

Many Analytics users have a need to export data for one reason or another, and then have to apply some formatting. If you're one of those people, the information on this sheet may help you.

### Exporting the Data

We'll assume you're starting from a dashboard, and that the analysis you're interested in has an Export link at the bottom. We'll also assume that the data will export into Excel without any issues.

1. **Choose** the analysis for which you'd like to export the data.
2. **Scroll** down to the bottom of that analysis.
3. Click the **Export** link  
*You will see five options available on the pop-up menu. Unless you actually want the formatting you see in Analytics, your best options are either **Data > CSV Format** or **Data > Tab delimited Format**. The two options are similar, but we've found that the Tab-delimited Format works a bit more smoothly.*
4. Select **Data > Tab-delimited Format**  
*Depending on your computer and operating system, you may be asked to Open or Save the file.*
5. Select **Open**.  
*All of the data is instantly exported from Analytics and opens in Microsoft Excel. The default formatting leaves a bit to be desired, but all of the data is there. Please note that any formatting, excluding, or sorting you've done in Analytics is not exported. You simply get the raw data.*
6. If the process above doesn't work properly because one or more columns is being converted into scientific notation, you should repeat steps 1 – 4, skip step 5, and do the following:
  - a. Click the drop-down arrow next to **Save**, then select **Save As**
  - b. Give the file a name. Note that it is in CSV format.
  - c. Open **Excel**.
  - d. In Excel, click the **File** tab and select **Open**. Set the file type selector to **All Files (\*.\*)**
  - e. Navigate to and select the file you saved from Analytics.
  - f. A **Text Import Wizard** screen will open.
  - g. Be sure the **Delimited** option is selected. Click **Next**.
  - h. Select either **Tab** or **Comma** delimiters, as appropriate. Click **Next**.
  - i. Select the column or columns that were converted into scientific notation during the initial export.
  - j. Set the **Column Data Format** option to **Text** for each of the problem columns.
  - k. Click the **Finish** button. The column(s) that had originally been imported as scientific notation are now exported properly into Excel.

### Formatting the Data

If this is the only time that you're likely to export this data, then you can simply format it. The first steps are simple. You just need to make all of the columns the correct width to hold the data in the cells.

## Next Steps: Exporting and Formatting Data

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1. Click the **Select All** button. That button is located *above* Row 1 and *to the left of* Column A. Clicking this button selects the entire worksheet.
2. **Double-click** on the dividing line between any two column letters. The width of each column is automatically expanded or shrunk to accommodate the data in each column.

### Formatting the Data with an Excel Macro

If you export the data from the same analysis on a regular basis, and find yourself having to apply the same formatting time and again, you might wish to create an **Excel Macro** that will automate things for you. Really! A macro is simply a recording of the steps required to complete the actions you want your macro to perform. Once it's recorded, you simply play it back and... voilà!

1. **Plan** out all of your formatting steps. You might wish to jot them down to make sure you've got them all.
2. **Export** the data to Excel
3. Click the **Developer Ribbon** tab. (See **Excel Help** if the Developer Ribbon tab is not available.)
4. On the **Developer Ribbon**, in the **Code Group**, click **Record Macro**.
  - a. **Enter a name** for the macro. The name must start with a letter, and cannot contain any spaces. Use underscores ( `_` ) for spaces if needed.
  - b. **Assign a CTRL-SHIFT combination shortcut** to run the macro. Use any lowercase or uppercase letter that you wish to use. Make note of this shortcut combo!
  - c. In the **Store Macro in** list, select **Personal Macro Workbook**. *This is important.* Selecting this option will make the macro available in whatever Excel workbook you might have open, including any that you create in the future. Hint, hint.
  - d. **Add a Description**, if you'd like.
  - e. Click **OK** to start recording.
5. **Perform** all of the actions you wish to record. This can include formatting, moving columns, deleting columns, resorting, etc. Whatever you can do in Excel.
6. Click the **Stop Recording** button when you are done.
7. **Test** the macro
  - a. Use the **Undo** button to undo all of the actions you just took,
  - b. Use the **CTRL+SHIFT+\_\_** combo option you set up three steps ago to see your macro apply the recorded steps. If you didn't set up this option, click the **Macros** button to select and run your macro.
  - c. **Cry** tears of joy.
8. As you exit Excel, you will be prompted to make a decision regarding the macro and the **Personal Macro Workbook**. Be sure to click the **Save** button, or your macro will be lost!

Perfect!