



# Documentation on how to use CSV spreadsheets and correct UTF-8 encoding

As of 13th February 2023

Working with CSV files places special demands on the user. In particular, the correct display in Excel depends on several factors.

CSV tables are used for both the Datenqualitätsrichtlinie (DQR) and the Building Master Data Guideline (BMDG). A special feature of these tables is that the content is separated by a delimiter, in our case semicolon.

In this documentation, we want to give you a guide and show you how you can

- 1 Display CSV files correctly in Excel
- 2 Edit CSV files in Excel
- 3 Correctly encode and save CSV files after editing

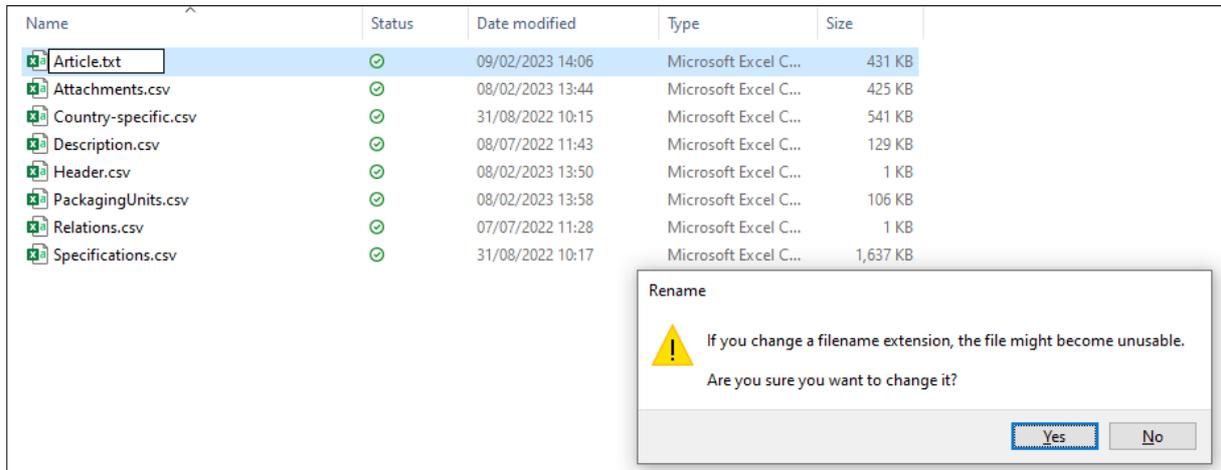
In particular, the use of special characters in different languages leads to errors that have to be corrected if the coding is faulty. Particular attention is paid to the Article.csv and the Description.csv of the BMDG.

Please note that steps 2 and 3 may not work according to these instructions, e.g., if the comma is the default separator in Excel. This can happen especially in English-speaking countries. In this case, please contact [support@arge.de](mailto:support@arge.de) so that we can find a solution for you.

**Note:** Please do not open a CSV file by double-clicking it. Excel interprets the CSV file in the best possible way, but this may lead, among other things, to the incorrect interpretation of the separator, the omission of leading zeros (e.g., in article numbers), the changing of the date format, and possibly the misinterpretation of the coding.

