

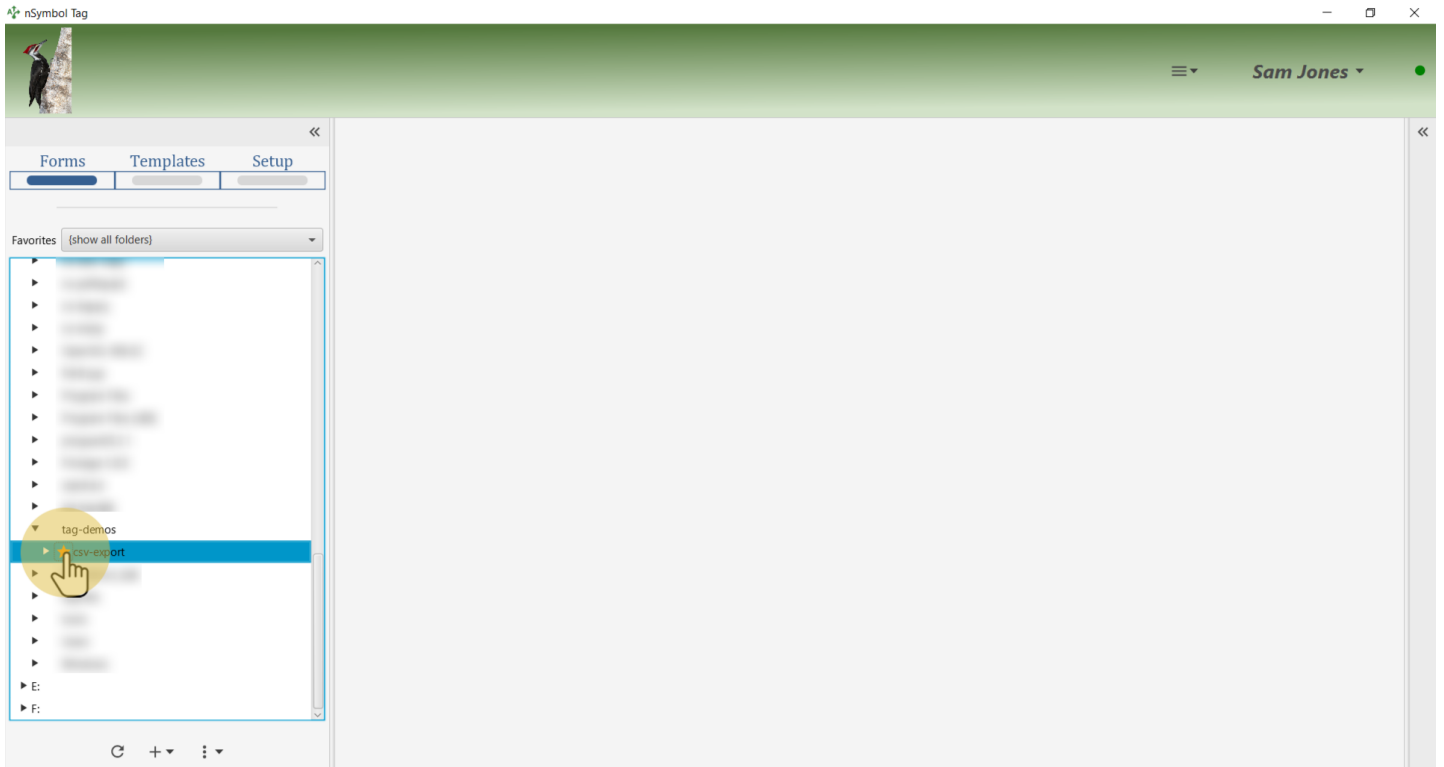
CSV Export

This guide shows how you can merge data from similar files into a single CSV.



