

How to create a clean CSV file

Step-by-step guide

Web Service, Febbraio 2024

Open Excel

Launch Microsoft Excel on your computer.

The screenshot displays the Microsoft Excel start screen. On the left is a dark green sidebar with navigation options: 'Excel' (top), 'Home' (with a house icon), 'New' (with a document icon), 'Open' (with a folder icon), 'Account', 'Feedback', and 'Options'. The main area has a light gray background. At the top, it says 'Good morning'. Below that is a 'New' section with a dropdown arrow. The first item is a 'Blank workbook' represented by a small grid icon. To its right are four tutorial cards: 'Take a tour' (with a right arrow icon), 'Create a Drop-down list' (with a list icon), 'Get started with Formulas' (with a formula icon), and 'Get to know Power Query' (with a data icon). Below these cards is a 'More templates' link with a right arrow. Underneath is a 'Recent' section with a 'Pinned' sub-section. A message reads: 'You haven't opened any workbooks recently. Click Open to browse for a workbook.' At the bottom right of this section is a 'More workbooks' link with a right arrow.

Excel

Good morning

▼ New

Blank workbook

Take a tour

Welcome to Excel

Create a Drop-down list

Drop-down tutorial

Get started with Formulas

Formula tutorial

Get to know Power Query

Power Query tutorial

[More templates](#) →

Recent Pinned

You haven't opened any workbooks recently. Click Open to browse for a workbook.