# 1 Display CSV files correctly in Excel

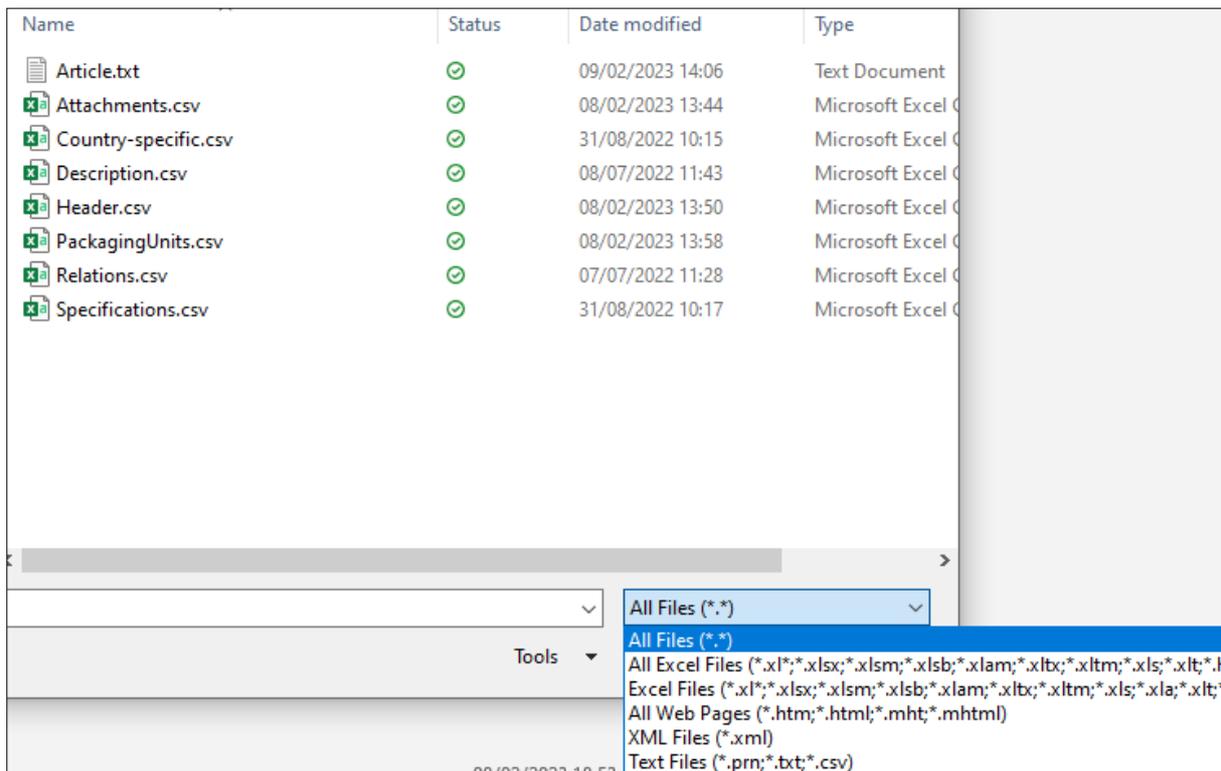
## 1. Change the filename extension of the CSV file you want to edit to .txt



Confirm the change with Yes.

