



# Site Recorder Technical Note 4

## Importing From a Spreadsheet

This technical note is to be used with Site Recorder 4 Version 4.23.10 although the principles apply to all versions of this program.

### Introduction

Information contained in spreadsheets can be imported into Site Recorder. One typical use for this feature is to import lists of finds when reprocessing existing archaeological archives and another is to import information about shipwrecks. This method can also be used for importing survey points and measurements in bulk both quickly and efficiently.

ID	Artifact Number	Simple Name	Full Name	Classification	Material	Site Num#	Associated With	Recovery Date	Dive Reference	Ion Refer	Location Des
41	228 2000 A0059	Unidentified			Metal - Iron	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	Outboard stern tr
42	200 2000 A0031	Concretion			Metal - Iron	59		04-Aug-00	TVH-2000-0059	B1 AB	Trench 1 outboard
43	229 2000 A0060	Unidentified	Tools and Eqpt.		Ceramic - Other	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	feature 2
44	230 2000 A0061	Unidentified	Tools and Eqpt.		Ceramic - China	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	stern
45	231 2000 A0062	Unidentified	Environmental			70	F2	06-Aug-00	TVH-2000-0070	B1 AB	feature 2
46	233 2000 A0064	Unidentified			Ceramic - Stoneware	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	feature 2
47	227 2000 A0058	Unidentified	Tools and Eqpt.		Glass	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	feature 2
48	237 2000 A0068	Bottle	Tools and Eqpt.	Cargo	Glass	70		06-Aug-00	TVH-2000-0070	B1 AB	Outboard stern
49	232 2000 A0063	Unidentified			Ceramic - Stoneware	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	trench 1
50	236 2000 A0067	Brick	Tools and Eqpt.	Cargo	Ceramic - Brick	70		06-Aug-00	TVH-2000-0070	B1 AB	B1 AB
51	216 2000 A0047	Pipe	Recreational	Cargo	Ceramic - Other	70	0046,0045, Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	concretion
52	209 2000 A0040	Unidentified			Organic - Wood	67		06-Aug-00	TVH-2000-0067	B1 AB	
53	210 2000 A0041	Knife-handle	Tools and Eqpt.	Cargo	Organic - Wood	67		06-Aug-00	TVH-2000-0067	B1 AB	concretion F2
54	211 2000 A00042	Ducaton	Specie		Metal - Silver	69	Feature 2	06-Aug-00	TVH-2000-0069	B1 AB	outboard stern
55	212 2000 A00043	Knife	Tools and Eqpt.		Glass	70	Feature 2	06-Aug-00	TVH-2000-0070	B1 AB	

Information is exchanged between a spreadsheet program and Site Recorder using a Comma Separated Variable (CSV) file although other formats can be used. The CSV file is a simple text file that has information in rows separated by commas; these files can be both created and edited using spreadsheet programs, text editing programs and word processing programs.

Spreadsheets contain information in rows and columns. Each row records information about one particular item (such as an artefact) while the fields in each column record properties about the artefact such as its name, a description or its length. Each spreadsheet will be designed differently and will contain different information in different rows yet Site Recorder will expect the spreadsheet to be in a standard form. To be able to import this into Site Recorder we need to modify the spreadsheet so the columns are in the order that the program expects and the fields contain information in the expected format.

The first column in the CSV file is the object type field; this tells Site Recorder which type of object is being imported and must be included. Each object type is defined by a type code such as 'ART' for Artefact, 'WRK' for Wreck or 'TAR' for Target.

The second column is usually the name of the object. Each name must be unique in the file to import and the name must not have been used already in the Site file. If the name field is left blank then a default name will be used where necessary.

The next columns are usually fields to define the position of each object. Positions can be given in grid (Eastings, Northings) or geographical (Latitude, Longitude) coordinates but they must be on the same geodetic datum and projection as used by the Site file being added to. Geographical coordinates can be defined in any of the common formats such as degrees and minutes (DD.MM.mm) or degrees, minutes and seconds (DD MM SS.ss) with the hemisphere given as E, W, N, S or using + and - signs.