[More workbooks](#) →

Home

New

Open

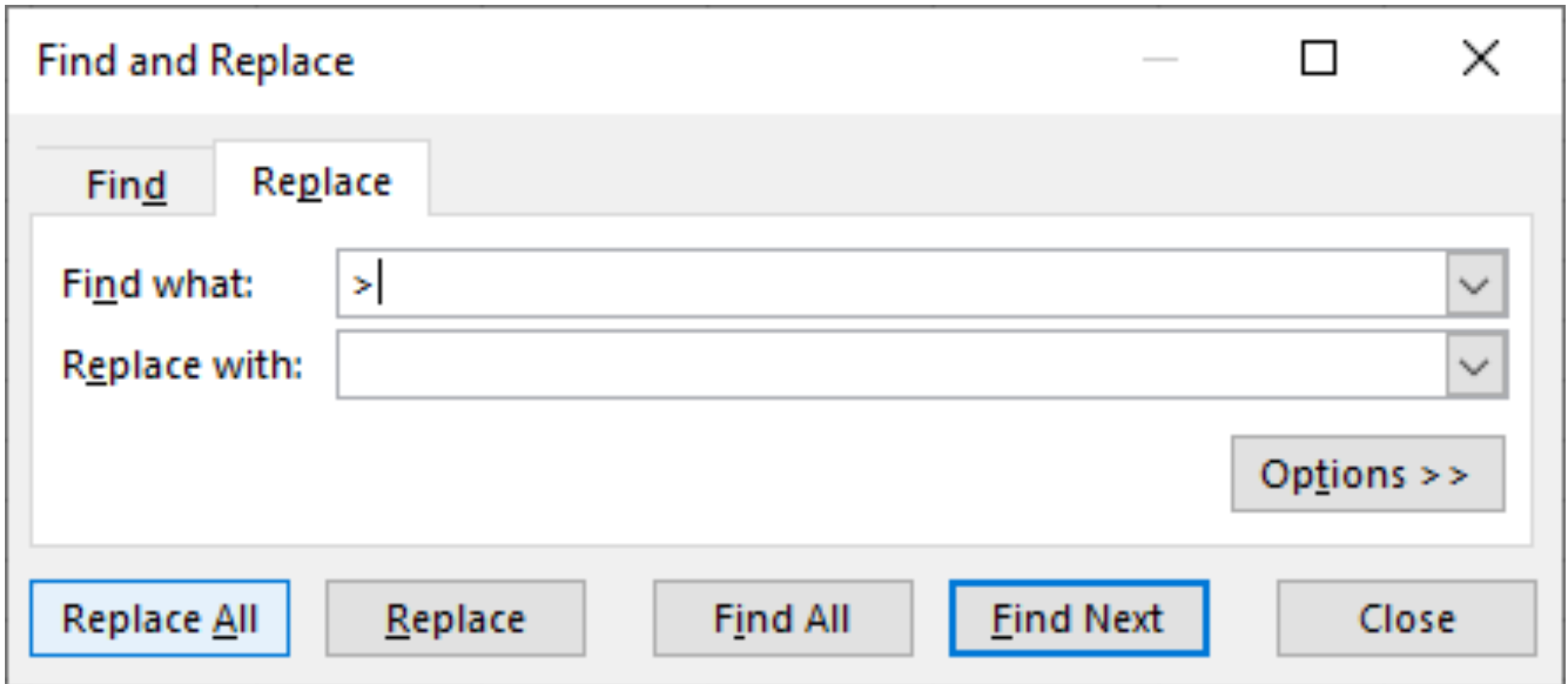
Account

Feedback

Options

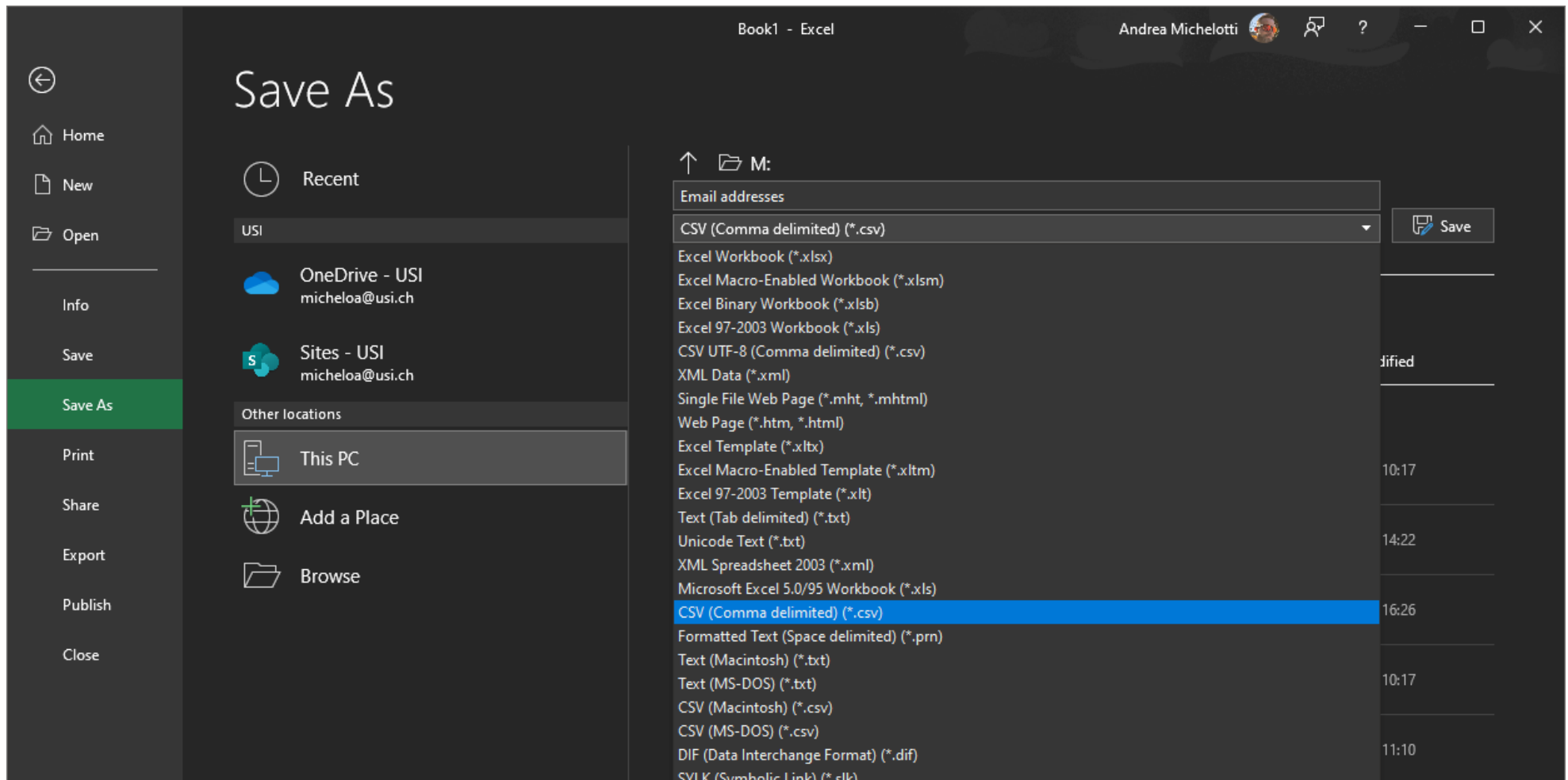
Remove Unwanted Characters

Select the column containing the email addresses. Then, use the "Find and