## 2. Open Excel.

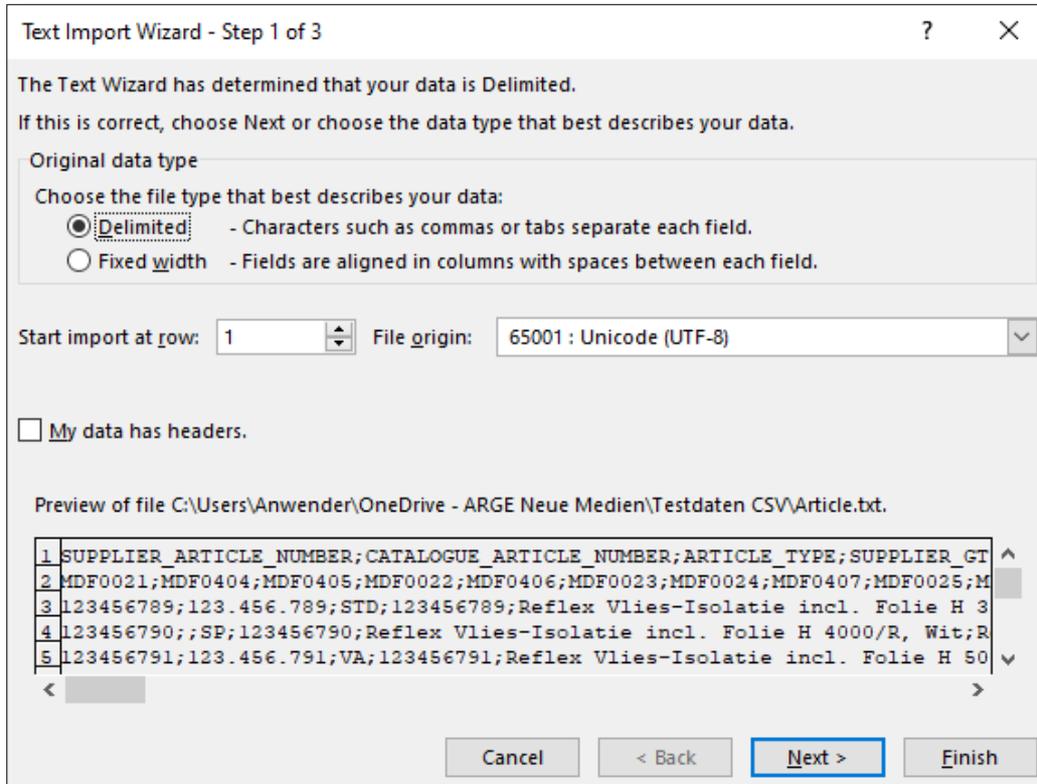
Use Open → Browse to navigate to the storage location of the file you just renamed. In the drop-down menu in the lower right corner, change the file type from "All Excel Files" to "All Files".



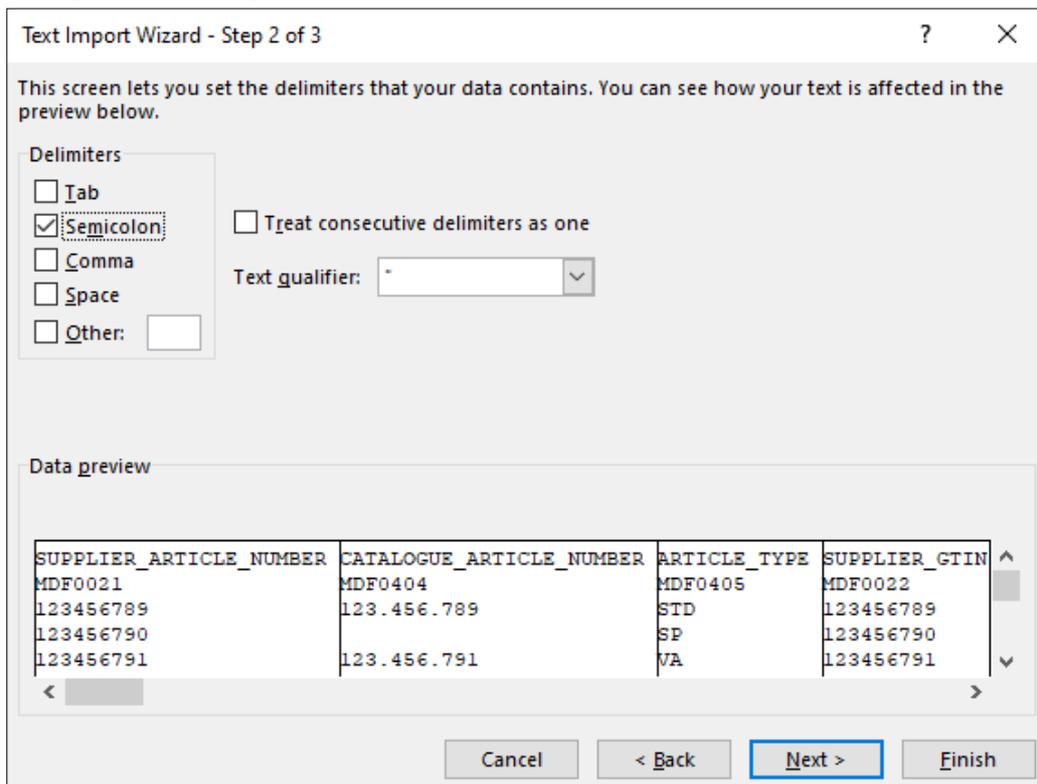
Select the file and click Open.

