF-8)**.

**Slide 12 - Slide 12**

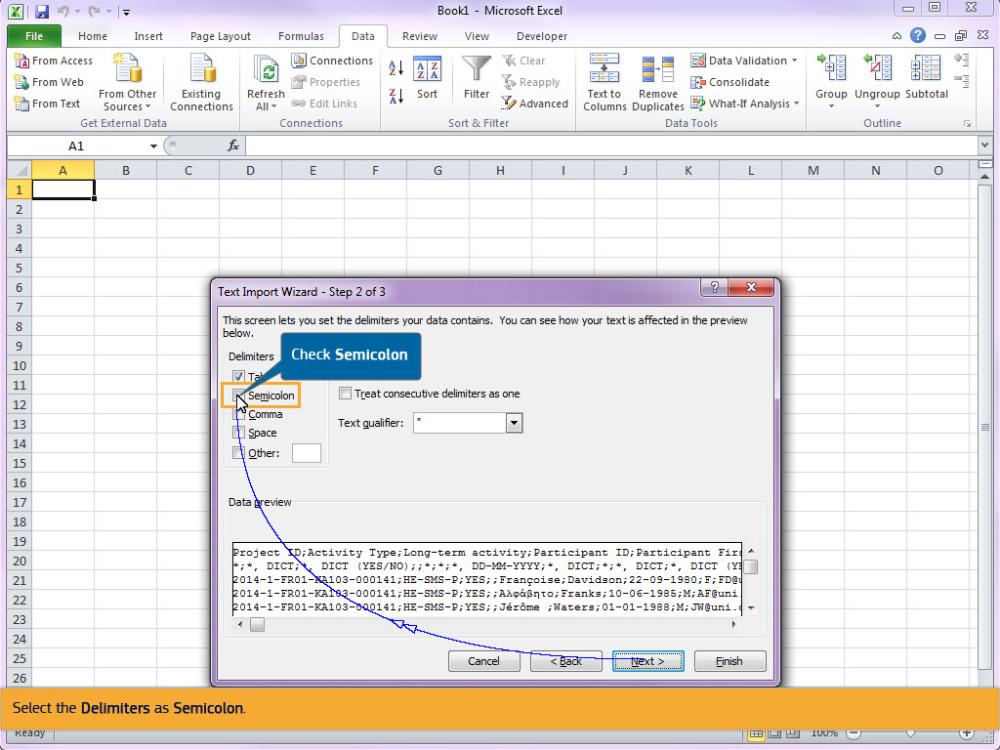


**Text Captions**

Click on **Next**.

Click on **Next**

**Slide 13 - Slide 13**

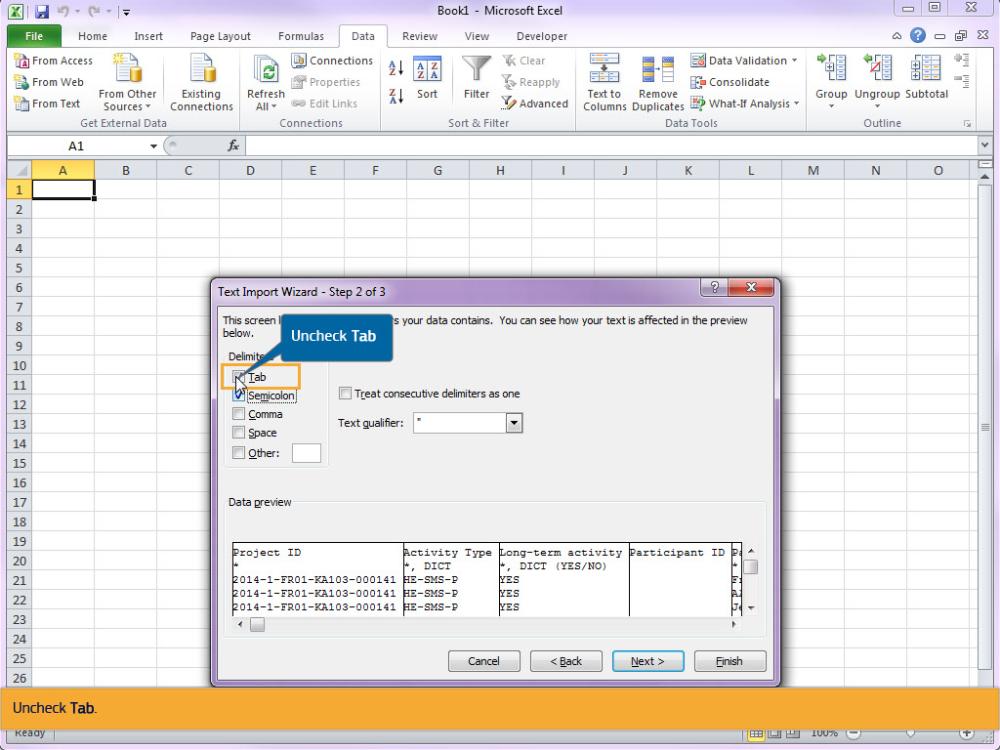


**Text Captions**

Select the **Delimiters** as **Semicolon**.

Check **Semicolon**

**Slide 14 - Slide 14**

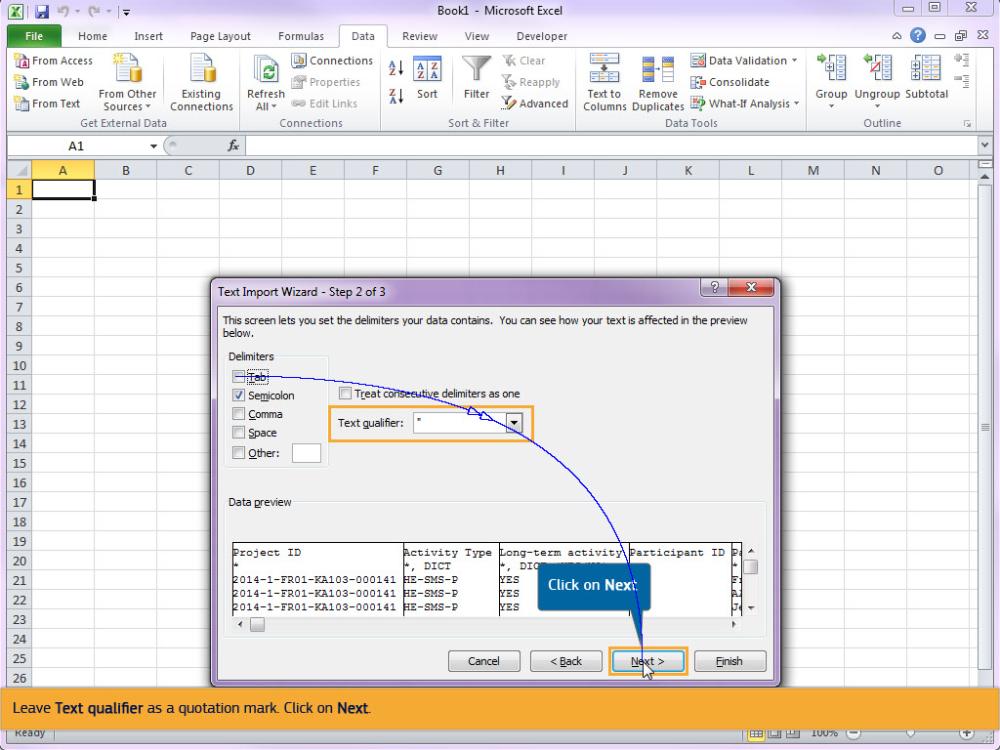


**Text Captions**

Uncheck **Tab**.

Uncheck **Tab**

**Slide 15 - Slide 15**

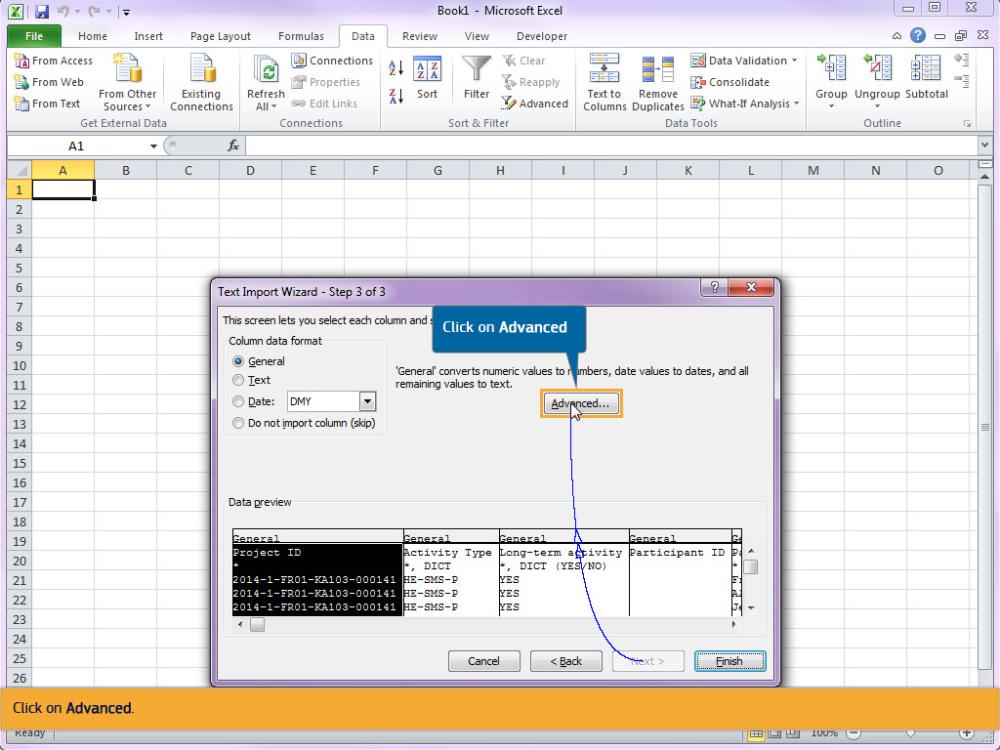


**Text Captions**

Leave **Text qualifier** as a quotation mark. Click on **Next**.

Click on **Next**

**Slide 16 - Slide 16**

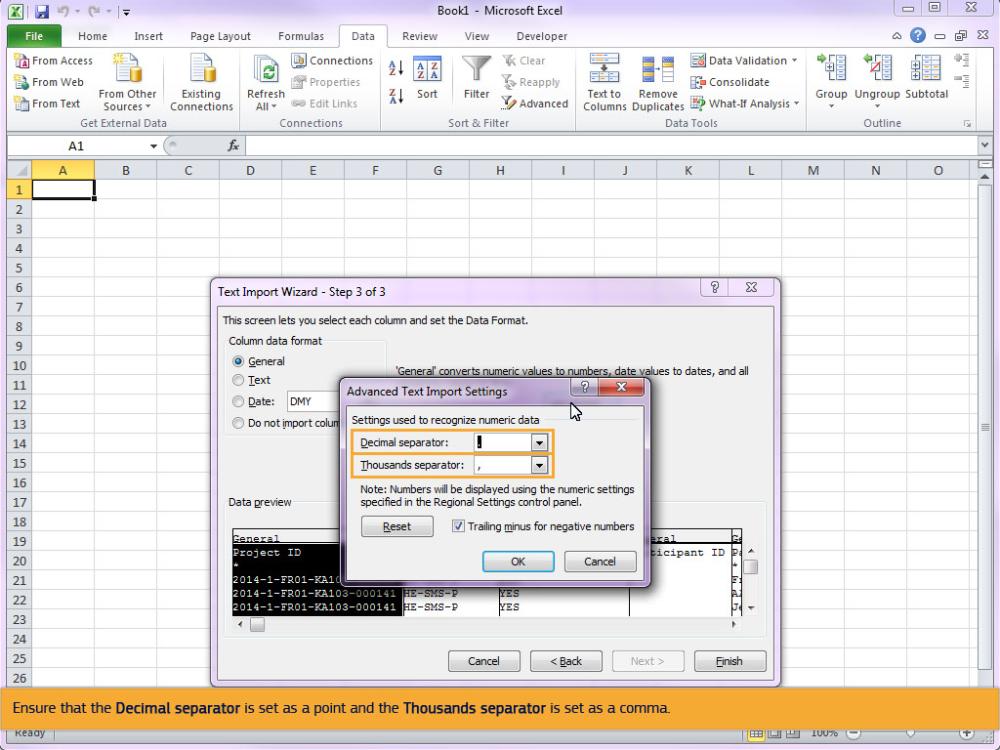


**Text Captions**

Click on **Advanced**.

Click on **Advanced**

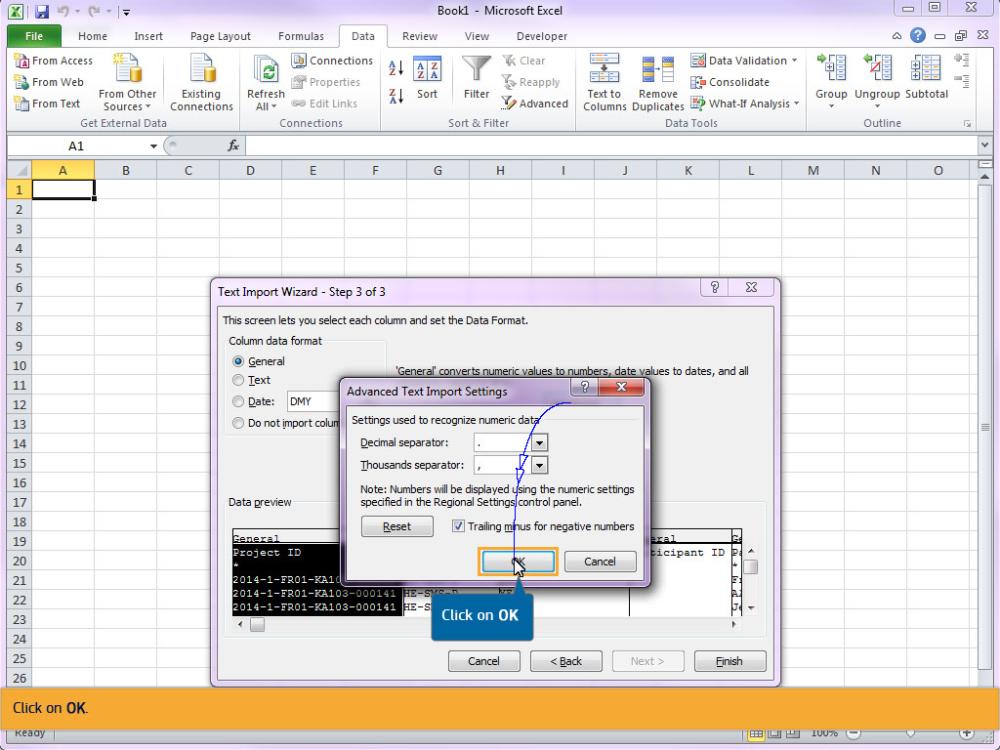
**Slide 17 - Slide 17**



**Text Captions**

Ensure that the **Decimal separator** is set as a point and the **Thousands separator** is set as a comma.