1 Navigate to an empty folder

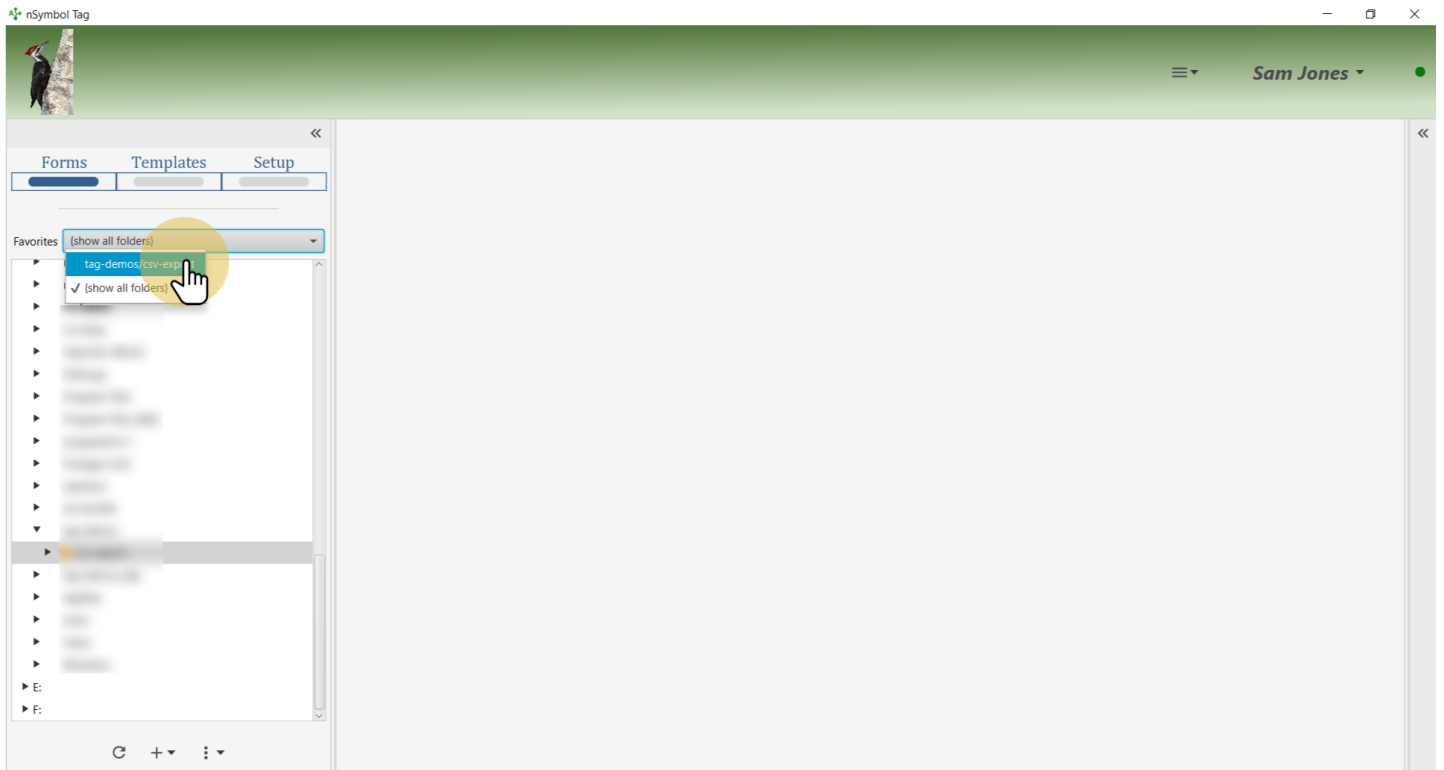
Use the file tree to find an existing folder to work with or create a new one. Click on the *star icon* to make it a favorite.