3. Now you will see the text import wizard.

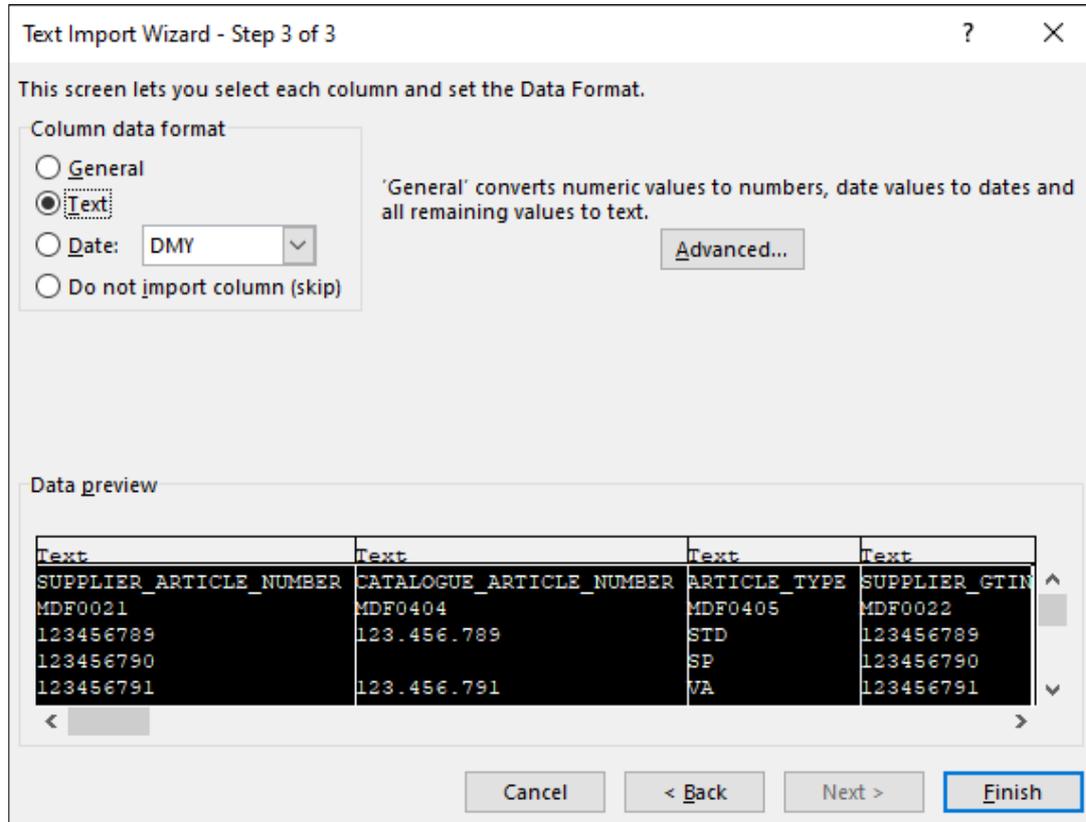
In step 1 of 3, set the selection to "Delimited" and select the correct file origin. Normally this should be 65001 : Unicode (UTF-8). If you see incorrect special characters in the preview window after making this selection, change the file origin to Windows (ANSI) and see whether the special characters are now displayed correctly. Then click Next.



