

## How do I download and open text files in Excel?

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**Answer:** The CEBS homepage (<https://cebs.niehs.nih.gov/cebs/>) offers data download files in some pages and applications. These pages and applications have a button (or link) to download data as a Microsoft Excel file (file extension .xls or .xlsx), a tab-delimited text file (file extension .txt or .tsv), or a comma-separated values text file (file extension .csv). This FAQ help document provides instructions for how to download and open these files in Excel.

### **1) Downloading Data Files**

- After clicking the download button, follow the instructions in your browser (if present) to save the file. Depending on your browser settings, the file may open automatically.
- If the file did not open automatically, locate the file on your computer. Many browsers default to saving downloaded files to the Downloads folder, but your settings may vary.

### **2) Opening Excel Files**

To open a Microsoft Excel file with the extension .xls or .xlsx, follow these instructions:

- The data file can be opened in Microsoft Excel by several methods:
  - double click;
  - right click, then choose Open or Open with Microsoft Excel;
  - open Microsoft Excel, in the File ribbon choose Open, then navigate to your saved file.

- At this point the file should be open as an Excel workbook. Before working with the file, we recommend choosing File and Save As in Excel to move or rename the file for later use.

**Note:** There may be other methods to handle downloaded Excel files. Use your favorite method.

### 3) Opening Tab-Delimited Text Files

To open a tab-delimited text file with the extension .txt or .tsv, follow the instructions. There are several methods for opening these file types, and multiple programs that can be used.

#### a) Opening in a Text Editor

Text editors often display the downloaded data without any formatting, such as columns, fonts, alignment, etc. This may make the data difficult to read; however, many text editors do not alter or reformat the data in any way. This can allow greater control. Examples of text editors include: Notepad, Wordpad, TextEdit, and UltraEdit. Follow the instructions below to open a text file in a text editor.

- The data file can be opened in a text editor by several methods:
  - double click;
  - right click, then choose Open or Open with then your favorite text editor;
  - open your favorite text editor, in the File ribbon choose Open, then navigate to your saved file.

#### b) Opening in Microsoft Excel

Microsoft Excel displays tab-delimited text files using each tab to separate the data into the cells of the worksheet. Excel can organize, analyze, modify, and/or combine the downloaded data. Tab-delimited text is converted to rows and columns in an Excel file, making it much easier to read and interpret. Microsoft Excel may also reformat data similar to dates and times in ways that are not easy to reverse. There are several methods to open text files in Excel. We recommend the first methods below.

**Note:** CAS numbers are often converted to dates by Excel. This conversion is not easily reversible. Avoid this by changing the format of cells to text before typing or pasting in a CAS number.

- **Recommended Option 1: Copying from a Text Editor**

This method prevents Excel from reformatting data erroneously (e.g. CASRN's to dates).

- Follow the instructions for [opening a text file in a text editor](#) above.
- Once the file is open in a text editor, select all by choosing Ctrl + A (PC) or Command + A (Mac). This will highlight the entire document.
- Copy this text by pressing Ctrl + C (PC) or Command + C (Mac), or right click and select copy
- Open Microsoft Excel
- Again, select the entire worksheet using Ctrl + A (PC) or Command + A (Mac).
- On the Home ribbon of Excel, in the Number section, find the dropdown box. Hoovering the mouse over the dropdown box will display the title as “Number Format” and the default setting is “General”. Click the dropdown box and select “Text” to format the entire worksheet.
- Now you can paste in the data you copied in the text editor, using Ctrl + V (PC) or Command + V (Mac), or right click and select the left paste option. You may get a message about the size and shape of the data on your clipboard. If you see this message, click OK.
- Save this worksheet as an Excel file.

**Note:** You may need to convert certain columns, rows or cells stored as text back to a number format after using this method. However, ensure that none of the entries in the column, row or the cells contain dates or CASRN’s. First select the column, row, or cells that should be formatted as numbers. Return to the dropdown box used to format the sheet and select “Number”.

- **Recommended Option 2: Opening with Excel Text Import Wizard**

This method uses the Text Import Wizard in Excel. To use this method, you may need to have some knowledge about the types of data in each column of the data you downloaded. Used correctly, this method can also prevent Excel from erroneously formatting CAS numbers.

- After downloading and saving the text file, open Microsoft Excel.
- Select File ribbon then Open
- Navigate to the downloaded text file and change the file type at the bottom of the Open window from “All Excel Files” to “All Files”. Select the saved file on your computer, and click Open
- This will open the Text Import Wizard, which has three steps:
  1. Ensure the Original data type is set to Delimited. Leave all other settings as they are. Click Next to proceed to the next step.