**Slide 18 - Slide 18**

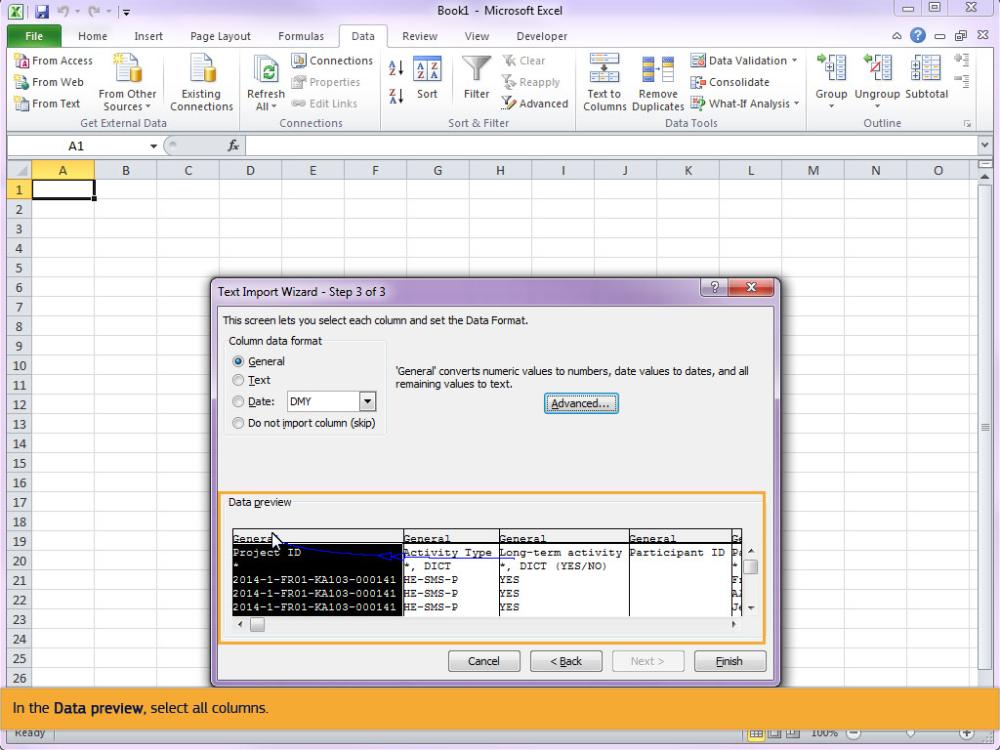


**Text Captions**

Click on **OK**.

Click on **OK**

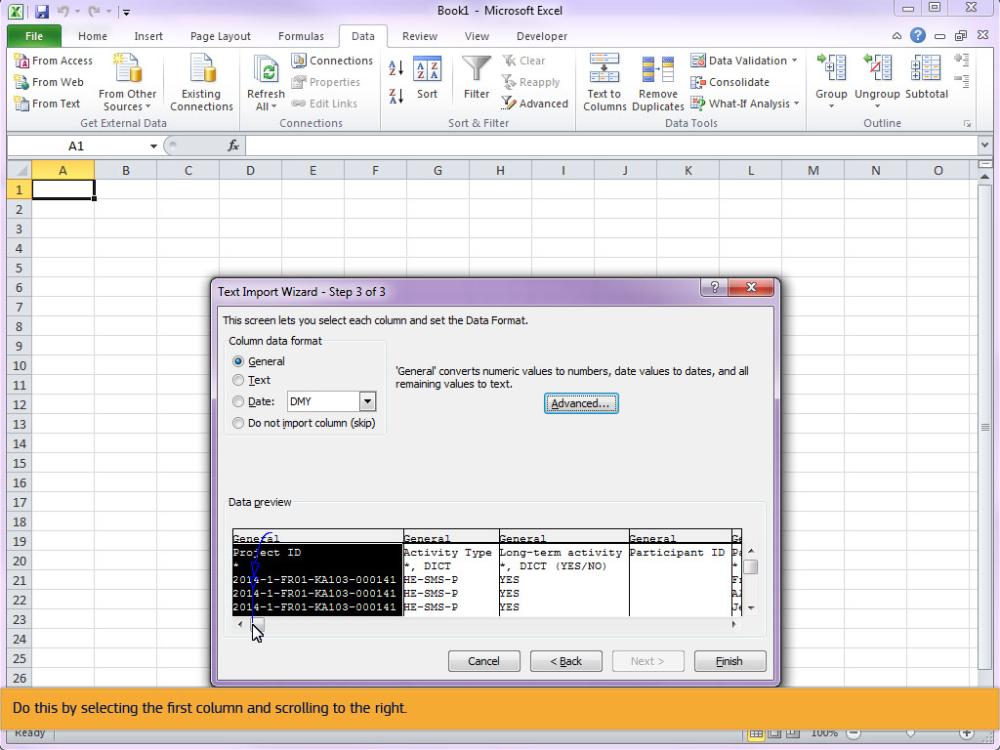
**Slide 19 - Slide 19**



**Text Captions**

In the **Data preview**, select all columns.

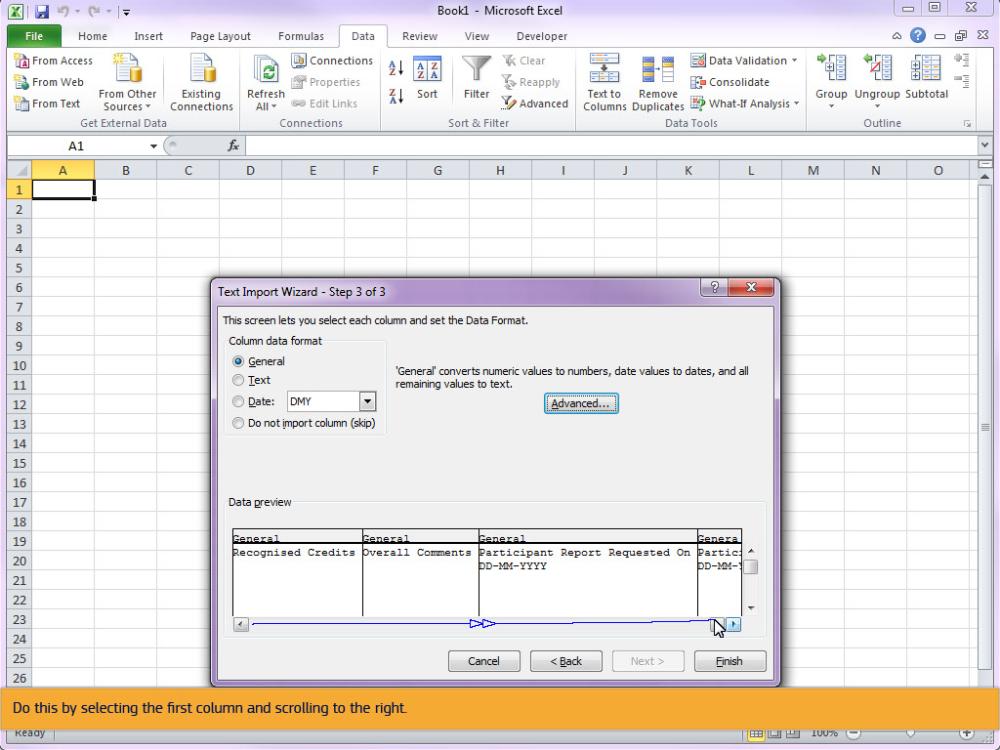
**Slide 20 - Slide 20**



**Text Captions**

Do this by selecting the first column and scrolling to the right.

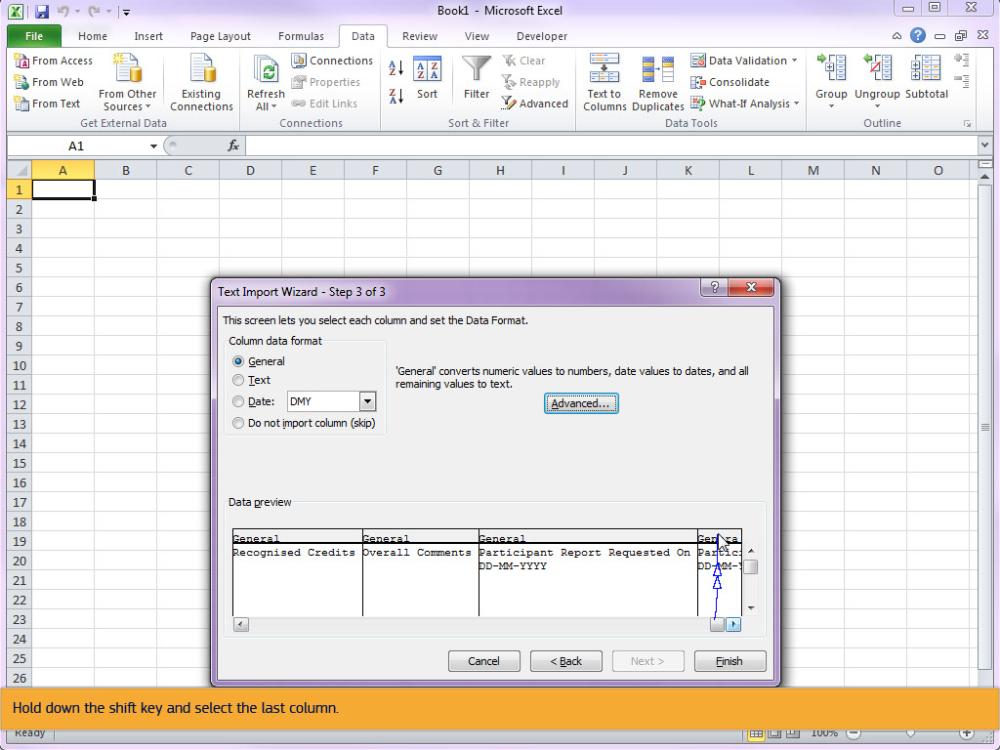
**Slide 21 - Slide 21**



**Text Captions**

Do this by selecting the first column and scrolling to the right.

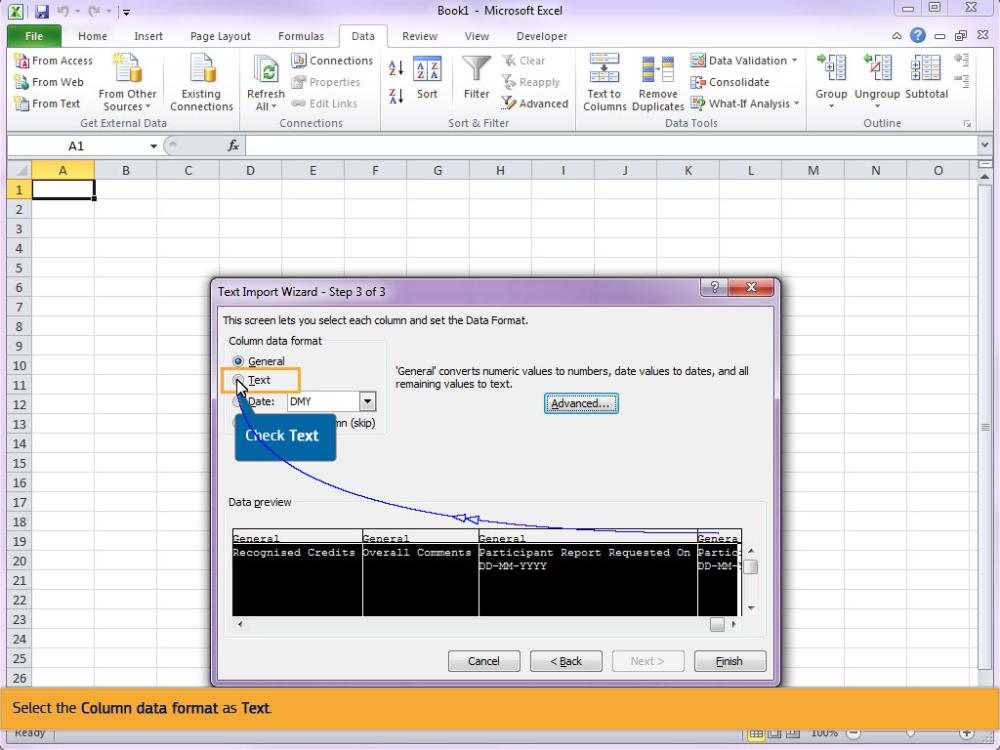
**Slide 22 - Slide 22**



**Text Captions**

Hold down the shift key and select the last column.

**Slide 23 - Slide 23**

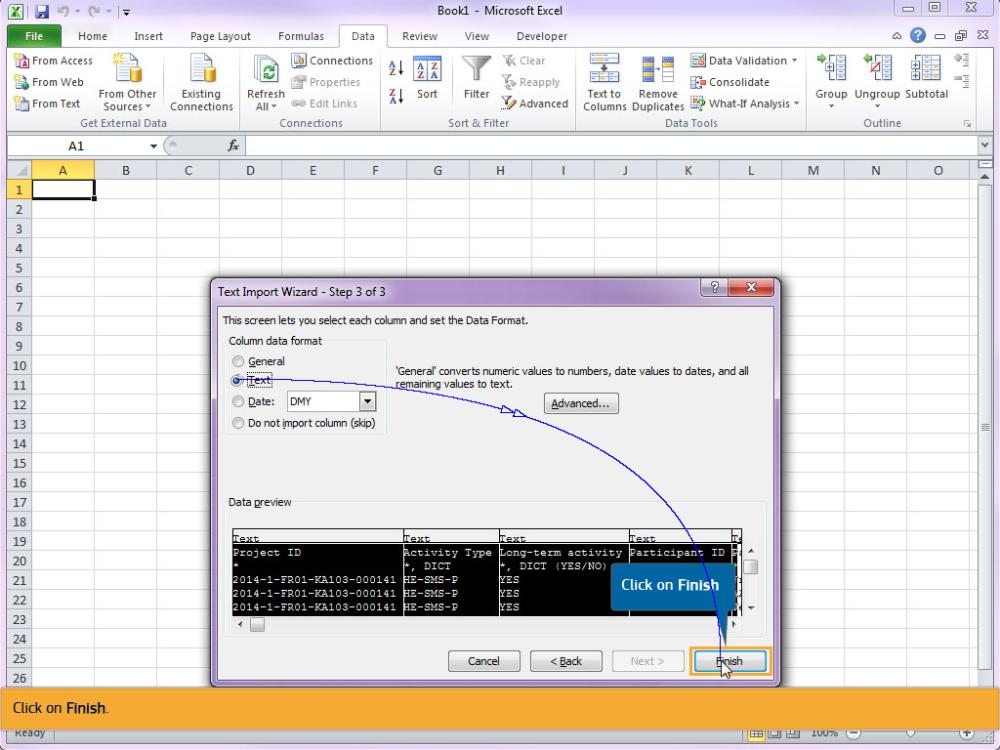


**Text Captions**

Select the **Column data format** as **Text**.