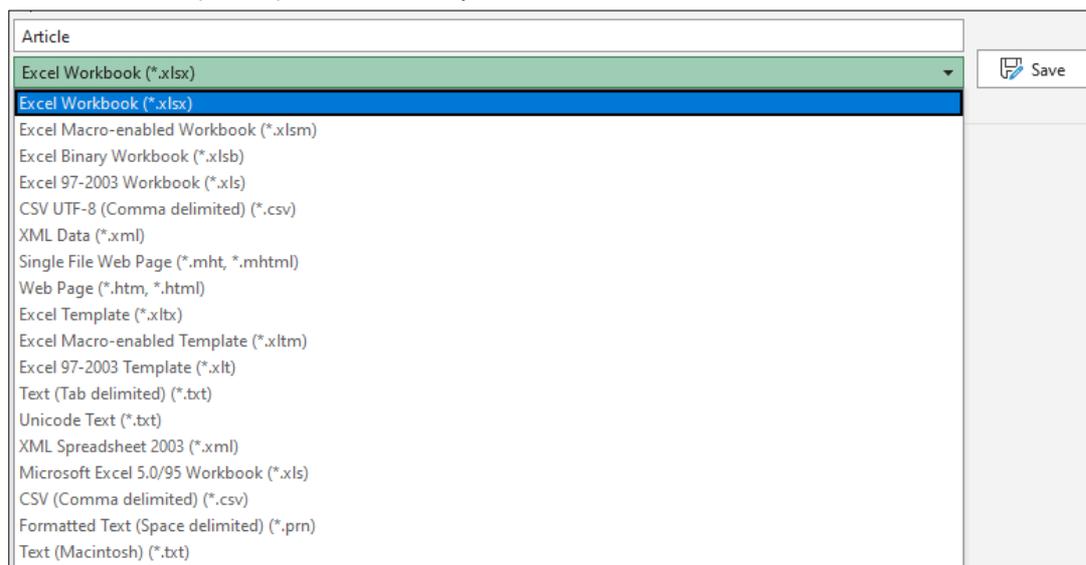
In step 2 of 3, change the delimiter selection from Tab to Semicolon. Then click Next.



In step 3 of 3 mark all columns of your table. To do this, hold down the Shift key, drag the horizontal scroll bar all the way to the right, and click on the last column. Now change the data format to text. Finally, click Finish.



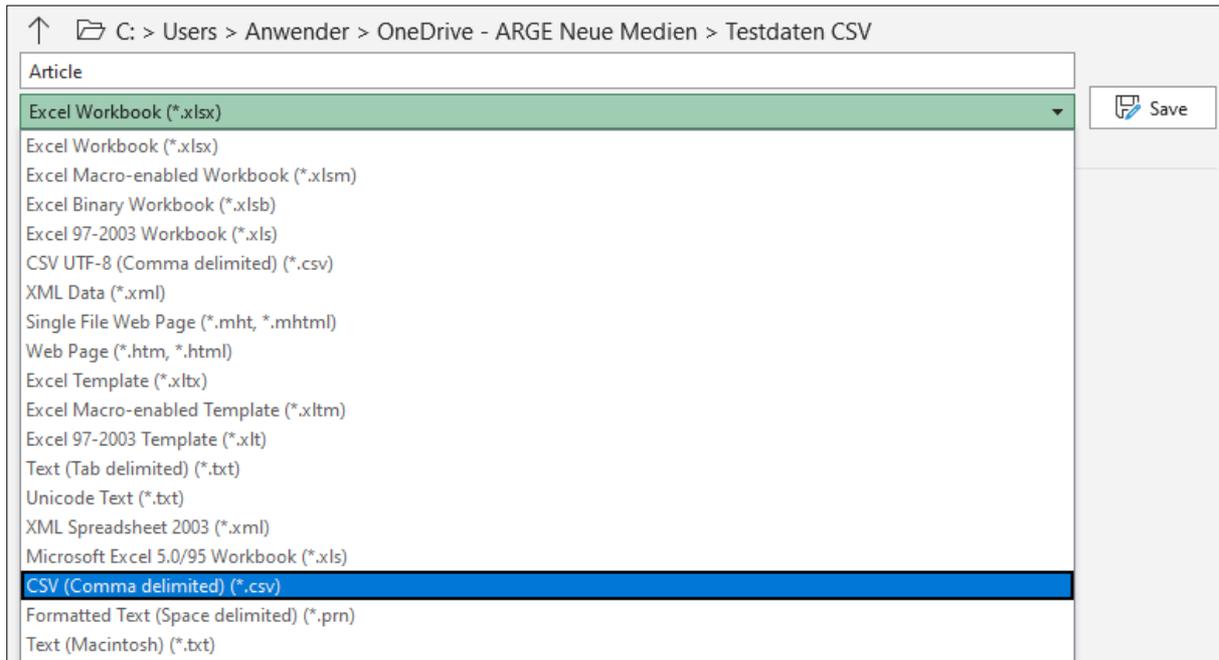
4. Now save this file as an xlsx file. To do this, go to File → Save as and select Excel Workbook (\*.xlsx) from the drop-down menu.