2. In the Delimiters box, only Tab should have a check mark. If another Delimiter is selected, uncheck the box. Leave all other settings as they are. Click Next to proceed
  3. This step allows you to set the data format for each column of your data. General (default) is the setting you want for columns with numbers. Columns with data that may resemble a date, time, or CASRN, should be set to Text. The data preview box at the bottom of the window allows you to scroll through the columns. Scroll and find any columns that contain numbers, but should not be reformatted (e.g. CASRN, Study Number). Click to select that column and then in the Column data format box choose Text. The header over that column should change. When you have reformatted all necessary columns, select Finish
- Your data will open in Excel, with the data formatted based on your selections from Step 3. Save this worksheet as an excel file.
- **Not Recommended: Opening directly with Excel**

This is the simplest method available. We do not recommend this method. This method does not protect the format of CASRN's or other data that resemble dates or times.

    - After downloading and saving the text file, locate the file on your computer.
    - Right click on the file and hover over Open With.
    - In the list of programs that opens, Click on Microsoft Excel.
    - If Microsoft Excel is not in the list that appears, you may need to select Choose Another App or Choose Another Program and then select Excel.

#### 4) Opening Comma-Separated Values Text Files

To open a comma-separated values text file with the extension .csv, follow the instructions. There are two methods for opening these file types using Excel. Alternatively, .csv files can also be opened with in text editor by following the instructions for [opening a text file in a text editor](#) above.

##### a) Recommended: Opening with Excel Text Import Wizard

This method uses the Text Import Wizard in Excel. To use this method, you may need to have some knowledge about the types of data in each column of the data you downloaded. Used correctly, this method can also prevent Excel from erroneously formatting CAS numbers.

- After downloading and saving the .csv file, open Microsoft Excel.

- Select File ribbon then Open
- Navigate to the downloaded .csv file and change the file type at the bottom of the Open window from “All Excel Files” to “All Files”. Select the saved file on your computer, and click Open
- This will open the Text Import Wizard, which has three steps:
  1. Ensure the Original data type is set to Delimited. Leave all other settings as they are. Click Next to proceed to the next step.
  2. In the Delimiters box, only Comma should have a check mark. If another Delimiter is selected, uncheck the box. Leave all other settings as they are. Click Next to proceed
  3. This step allows you to set the data format for each column of your data. General (default) is the setting you want for columns with numbers. Columns with data that may resemble a date, time, or CASRN, should be set to Text. The data preview box at the bottom of the window allows you to scroll through the columns. Scroll and find any columns that contain numbers, but should not be reformatted (e.g. CASRN, Study Number). Click to select that column and then in the Column data format box choose Text. The header over that column should change. When you have reformatted all necessary columns, select Finish
- Your data will open in Excel, with the data formatted based on your selections from Step 3. Save this worksheet as an excel file.

#### **b) Not Recommended: Opening directly with Excel**

This is the simplest method available. We do not recommend this method. This method does not protect the format of CASRN's or other data that resemble dates or times.

- After downloading and saving the text file, locate the file on your computer.
- Right click on the file and hover over Open With.
- In the list of programs that opens, Click on Microsoft Excel.

If Microsoft Excel is not in the list that appears, you may need to select Choose Another App or Choose Another Program and then select Excel

#### **5) Types of Downloads Found in CEBS**

Different areas of CEBS may download files in different formats. A list of all the areas of CEBS that allow downloads, and the downloaded file type is detailed in the [Downloads from CEBS table](#) below.

#### **Downloads from CEBS:**

CEBS Area	Download File Information	File Extension
<b>Search Data – Tox 21 Data</b>	Tab-delimited text file	.txt
<b>Search Data – DTT Investigations</b>	Excel file. This includes General Toxicity and Genetic Toxicity studies. This file may have combined cells as headings.	.xls
<b>Search Data – Microarray Data</b>	Tab-delimited text file	.txt
<b>Look Up Test Articles</b>	Excel file. This file may have combined cells as headings.	.xls
<b>Organ Sites &amp; Neoplasia</b>	Tab-delimited text file	.txt
<b>DTT Data Collections</b>	Excel and Comma Separated Values file	.xlsx + .csv
<b>Publications</b>	Various formats, including excel files	.xlsx + others

#### 6) Additional Instructions/Information

- CEBS data may be cited by navigating to the CEBS Support page, and selecting the [Citing CEBS](#) document under FAQs. Here, instructions can be found on citing DTT Data as well as non-DTT data in CEBS.
- Please contact [CEBS-Support@mail.nih.gov](mailto:CEBS-Support@mail.nih.gov) for additional assistance