Check **Text**

**Slide 24 - Slide 24**

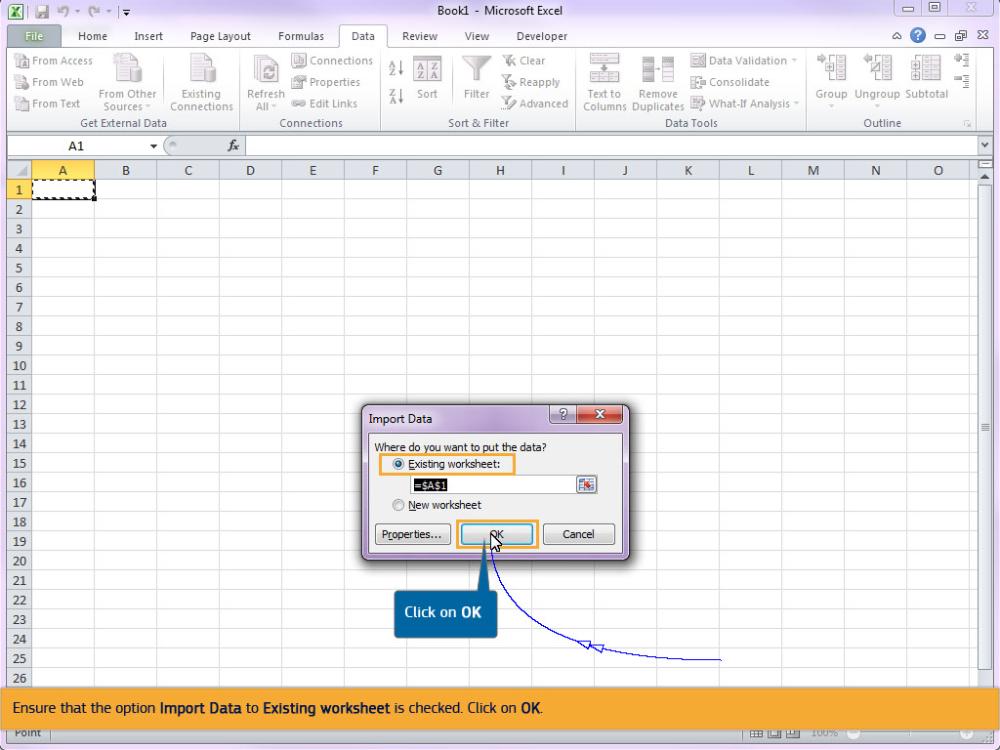


**Text Captions**

Click on **Finish**.

Click on **Finish**

**Slide 25 - Slide 25**

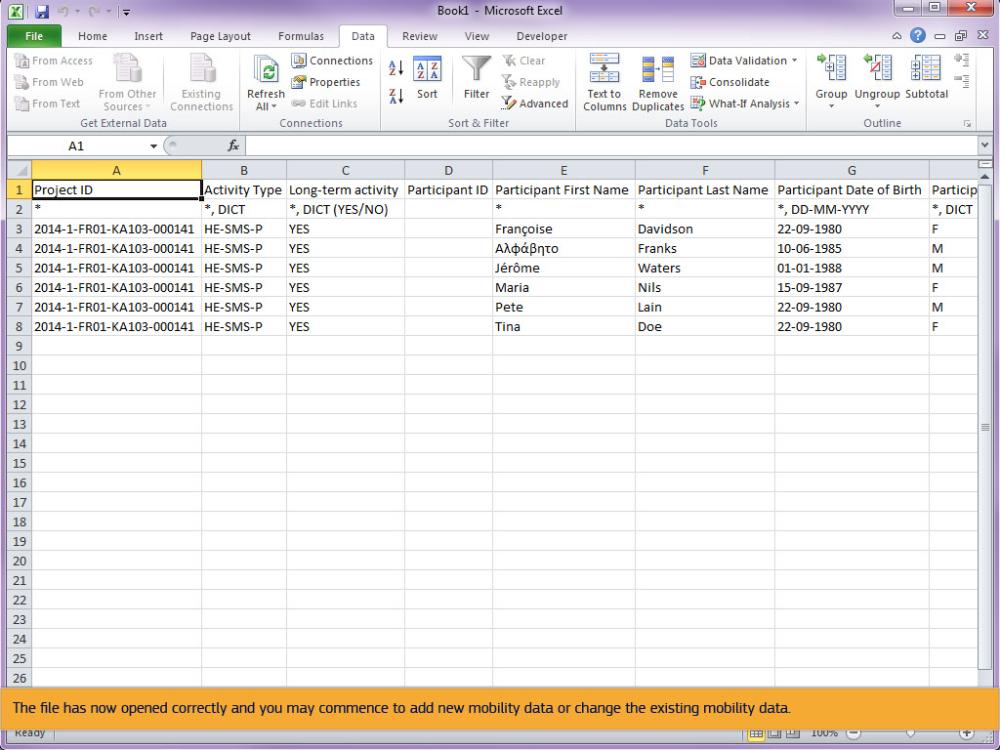


**Text Captions**

Ensure that the option **Import Data** to **Existing worksheet** is checked. Click on **OK**.

Click on **OK**

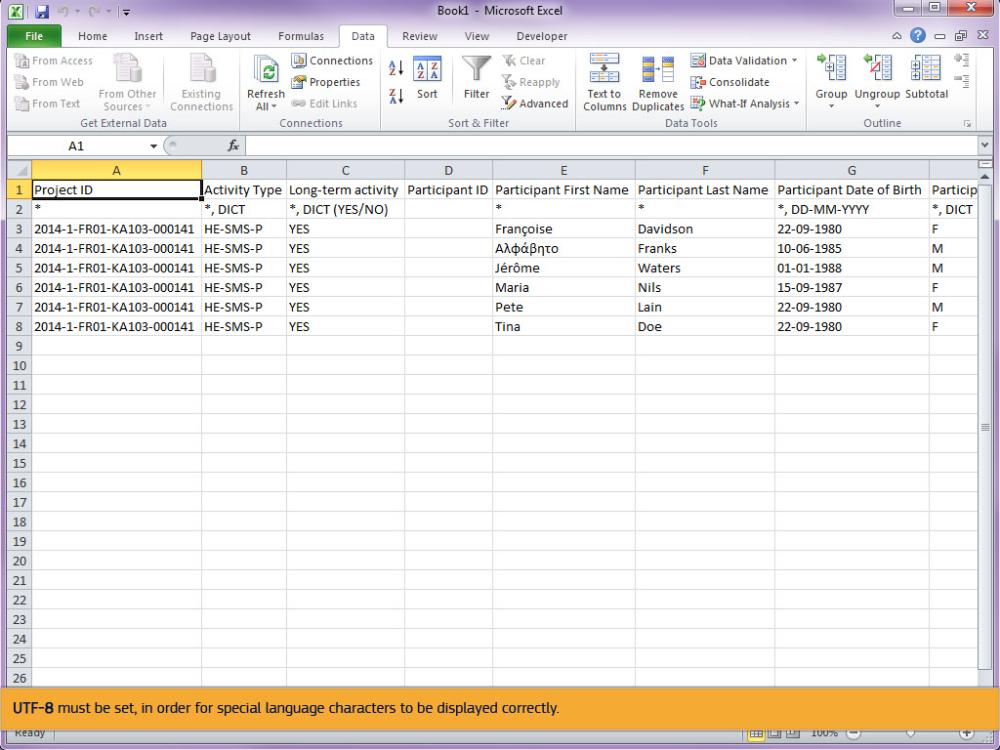
**Slide 26 - Slide 26**



**Text Captions**

The file has now opened correctly and you may commence to add new mobility data or change the existing mobility data.

**Slide 27 - Slide 27**

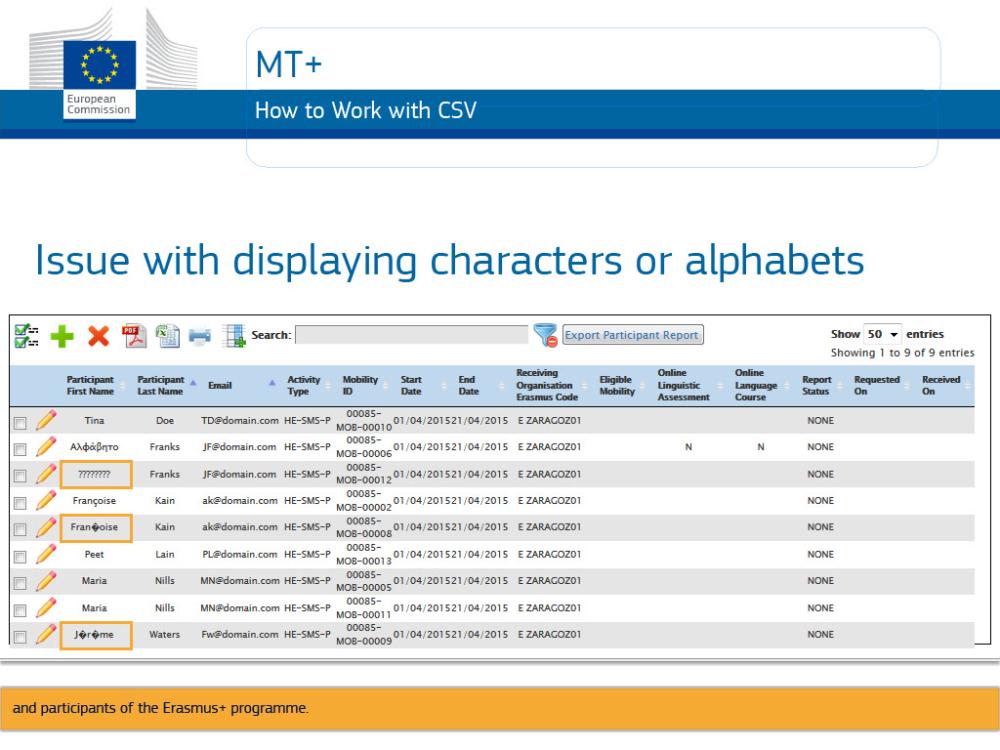


**Text Captions**

Before the template can be imported, the web encoding must be set to **UTF-8**.

**UTF-8** must be set, in order for special language characters to be displayed correctly.

**Slide 28 - Slide 28**



**Text Captions**

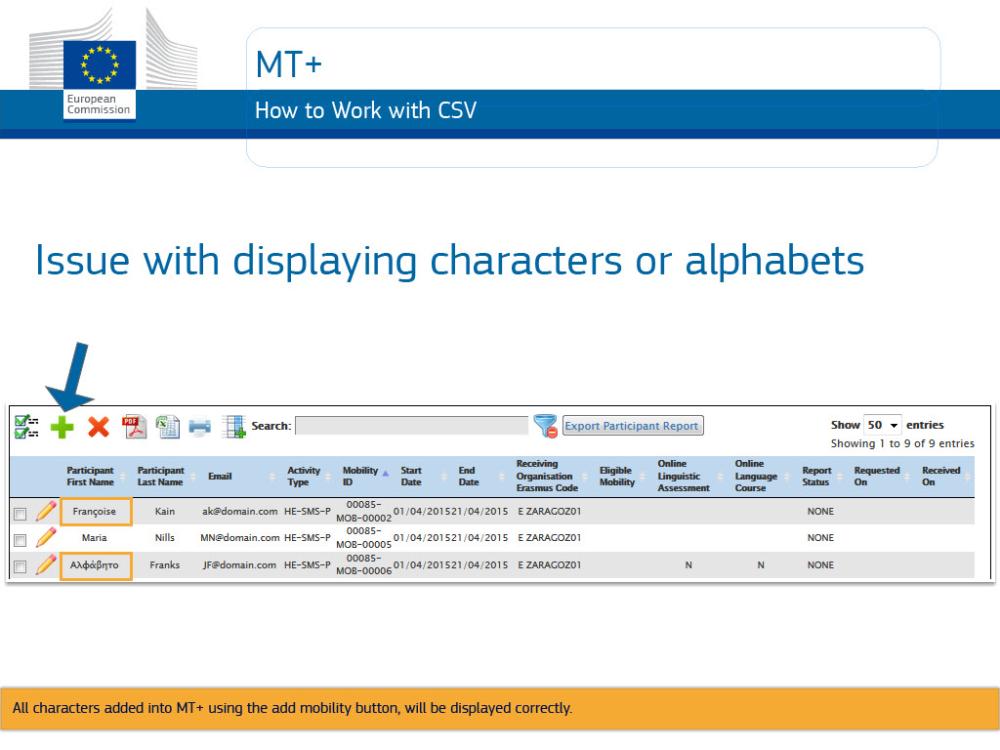
MT+

Issue with displaying characters or alphabets

How to Work with CSV

There is a known issue after import mobilities using MS Excel, affecting most national characters of the 27 alphabets used by National Agencies and participants of the Erasmus+ programme.