Click on "Save". The new workbook will open automatically.

## 2 Edit CSV files in Excel

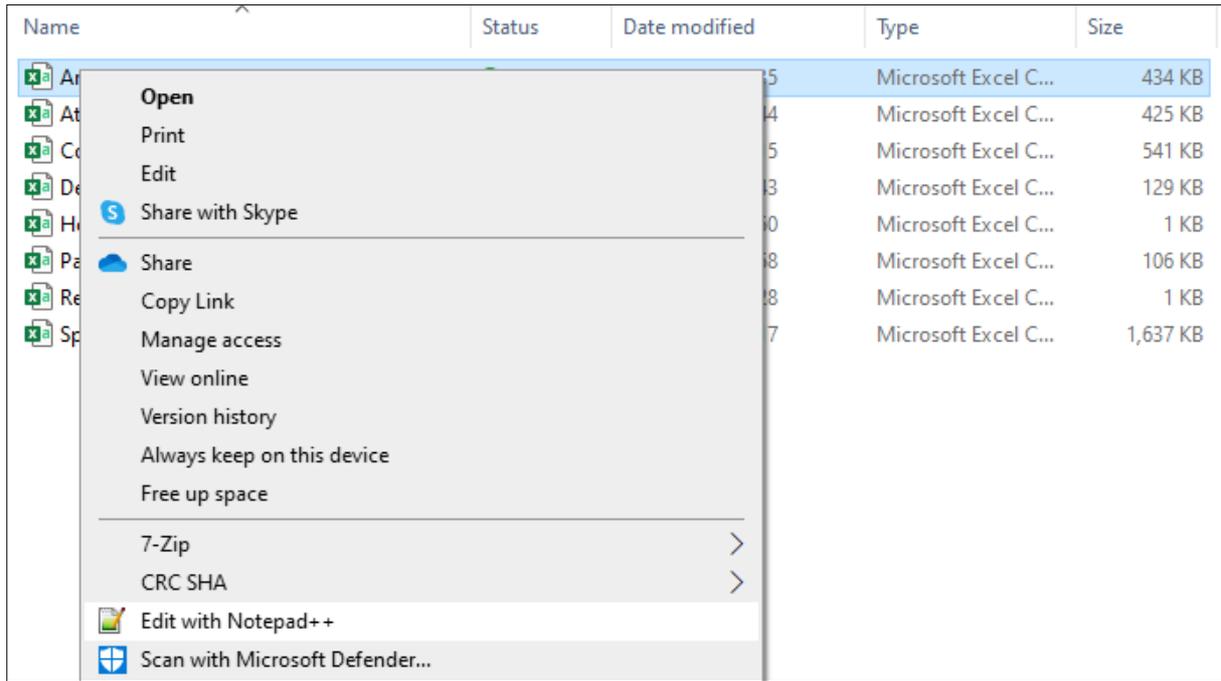
5. If you have carried out the previous steps, you can now make your changes in the created Excel file.
6. When you have entered all changes, save the xlsx file. If you want to make more changes later, you already have a file that you can edit directly.
7. Finally, save this file as a CSV file via File → Save as and select CSV (comma delimited) (\*.csv) from the drop-down menu. Click on "Save". Then close Excel.