Replace" feature (Ctrl + H) to find and replace any unwanted characters: spaces, >, <, ", ', ...



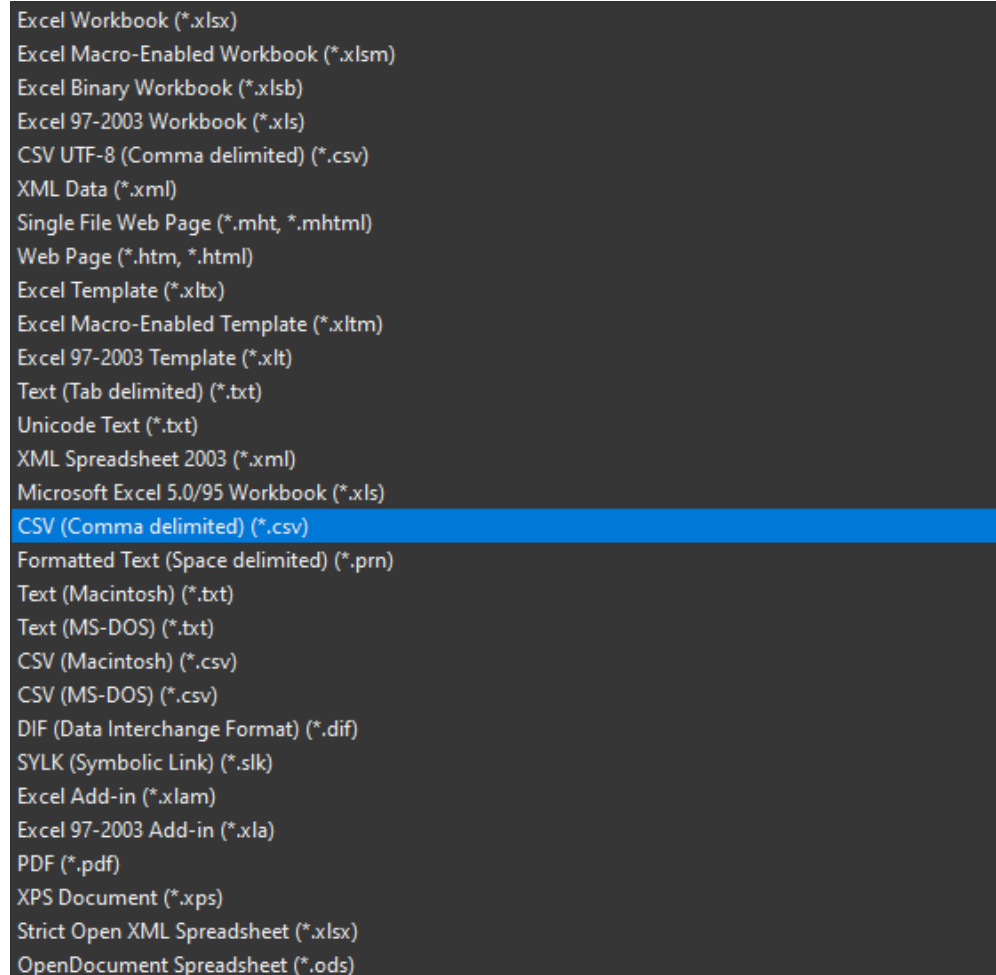
Save as CSV

Once you've verified that only email addresses are in the column, go to the "File" menu and select "Save As."