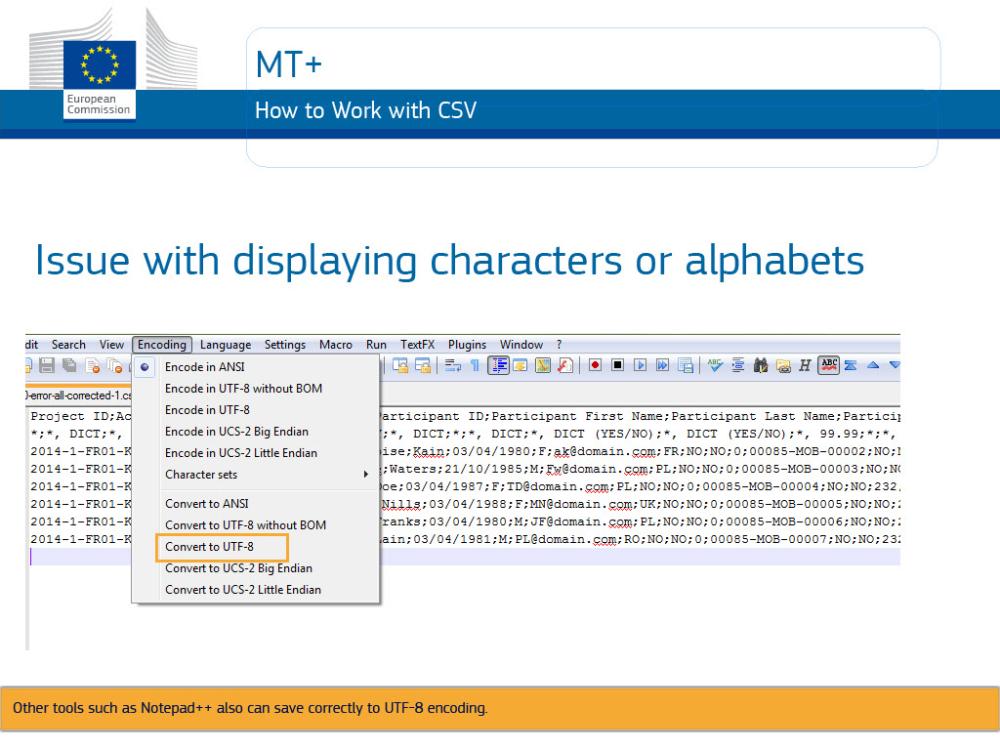
**Slide 29 - Slide 29**



**Text Captions**

All characters added into MT+ using the add mobility button, will be displayed correctly.

**Slide 30 - Slide 30**



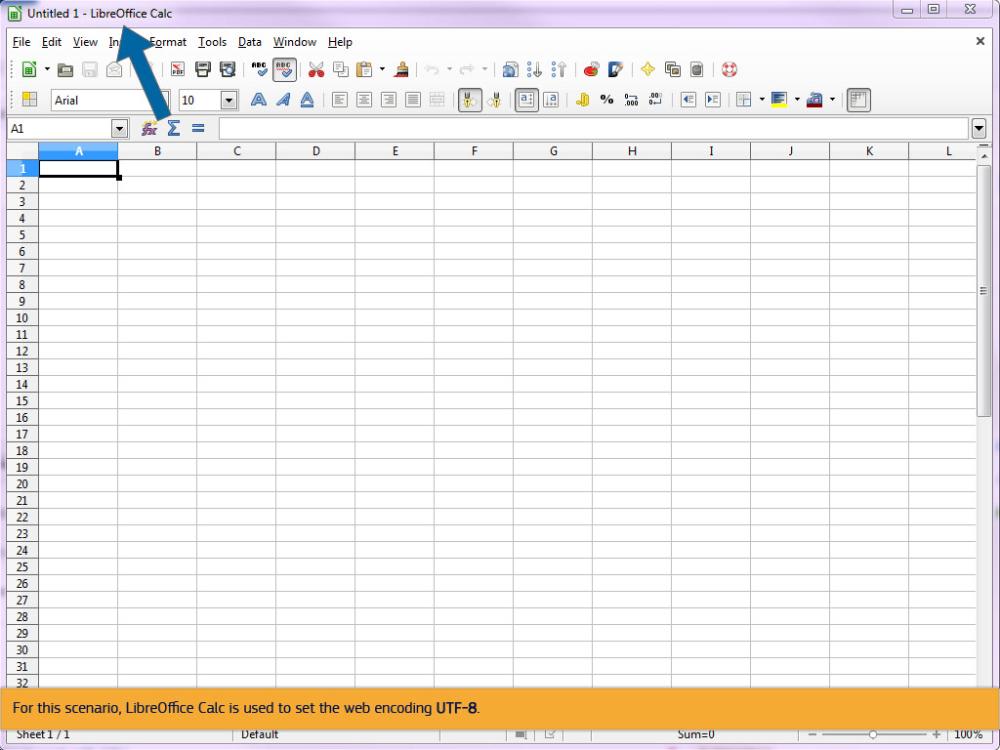
**Text Captions**

How to Work with CSV

In order to have all characters displayed correctly, either edit the entries via the interface, or use an alternative tool such as, LibreOffice Calc, Apache Open Office Calc or iworks Numbers.

Other tools such as Notepad++ also can save correctly to UTF-8 encoding.

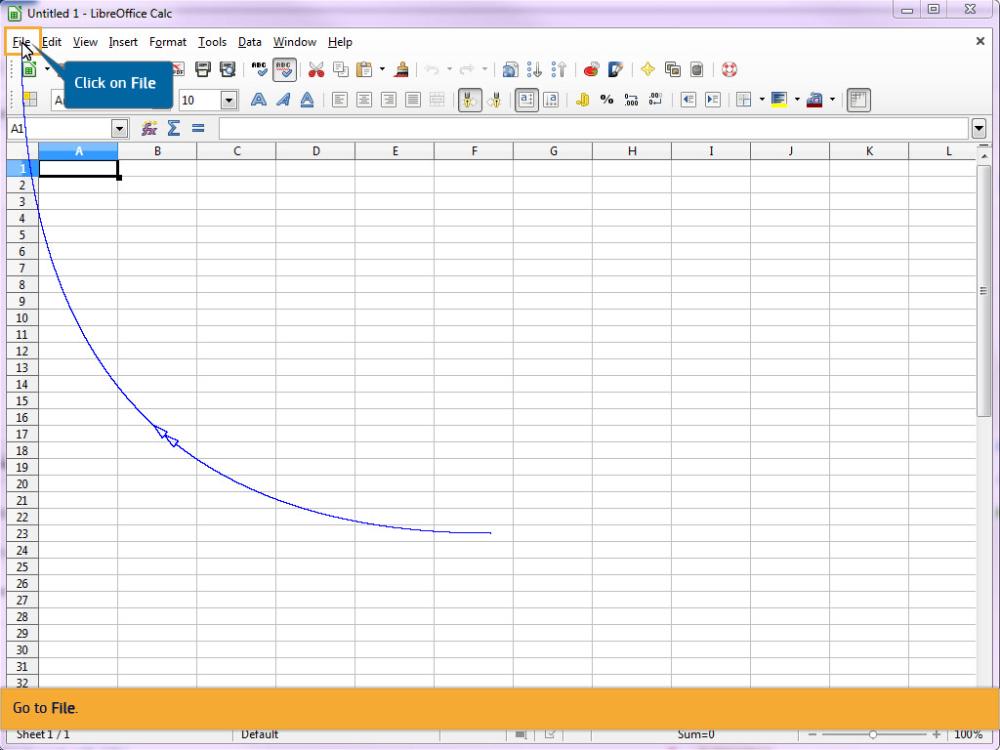
**Slide 31 - Slide 31**



**Text Captions**

For this scenario, LibreOffice Calc is used to set the web encoding **UTF-8**.

**Slide 32 - Slide 32**

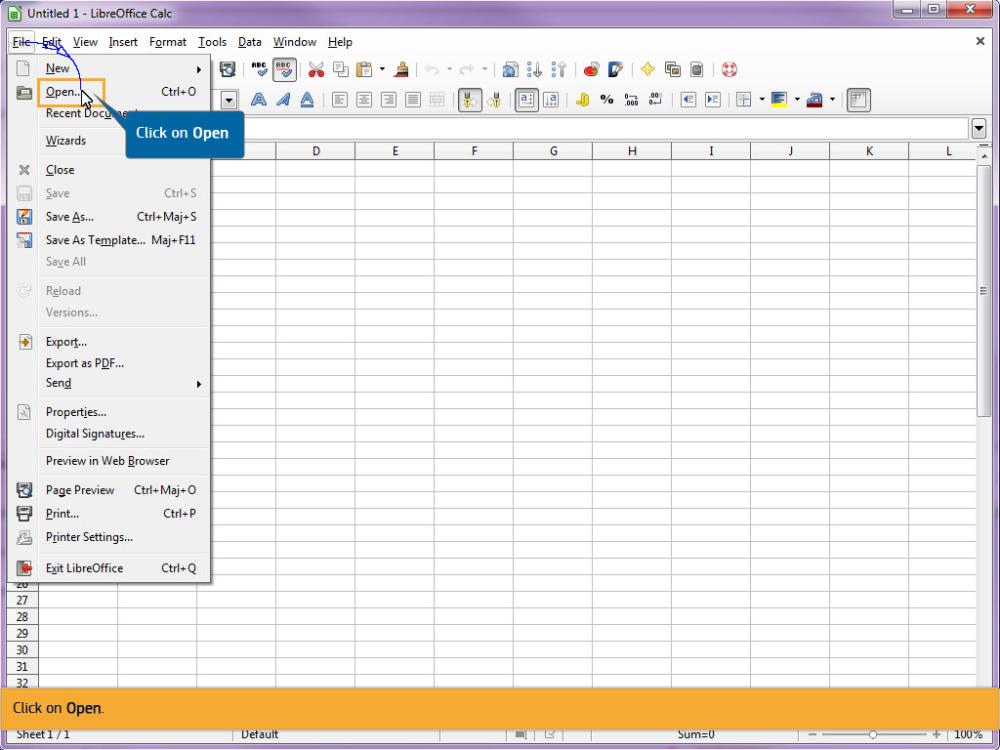


**Text Captions**

Go to **File**.

Click on **File**

**Slide 33 - Slide 33**

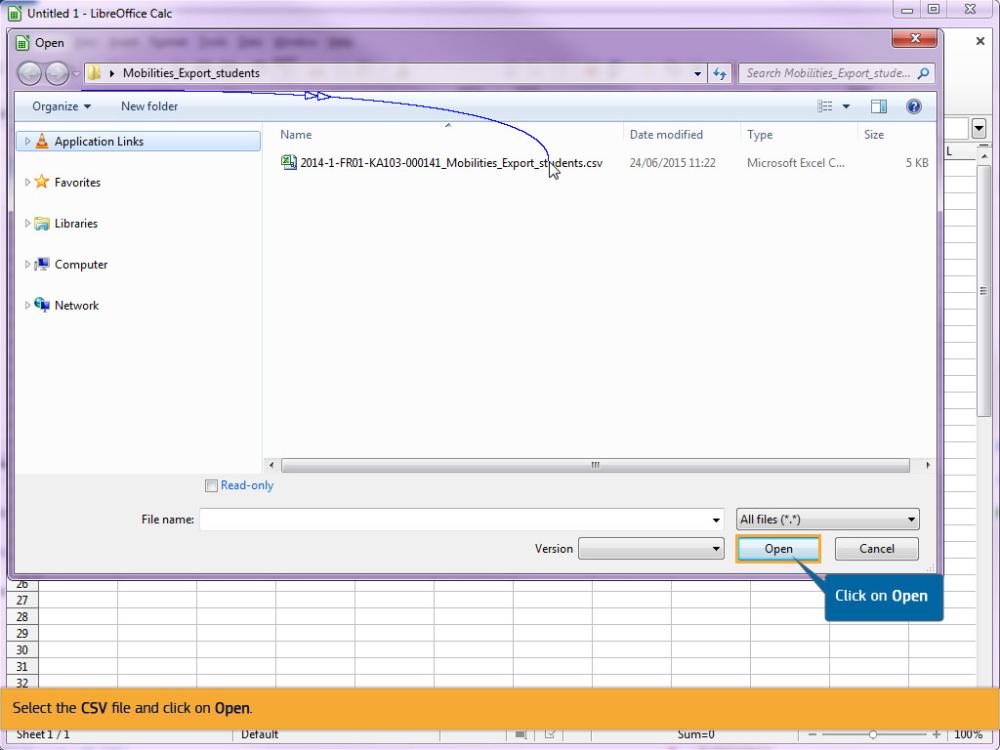


**Text Captions**

Click on **Open**.

Click on **Open**

**Slide 34 - Slide 34**

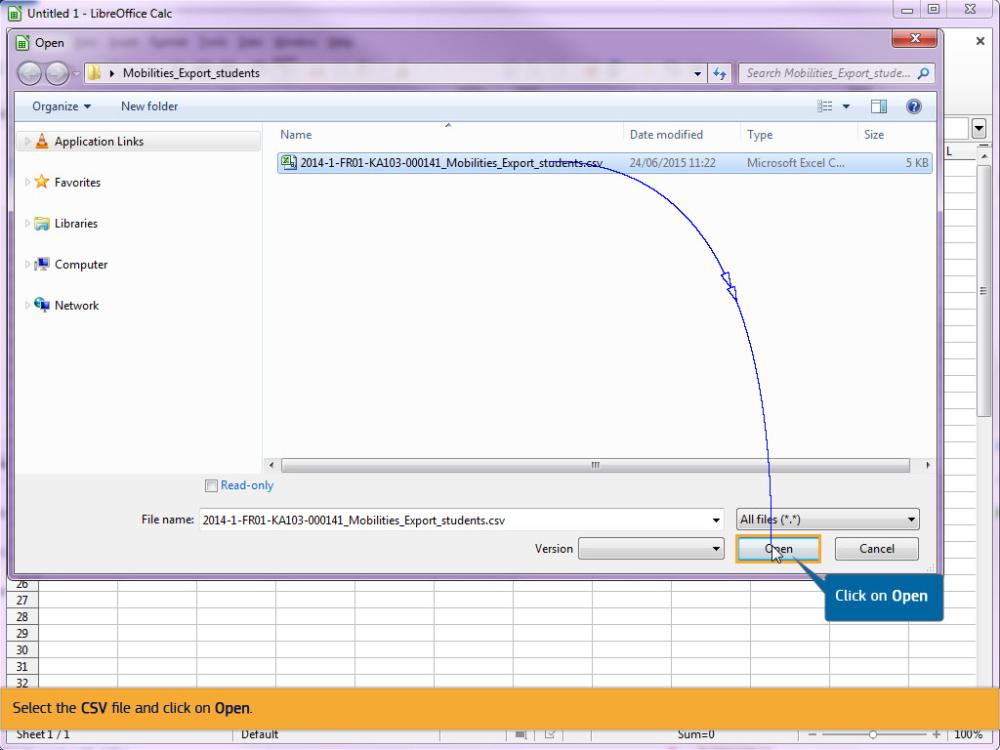


**Text Captions**

Select the **CSV** file and click on **Open**.