Please note that Excel may not save the file with a semicolon as a delimiter. This is especially the case if the comma is the default separator in Excel, as is the case in Great Britain. In this case, please contact [support@arge.de](mailto:support@arge.de) so that we can find a solution together with you.

## 3 Correctly encode and save CSV files after editing

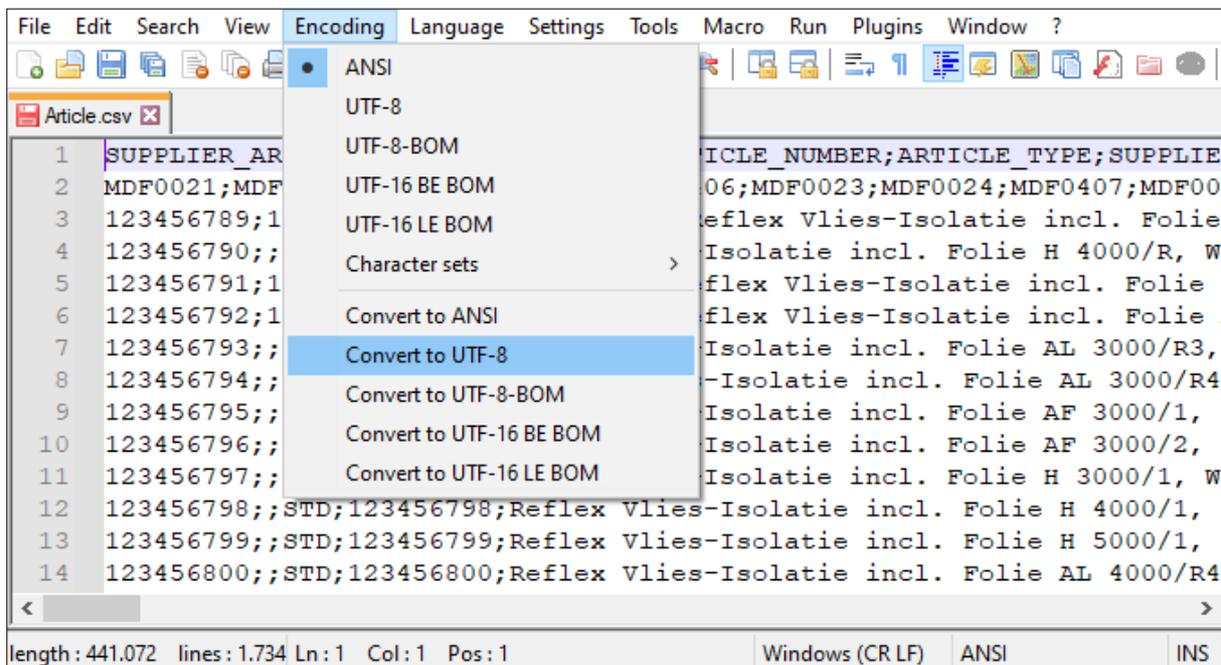
8. You should now use another editor to check the coding and adjust if necessary. The free text editor Notepad++, for example, is suitable for this.
9. Open the CSV file you just created with a right click and select "Edit with Notepad++".



10. You will now see the CSV file as a delimited text file. If you see a semicolon as a delimiter, step 7 worked correctly.

11. Now you can check the encoding. You can see the current encoding either in the lower right corner or under Encoding. If the current encoding is not UTF-8, you need to convert the encoding to UTF-8.

To do this, click Encoding → Convert to UTF-8.



Check whether this conversion was successful and the special characters are still displayed correctly. Save using the floppy disk icon.

If necessary, check the correct conversion by repeating steps 1 to 3.