

Saving to .csv for CVB Statistics Data Formats

CVB Statistics

June 2, 2011

1 Nomenclature: File names and variables

CSV tables created from user-specified files must follow a specific nomenclature to facilitate automated data management tools. When using templates provided by CVB Statistics, nomenclature is automatically enforced.

filename prefix - A common prefix common to all files containing tables for a particular data submission. This value can be any naming convention chosen by submitter.

table suffix - For each table, a specific suffix must be appended to the *filenameprefix*. Care must be taken to follow nomenclature for this portion exactly, including capitalization and special characters.

variable names - See instructions for variable names available to each Data Format type. Care must be taken to follow nomenclature for this portion exactly, including capitalization and special characters.

- General Format File Names:
 - *filenameprefix_individual.csv*
 - *filenameprefix_repeated.csv*
 - *filenameprefix_variables.csv*
- ELISA Format File Names:
 - *filenameprefix_plateinfo.csv*
 - *filenameprefix_OD.csv*
 - *filenameprefix_layout.csv*
 - *filenameprefix_dilution.csv*
- Bioassay Format File Names:
 - *filenameprefix_vaccination.csv*
 - *filenameprefix_challenge.csv*
 - *filenameprefix_comments.csv*
- Titration Format File Names:
 - *filenameprefix_titration.csv*
 - *filenameprefix_comments.csv*

2 Saving .csv Files

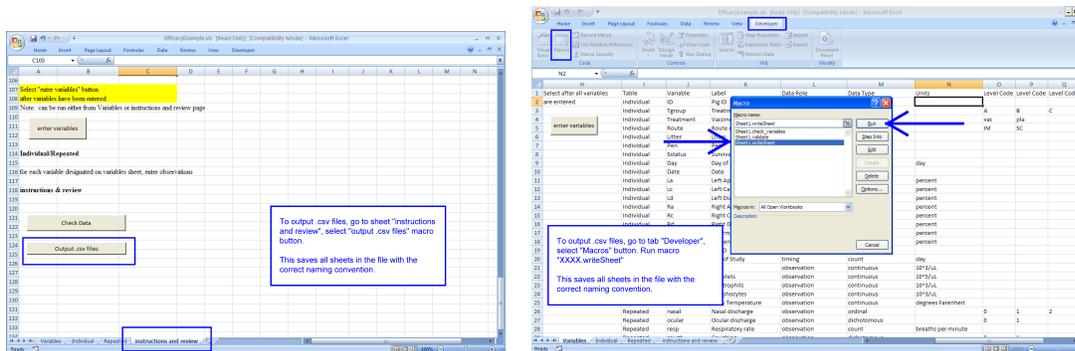
2.1 From other software

In R `write.csv()`

In SAS `proc export`

Firms may also have access to other software that allows for export of data tables in .CSV format.

2.2 In CVB Statistics Data Format Templates:

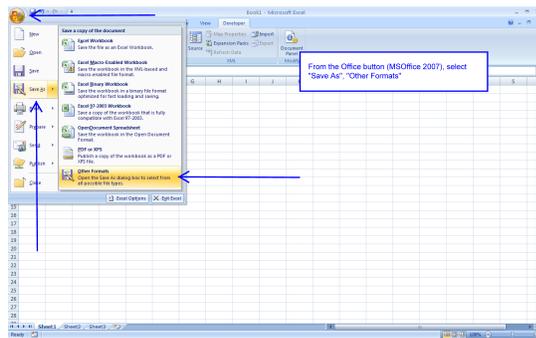


(a) Using macro save button

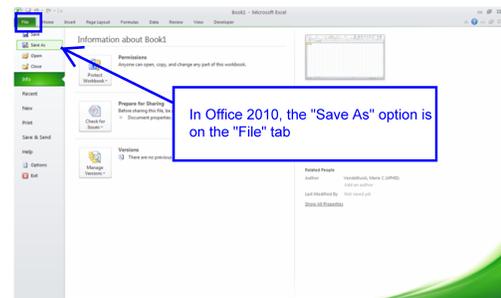
(b) Accessing the macro menu for saving

Figure 1: Saving to .csv files, two ways. (a) from the embedded macro button and (b) accessing the macro through menu options.

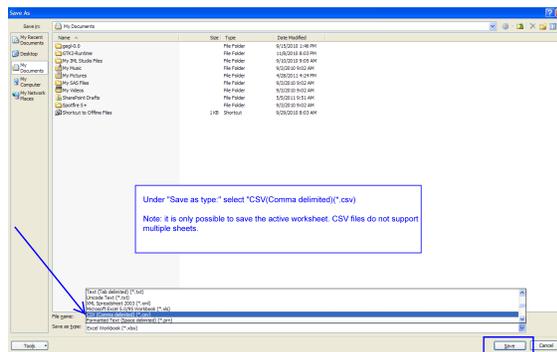
2.3 In User-generated Excel Files:



(a) Selecting Save As in Office 2007



(b) Selecting Save As in Office 2010



(c) Selecting CSV File Format



(d) CSV Files Have Only One Sheet

Figure 2: Saving to .csv files. (a) Select “Save As...” from the Office Ribbon(Office 2007) or (b) Select “Save As...” from the “File” tab(Office 2010) (c) Choose the file format ”Comma delimited” (d) CSV files do not support multiple worksheets. This save workflow must be repeated from each worksheet.

3 Conventions When Converting .XLS, .XLSX, and .XLSM files to .CSV in Excel

Merged cells - When converting to CSV format, Excel will make a best guess for which individual cell to assign merged values to. This will result in loss of information as some cells of merged area will be assigned a value and other cells will be left empty. The empty cell may be interpreted as incomplete or unavailable data. This may delay the analysis of a data set, clarification and/or investigation regarding missing values may be required.

Do not convert .XLS, .XLSX, and .XLSM files to .CSV if merged cells exist. See specific data format instructions and “Common Issues in Data Formats Submissions” for details on correct submission.