Click on **Open**

**Slide 35 - Slide 35**

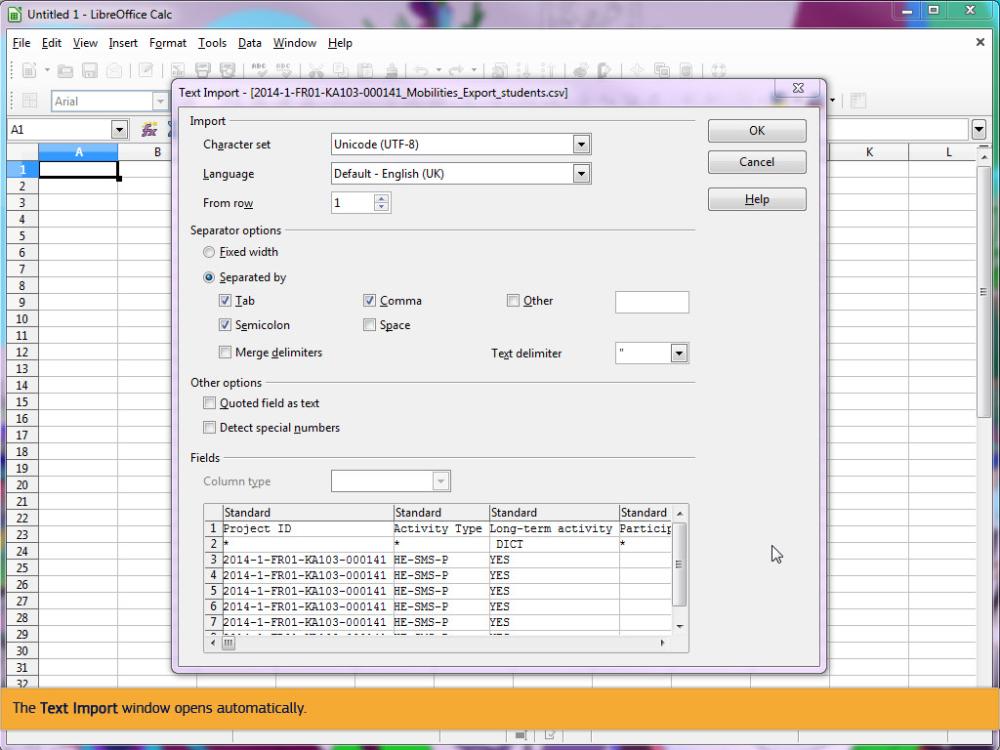


**Text Captions**

Select the **CSV** file and click on **Open**.

Click on **Open**

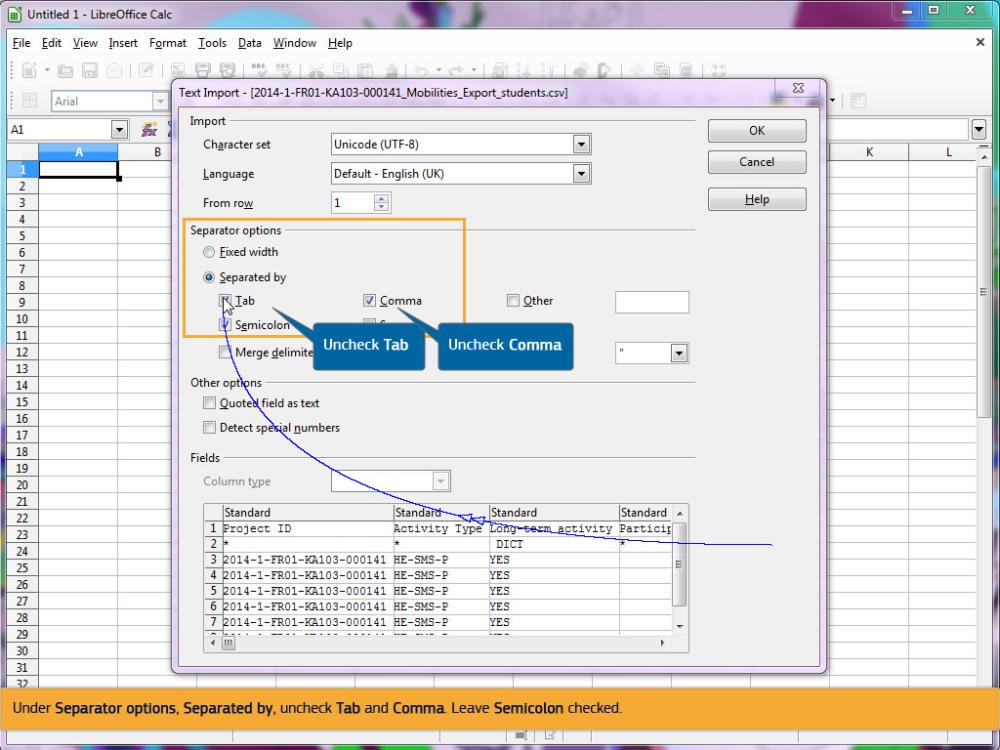
**Slide 36 - Slide 36**



**Text Captions**

The **Text Import** window opens automatically.

**Slide 37 - Slide 37**



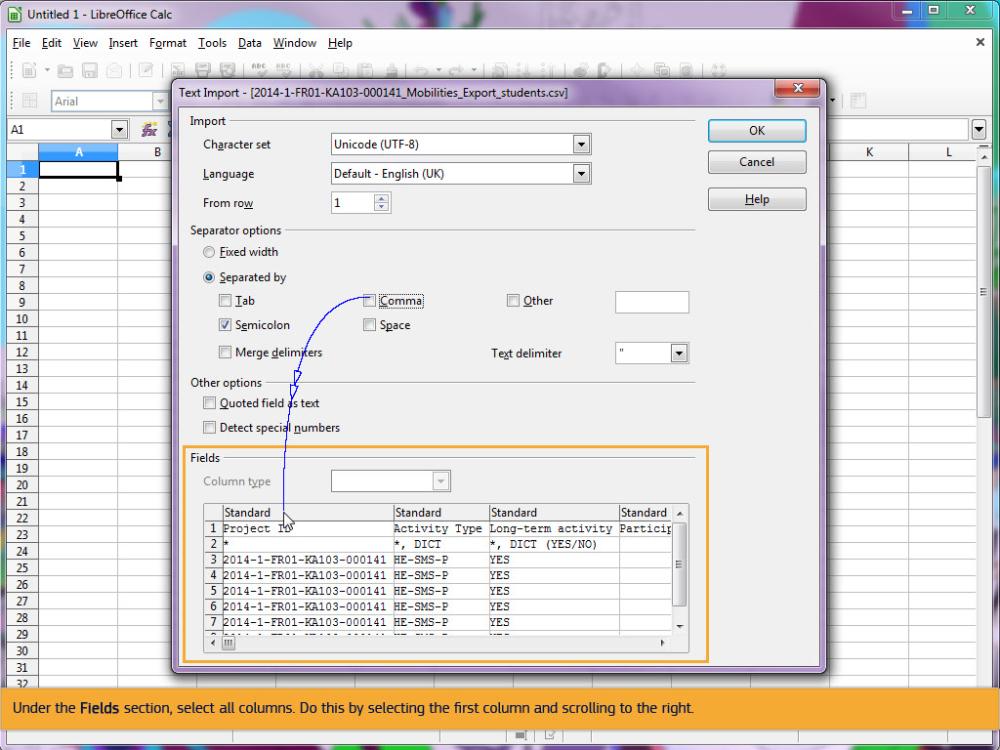
**Text Captions**

Under **Separator options**, **Separated by**, uncheck **Tab** and **Comma**. Leave **Semicolon** checked.

Uncheck **Tab**

Uncheck **Comma**

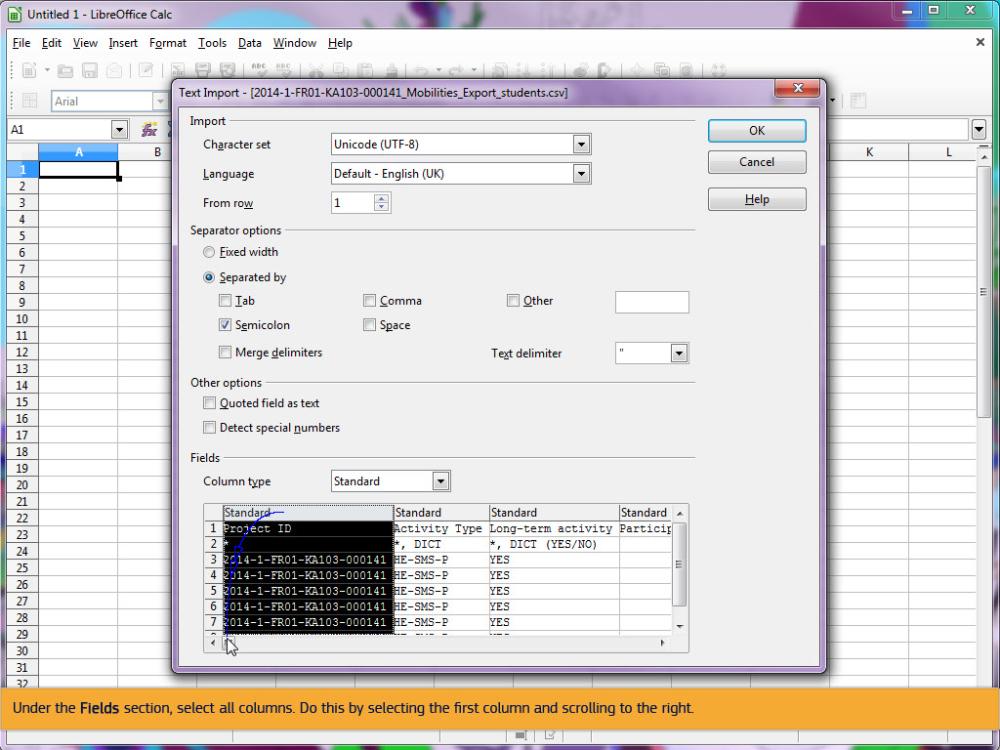
**Slide 39 - Slide 39**



**Text Captions**

Under the **Fields** section,selectall columns. Do this by selecting the first column and scrolling to the right.

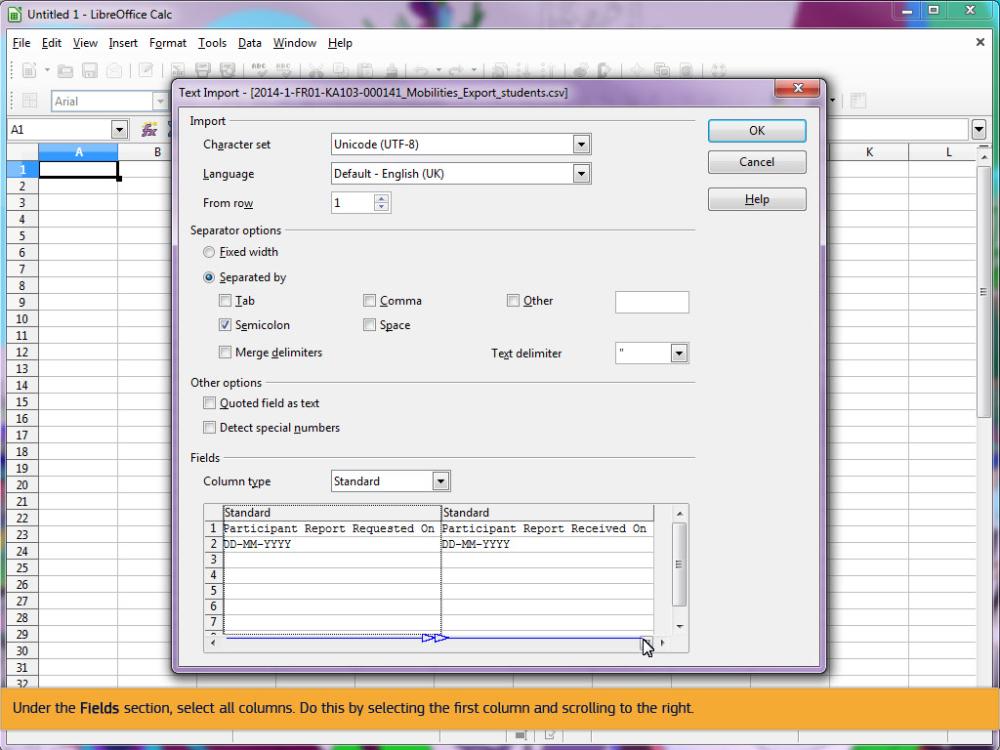
**Slide 40 - Slide 40**



**Text Captions**

Under the **Fields** section,selectall columns. Do this by selecting the first column and scrolling to the right.

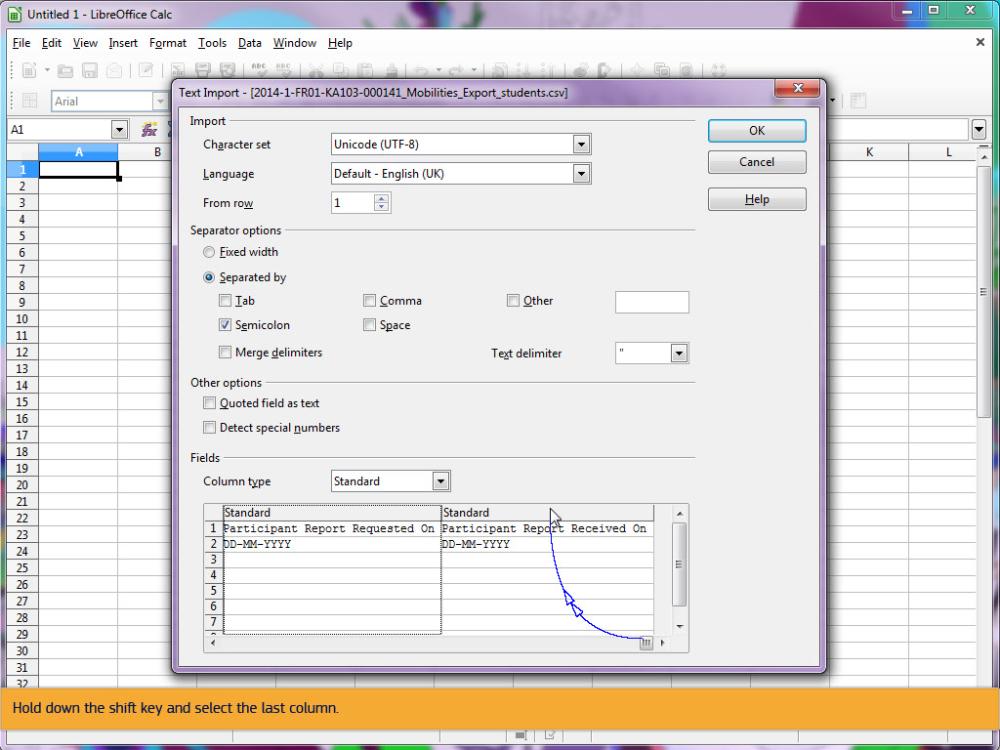
**Slide 41 - Slide 41**



**Text Captions**

Under the **Fields** section,selectall columns. Do this by selecting the first column and scrolling to the right.