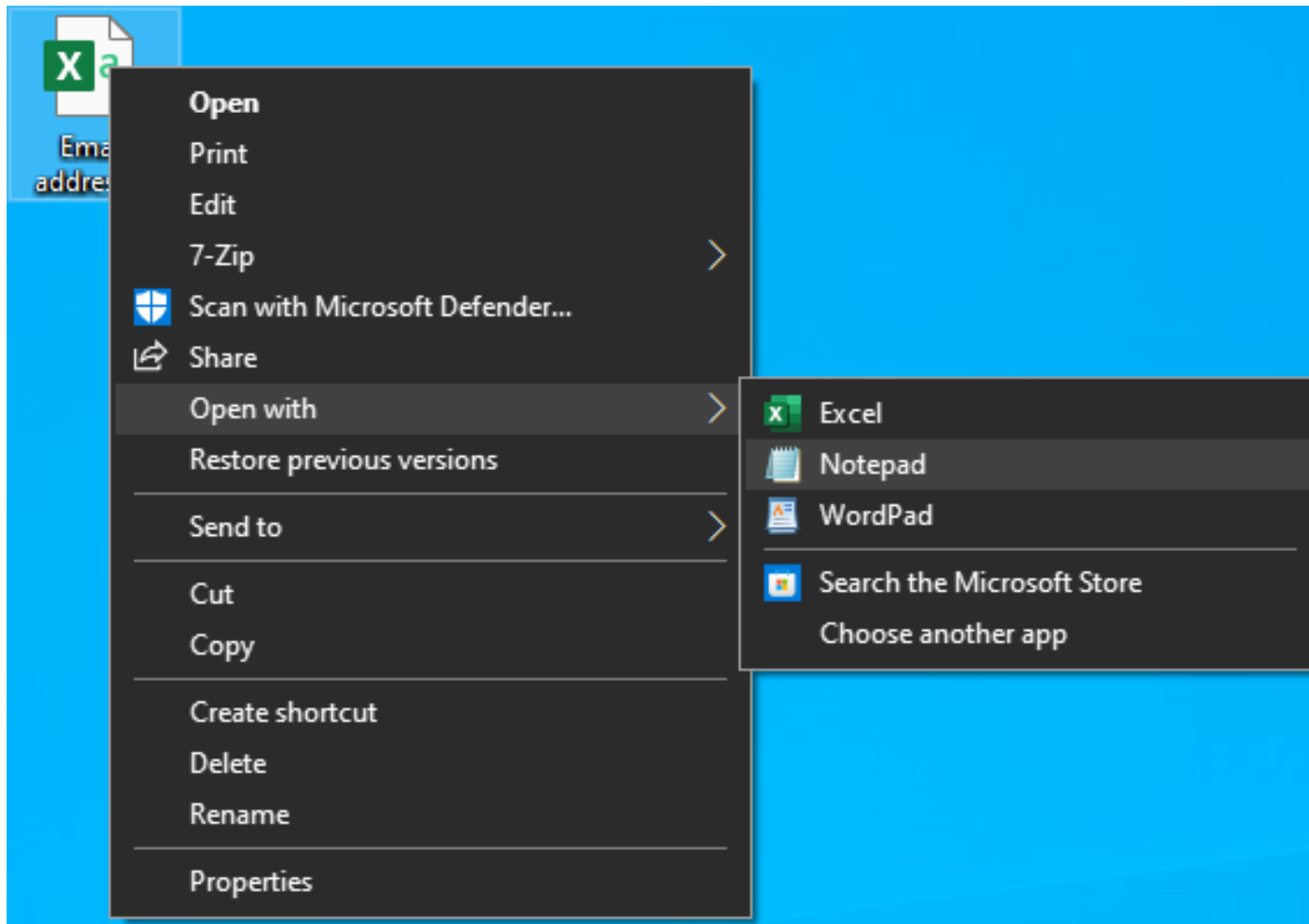
Choose CSV Format

In the "Save As" dialog box, choose a location to save your file. Then, in the "Save as type" dropdown menu, select "CSV (Comma delimited) (*.csv)."