The Z value of the position can be defined as a height or a depth and there is an option to select one or the other when the file is imported.

In the following procedures the file to be imported into Site Recorder is referred to as the *import file* and the file exported from Site Recorder to be used as a template is called the *template file*.

## To Create a Template File

This procedure describes creating a template file used to define the required order for the columns in the import file.

- 1 From the **File Menu**, click **Export Wizard**
- 2 On the **Export Type Page**, set **File type** to be **Comma Separated Variable (CSV) Template** then click **Next**.
- 3 On the **Selection Page**, click the check box next to the type of object to import then click **Next**
- 4 On the **Coordinates Page**, select the type and format for the position coordinates to use then click **Next**
- 5 If the **Export File** dialog is shown, navigate to the folder where the template file is to be saved, set the name for the file in **File name** and click **Save**. Or if the **File Page** is shown, click the button to show the **Export File** dialog first
- 6 On the **File Page** click **Next**
- 7 On the **Report Page** click **Start**. When the file has been exported click **Finish**

**Set the format for the position coordinates in the template file to be the same as those in the file you wish to import.**

## Modifying the Spreadsheet File

This procedure describes how to modify the import file to match the format of the template file.

- 1 Open the template file using the spreadsheet program
- 2 In the import file, insert a column on the far left to contain the object Type field and set the type code for each record as defined in the template file.
- 3 Set the name of the object in column 2, ensure that each name is unique and is not already used in the Site Recorder file being used.
- 4 Set the Layer name in column 3, if this is left blank then a default Layer name will be used.
- 5 Reorder the other columns in the import file so they match the order in the template file
- 6 Note the format of the position if it is given as a Latitude and Longitude
- 7 Note if the Z value for the position is shown as a depth (positive down) or a height (positive up)
- 8 Save the modified import file as a Comma Separated Variable (CSV) file

**Any column in the import file can be left blank apart from the Type column (column 1) and the Name column (column 2)**

**Fields in additional columns in the import file beyond the last column defined in the template file will be added to the Notes for each imported object**

## To Import a Spreadsheet CSV File

The spreadsheet file is imported using the Import Wizard, this Wizard allows you to set options using a series of property pages before actually importing the file.

- 1 From the **File Menu**, click **Import Wizard**
- 2 On the **Open Import File** dialog, navigate to the exported spreadsheet CSV file and click **Open**
- 3 In the **File Page**, check that the File type is set to **Comma Separated Variable (CSV)**
- 4 In the coordinates page, select the type and format for the position and depth/height coordinates noted earlier then click **Next**
- 5 In the **Separator Page**, ensure that the delimiter is set to **Comma** and the text qualifier is set to that used in the spreadsheet, use **Double quotes** if unsure. Click **Next**.
- 6 In the **Select Page**, select all Layers by clicking the boxes to the left of the Layer name so a red tick mark appears. Click **Next**.
- 7 On the **Report Page**, click the **Start** button. When the file has been imported click **Finish**
- 8 On the chart display, check that all of the objects have been imported correctly.

The procedure describes importing a CSV file using the default options but you should select the other options where appropriate.

More information about importing files and other import options can be found in the Site Recorder online help.

## Technical Support

The online help document in provides further information on this subject. To show this document, select **Help Topics** from the **Help** menu.

More information and example Site files can be found on the 3H Consulting web site found at:

<http://www.3HConsulting.com>

Faults and software problems should be reported to 3H Consulting Ltd by email, describing the nature of the problem and if possible the steps taken to reproduce it.

In some instances it is helpful to know the configuration of the computer showing the reported problems. The full configuration can be found using the System Information tool found on the **About** dialog available from the **Help** menu.

Support can be obtained directly from 3H Consulting Ltd. by sending an email to:

[info@3HConsulting.com](mailto:info@3HConsulting.com)

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