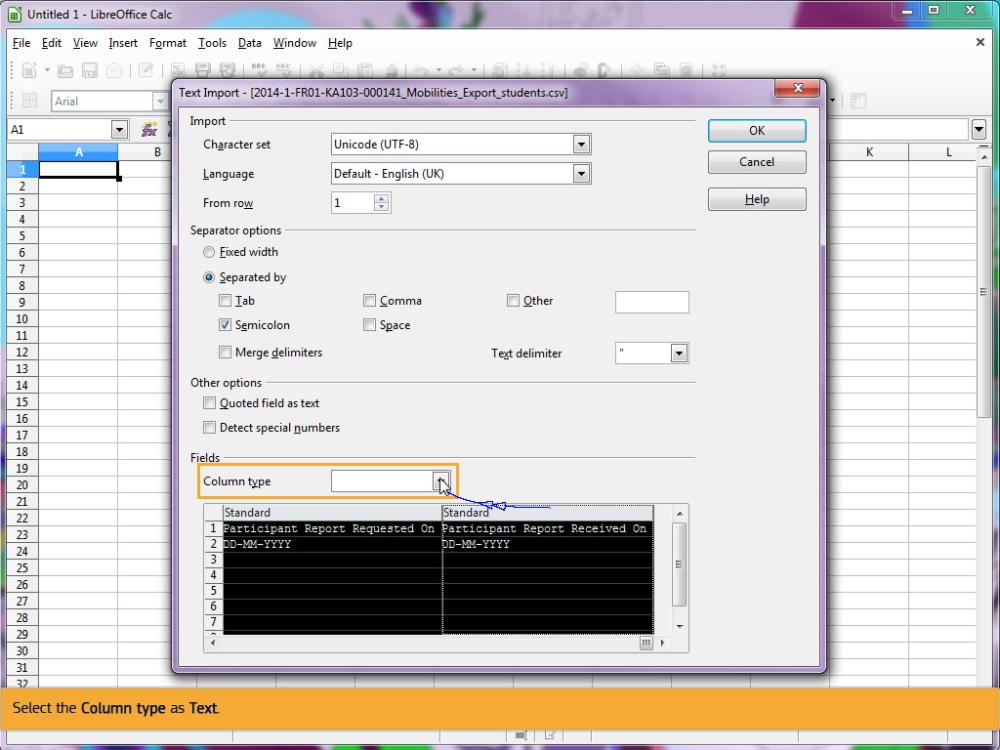
**Slide 42 - Slide 42**



**Text Captions**

Hold down the shift key and select the last column.

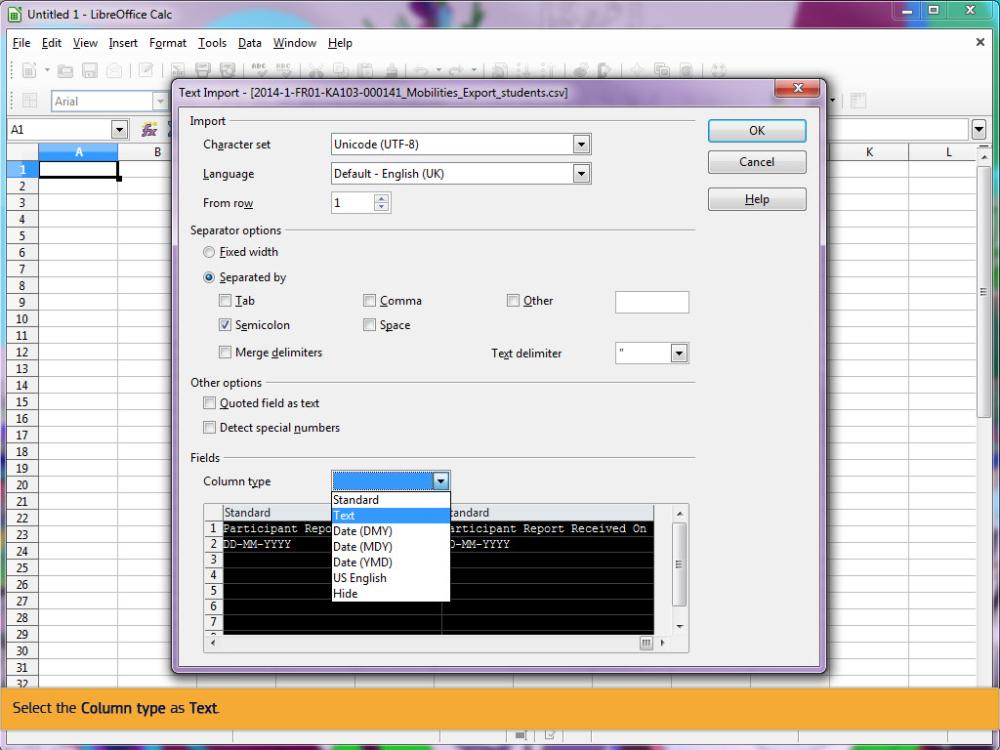
**Slide 43 - Slide 43**



**Text Captions**

Select the **Column type** as **Text**.

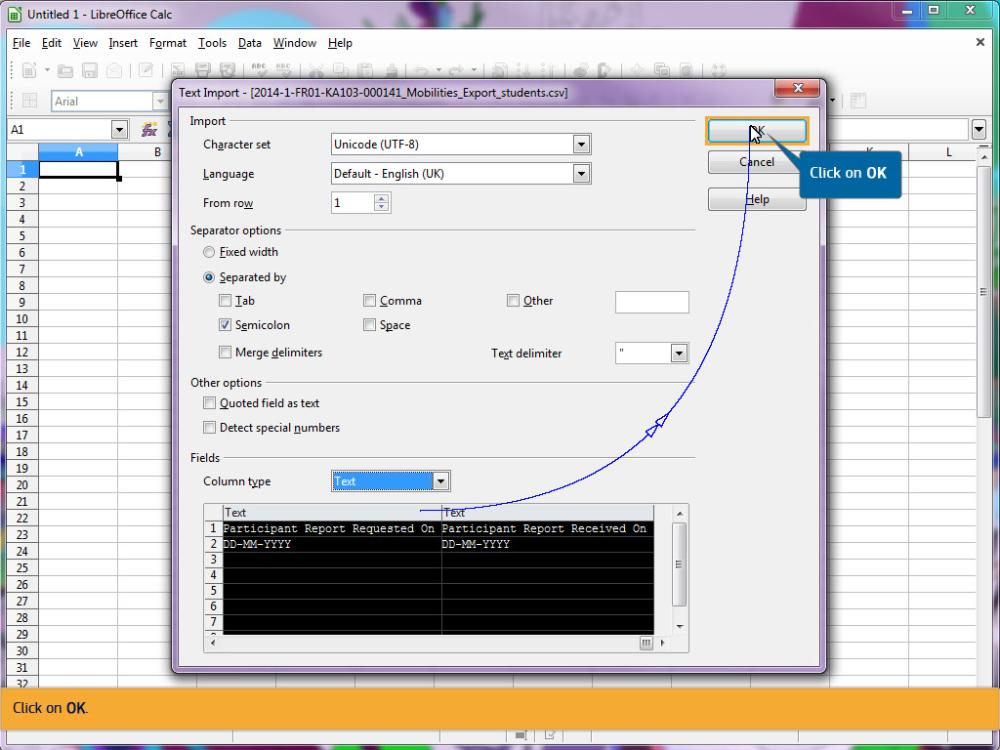
**Slide 45 - Slide 45**



**Text Captions**

Select the **Column type** as **Text**.

**Slide 46 - Slide 46**

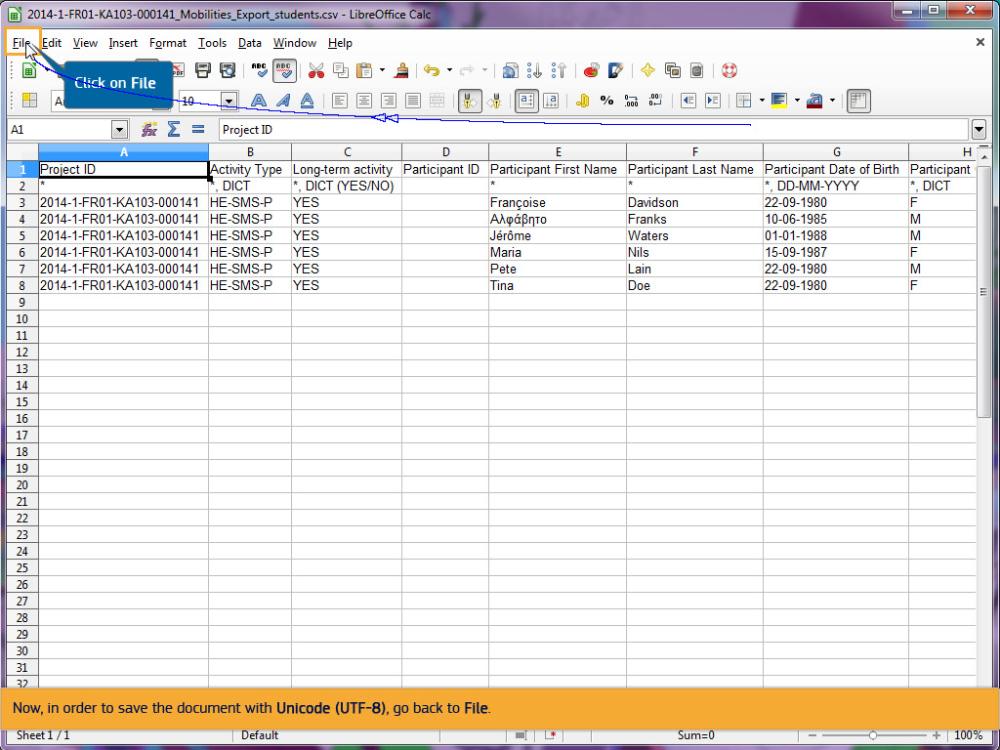


**Text Captions**

Click on **OK**.

Click on **OK**

**Slide 47 - Slide 47**

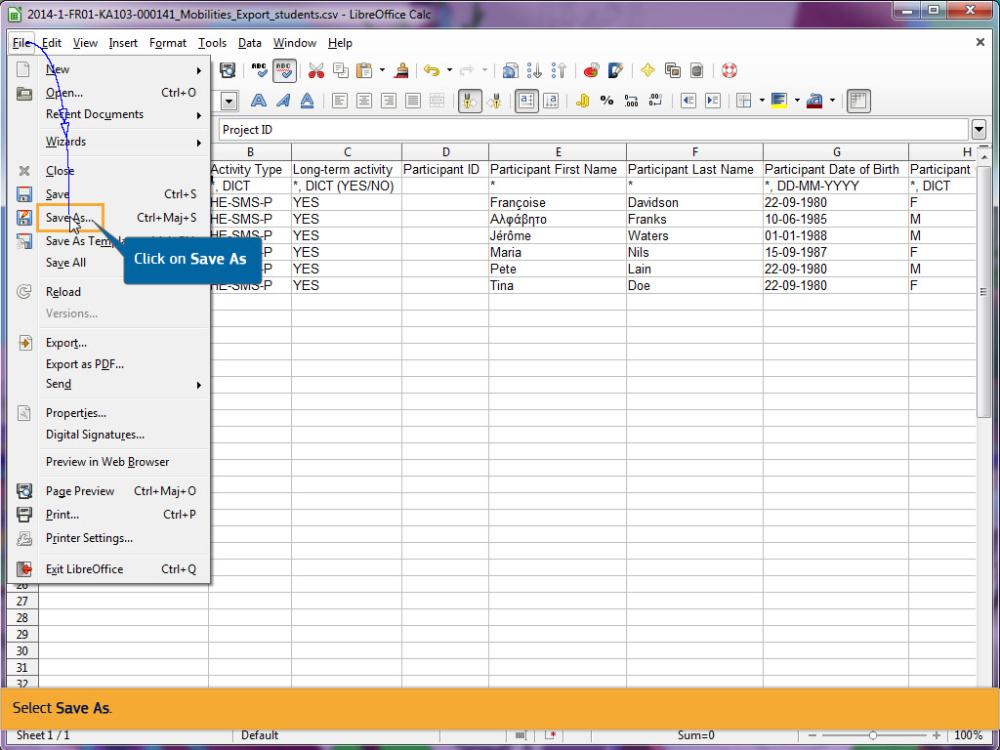


**Text Captions**

Now, in order to save the document with **Unicode (UTF-8)**, go back to **File**.