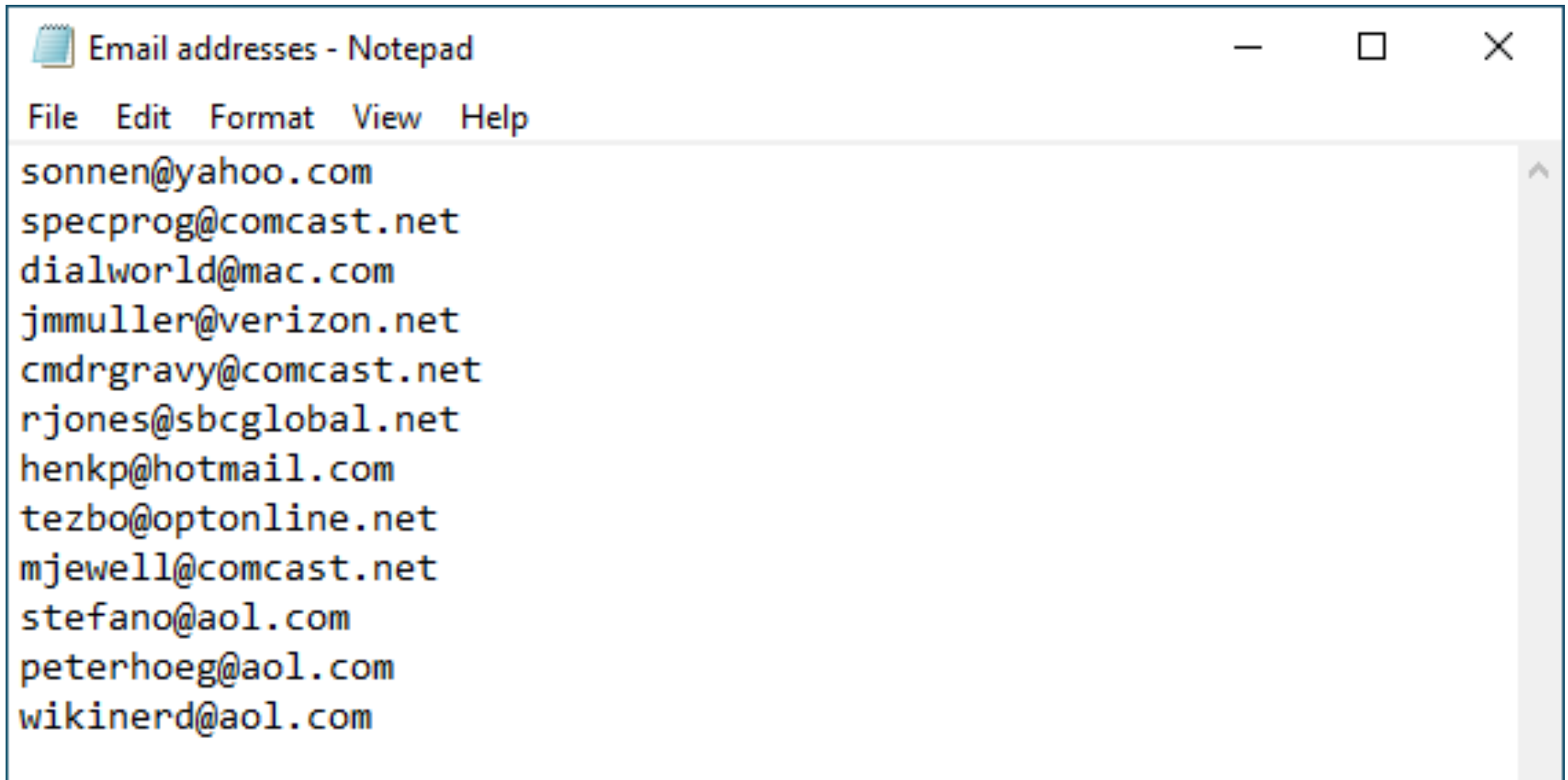
Verify CSV File

Navigate to the location where you saved the CSV file and open it using a text editor or spreadsheet program to verify that it contains only email addresses, with each address separated by commas.



Verify CSV File

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```
sonnen@yahoo.com,  
specprog@comcast.net,  
dialworld@mac.com,  
jmmuller@verizon.net,  
cmdrgravy@comcast.net,  
rjones@sbcglobal.net,  
henkp@hotmail.com,  
tezbo@optonline.net,  
mjewell@comcast.net,  
stefano@aol.com,  
peterhoeg@aol.com,  
wikinerd@aol.com
```