

## Exporting your data from Cog-Pro

It is very easy to download your data. Select the tab of the area that you want to download, click on Output Options and select Export.

This will bring up a dialog box in which you can choose to open the file or save it. The file is in a special generic format that has all the data separated by commas and the file will have the extension of CSV (i.e. cogpro\_my\_fertility\_input\_data.csv). You may either open it directly into a spreadsheet program such as Excel, which should be the default option, and then save it as an Excel file or save it first to your hard drive and then open it in Excel.”

### NOTE:

Excel has a quirk in how it handles numbers in some columns, such as Row numbers, in which some numbers are converted to dates. If you find that you are having this problem it is necessary to save the CSV data file first and then import it into an Excel spreadsheet.

To import your data into Excel to correct this problem follow these steps:

1. Create a new spreadsheet or select a new worksheet on an existing spreadsheet
2. Select the Data tab at the top of the spreadsheet.
3. Choose the From Text option on the top left side from the Get External Data menu.
4. Find the data file you wish to import. It will probably be in the Downloads directory and will have a title like 'cogpro\_my\_fertility\_input\_data.csv'. Select that file and click on the Import button at the bottom.
5. The Import Wizard will appear. On Step 1 set the data type to Delimited and click on Next.
6. On Step 2 change the delimiter from the default 'Tab' to 'Comma'.
7. On Step 3 select the column you need to fix by clicking anywhere in the column and change the Data Format from the default 'General' to 'Text' and click on Finish.
8. Select OK to save the file in your existing spreadsheet.

If you have a problem export/importing your files please let us know at [servicedept@cog-pro.com](mailto:servicedept@cog-pro.com).