Click on **File**

**Slide 48 - Slide 48**

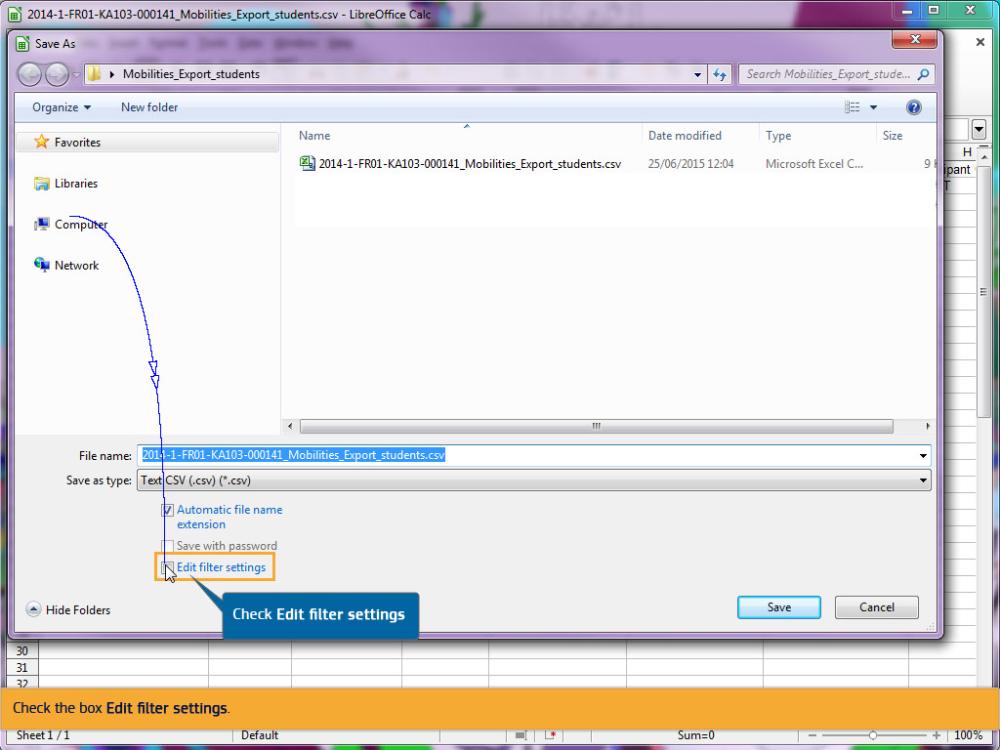


**Text Captions**

Select **Save As**.

Click on **Save As**

**Slide 49 - Slide 49**

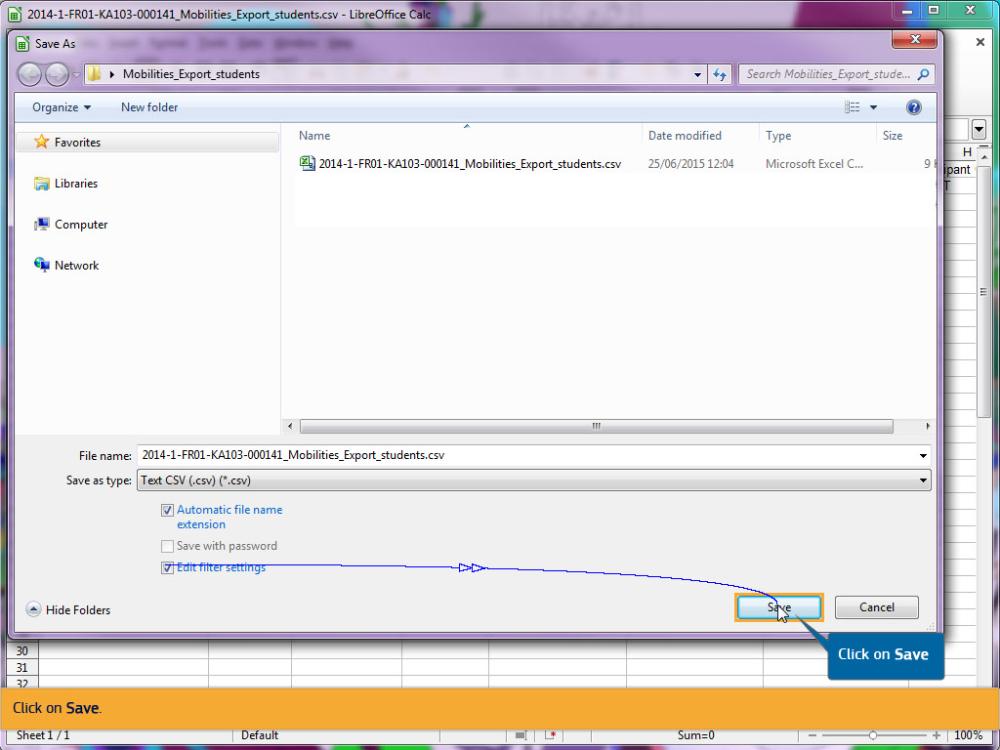


**Text Captions**

Check the box **Edit filter settings**.

Check **Edit filter settings**

**Slide 50 - Slide 50**

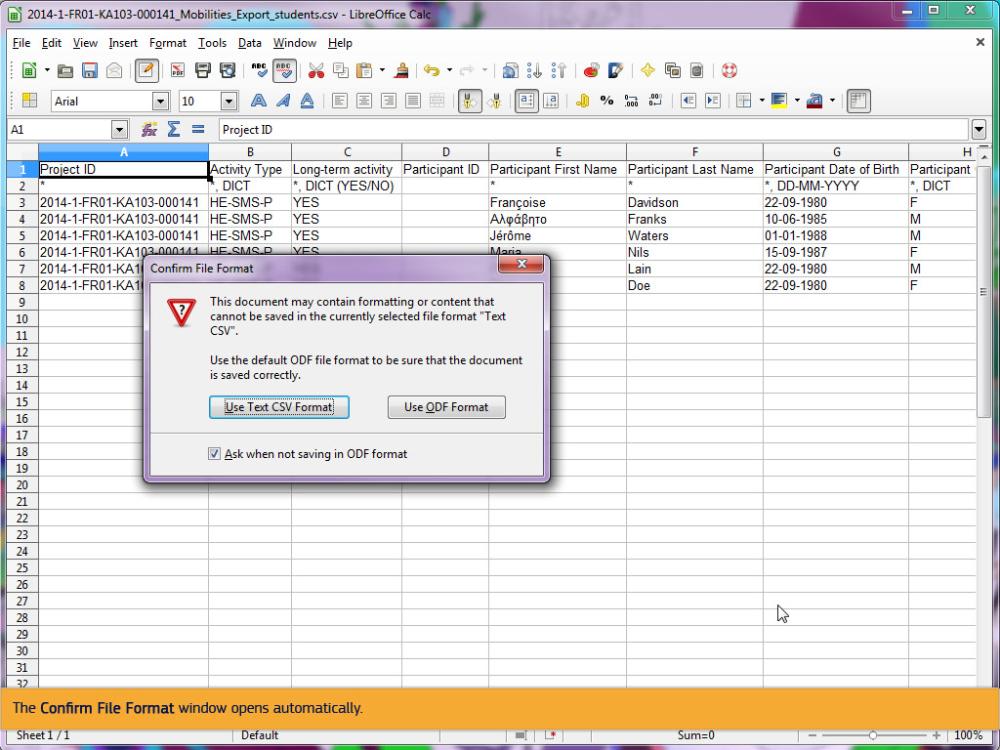


**Text Captions**

Click on **Save**.

Click on **Save**

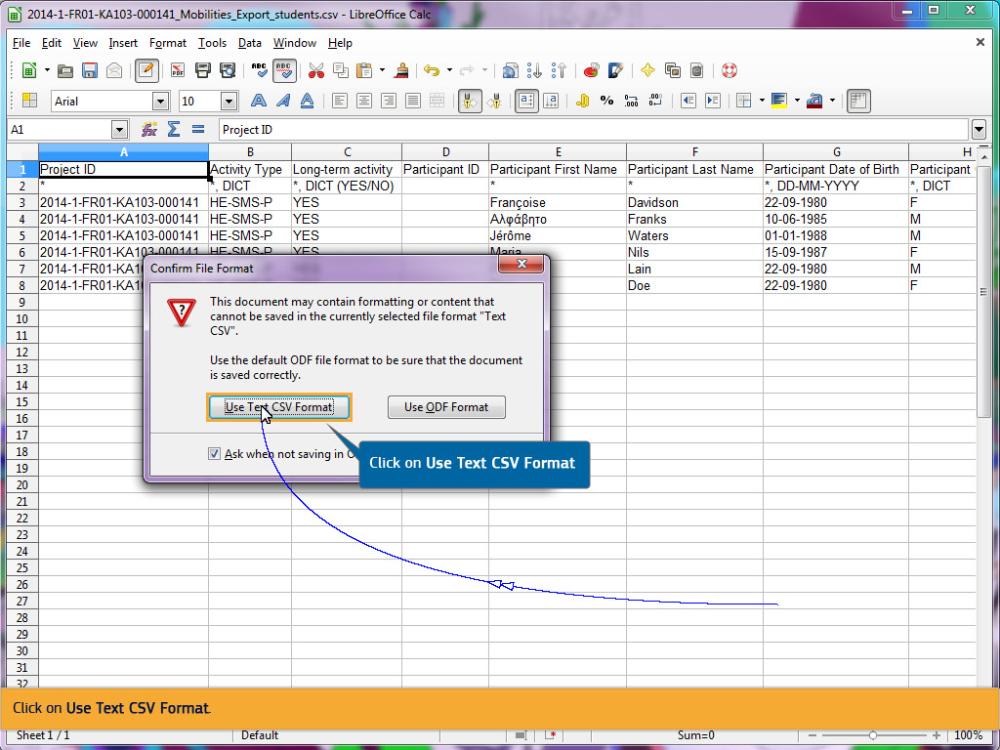
**Slide 51 - Slide 51**



**Text Captions**

The **Confirm File Format** window opens automatically.

**Slide 52 - Slide 52**

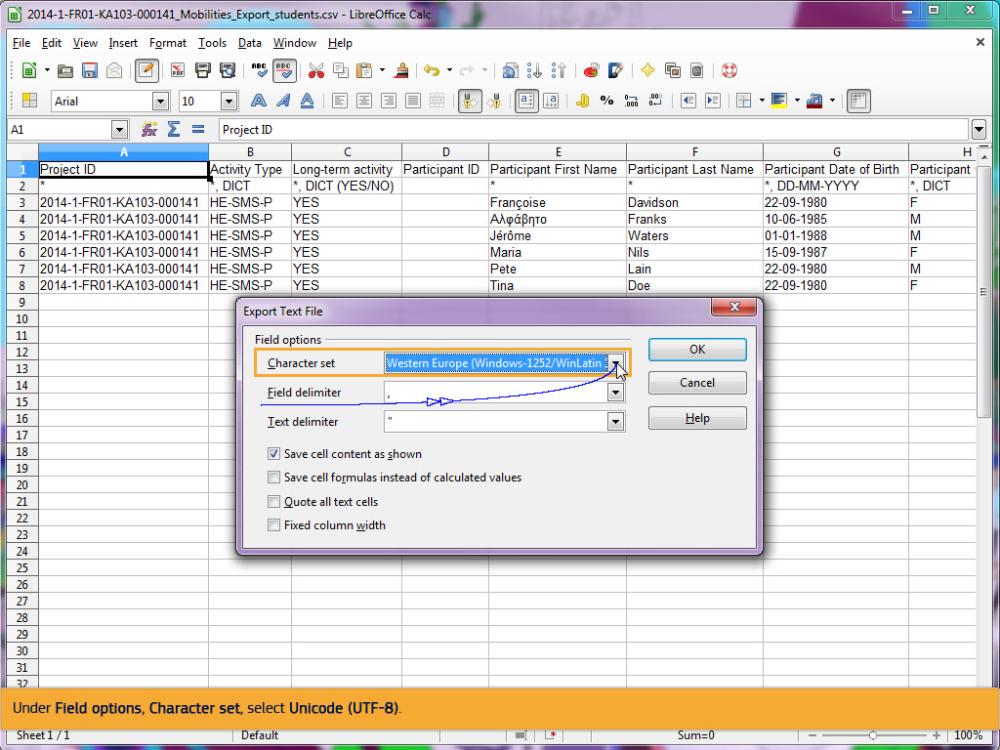


**Text Captions**

Click on **Use Text CSV Format**.

Click on **Use Text CSV Format**

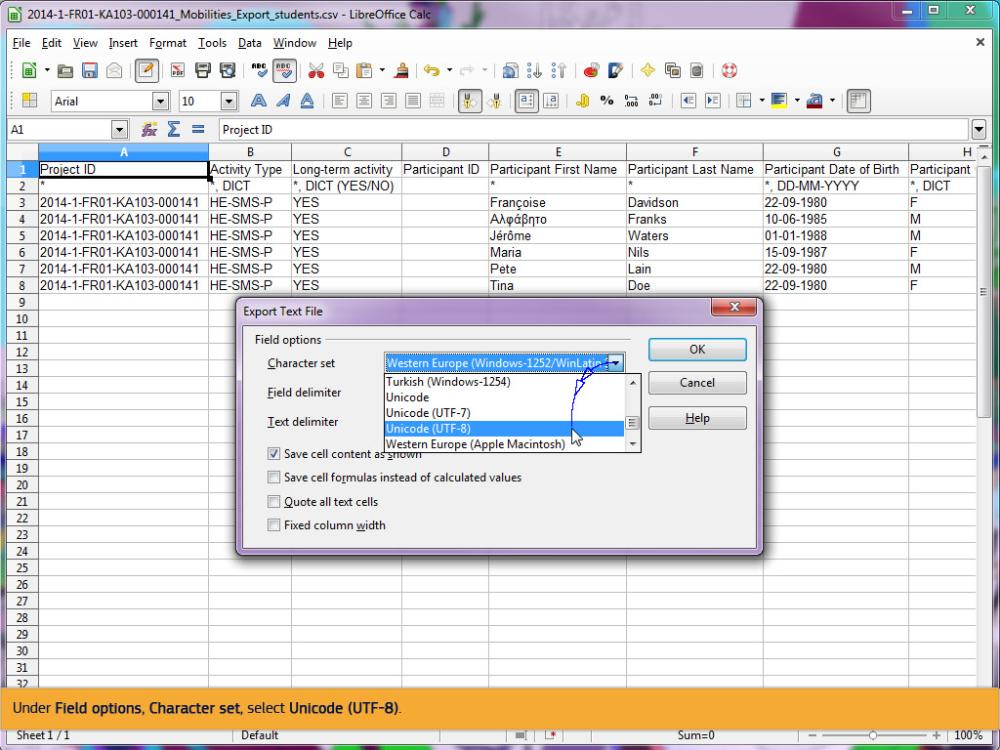
**Slide 53 - Slide 53**



**Text Captions**

Under **Field options**, **Character set**, select **Unicode (UTF-8)**.

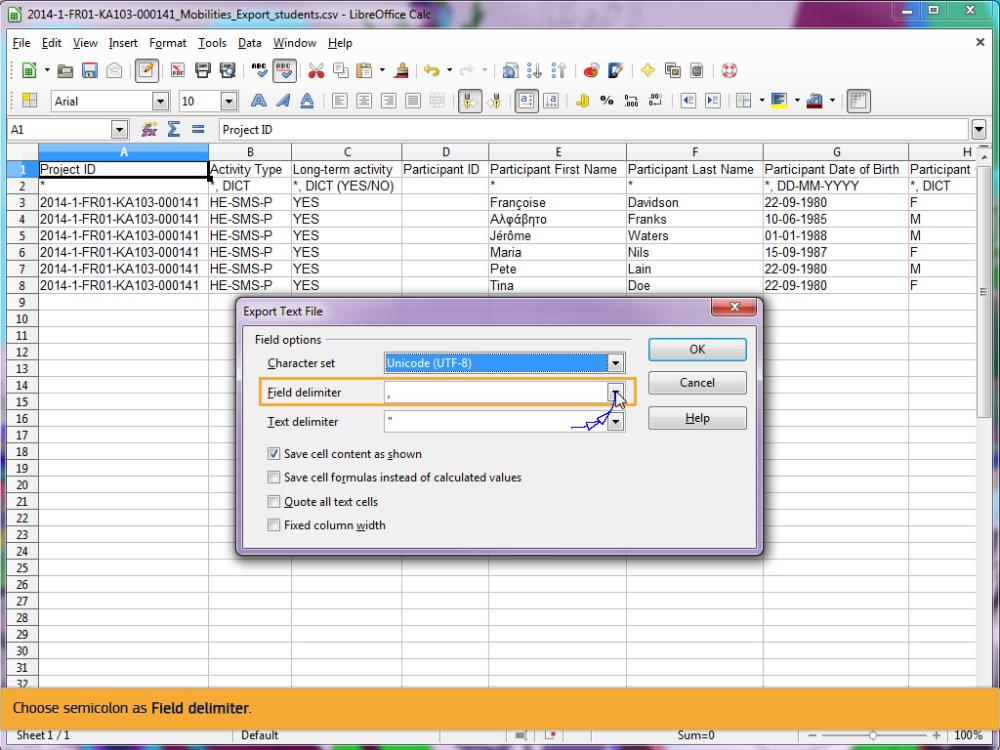
**Slide 54 - Slide 54**



**Text Captions**

Under **Field options**, **Character set**, select **Unicode (UTF-8)**.

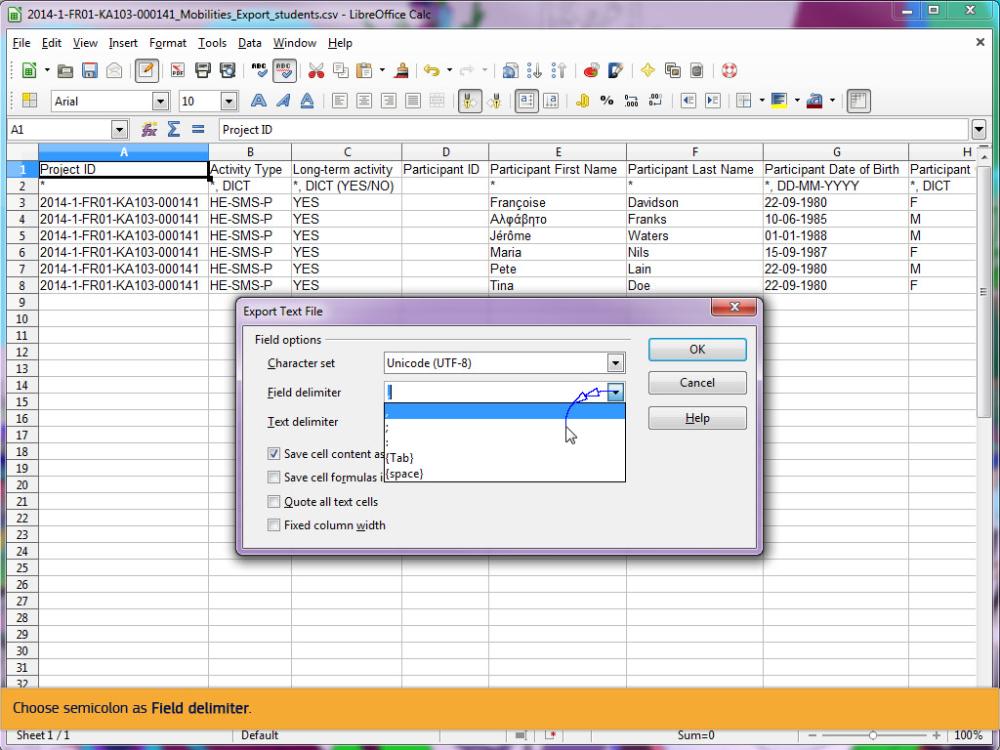
**Slide 55 - Slide 55**



**Text Captions**

Choose semicolon as **Field delimiter**.

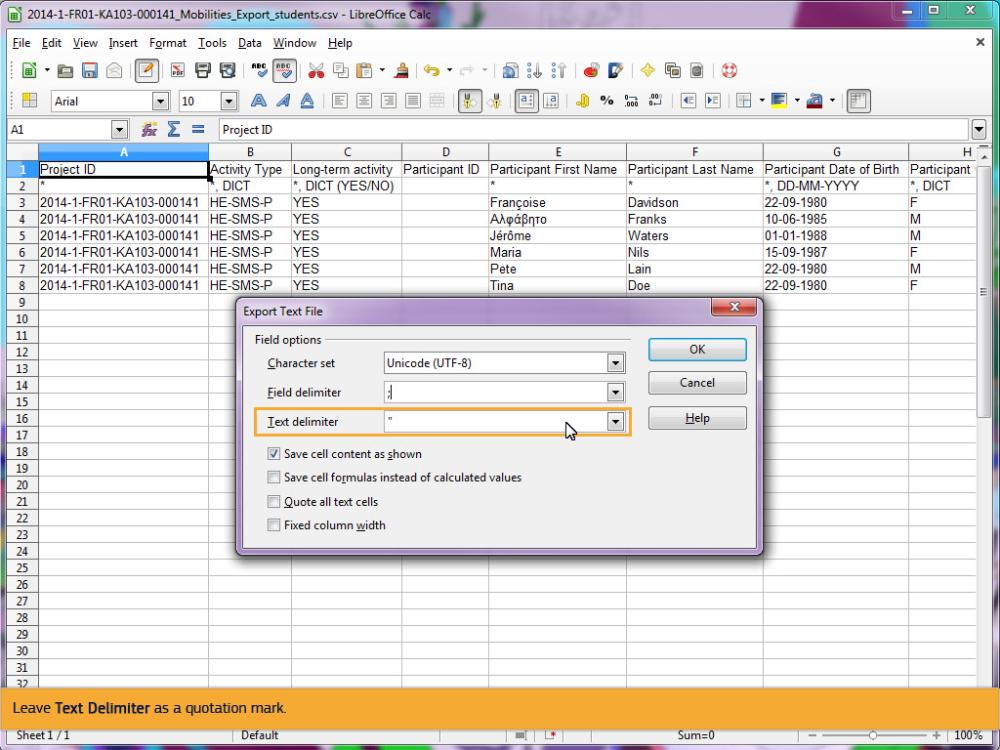
**Slide 56 - Slide 56**



**Text Captions**

Choose semicolon as **Field delimiter**.

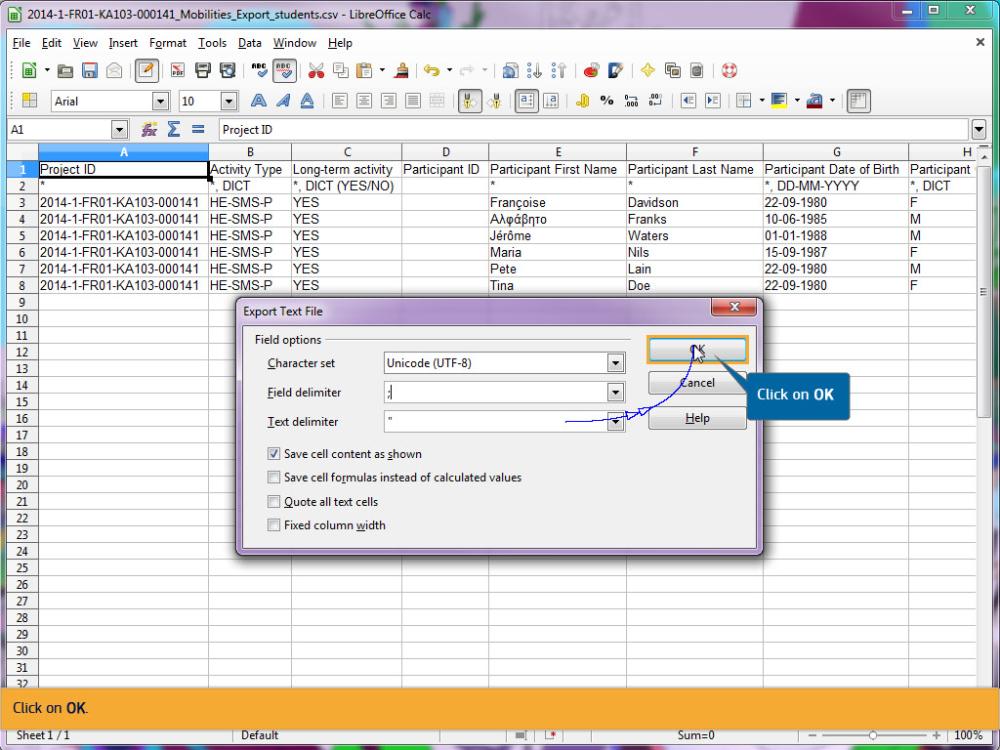
**Slide 57 - Slide 57**



**Text Captions**

Leave **Text Delimiter** as a quotation mark.

**Slide 58 - Slide 58**

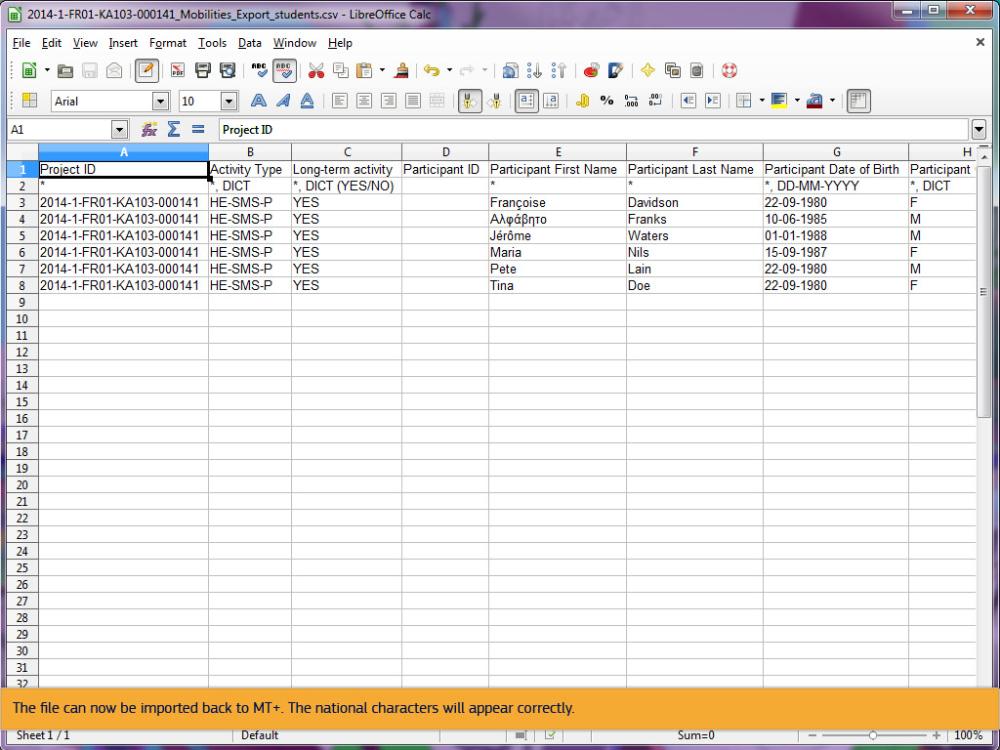


**Text Captions**

Click on **OK**.

Click on **OK**

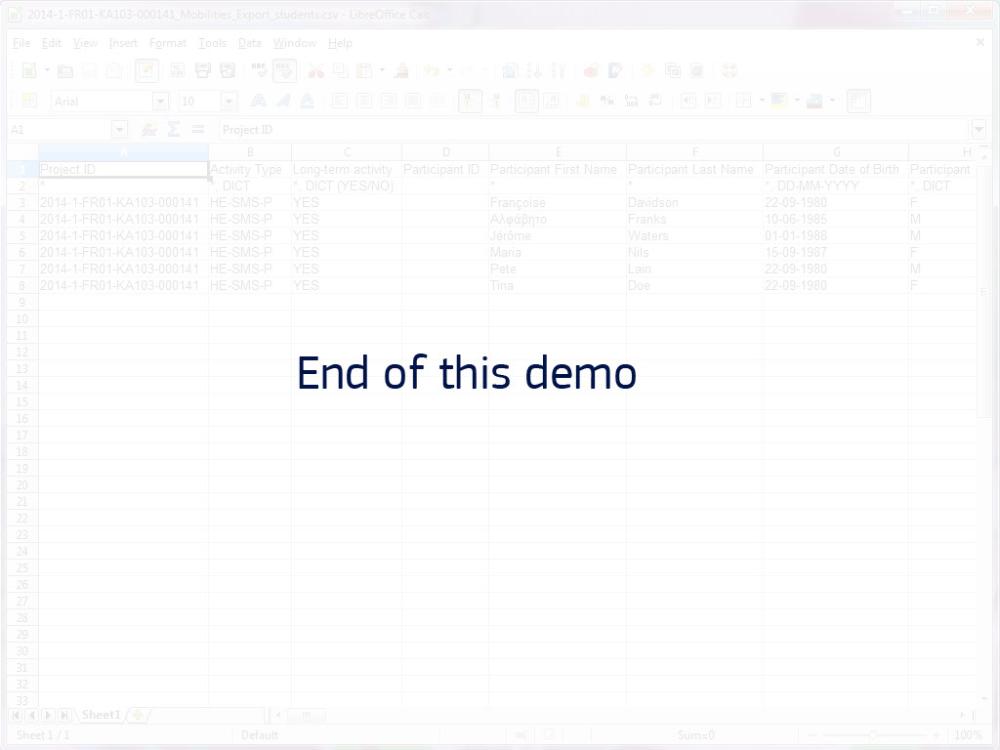
**Slide 59 - Slide 59**



**Text Captions**

The file can now be imported back to MT+. The national characters will appear correctly.

**Slide 60 - Slide 60**



**Text Captions**

End of this demo