2 Select favorite folder

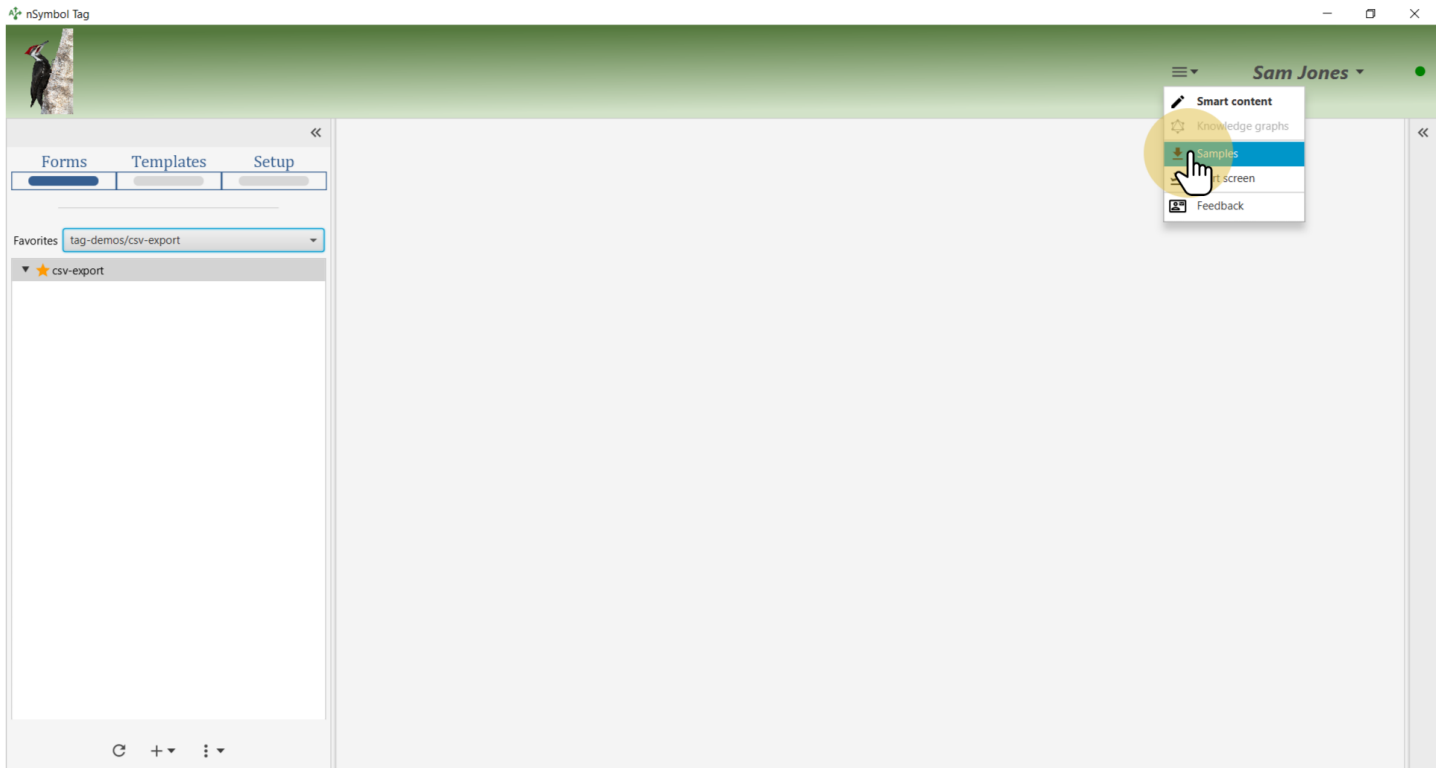
Select the folder in the *Favorites* dropdown list to reduce screen clutter.





3 Go to Samples app

Use the *Apps menu* to go to the *Samples app*.





4 Select Book series sample

Select the *Book series* sample to display all included files.

The screenshot shows the nSymbol Tag application interface. At the top, there is a header with the nSymbol Tag logo, a 'SAMPLES' icon, and a user profile for 'Sam Jones'. Below the header, there is a sidebar with 'Favorites' and 'csv-export' sections. The main area is titled 'Select a sample to copy to your files...' and contains a dropdown menu labeled '(select a sample)'. The dropdown menu is open, showing options: 'Common utilities', 'Book series' (highlighted with a hand cursor), 'Math quiz', 'Gym demos', and 'schema.org'. Below the dropdown, there is a 'Data mapping...' button and a green arrow pointing left. The interface also shows 'Your files' and 'Sample files' sections.



5 Select all sample files

Use the *select all* tool to select all sample files for copying.

The screenshot shows the nSymbol Tag application interface. At the top, there is a header with the nSymbol Tag logo, a user profile for 'Sam Jones', and window control buttons. Below the header, the main area is titled 'Select a sample to copy to your files...'. On the left, there is a sidebar with 'Favorites' and a folder named 'csv-export'. The main content area is divided into three sections: 'Your files' (empty), a central description of the sample data, and 'Sample files'. The 'Sample files' section contains a list of files with checkboxes, including 'Book summaries', 'book data setup', and several 'Ishikawa' demo data files. A yellow circle highlights the 'select all' button above the list. Below the list, there are options for 'Convert ownership' and 'Data mapping...', with a green arrow pointing left.



6 Copy files

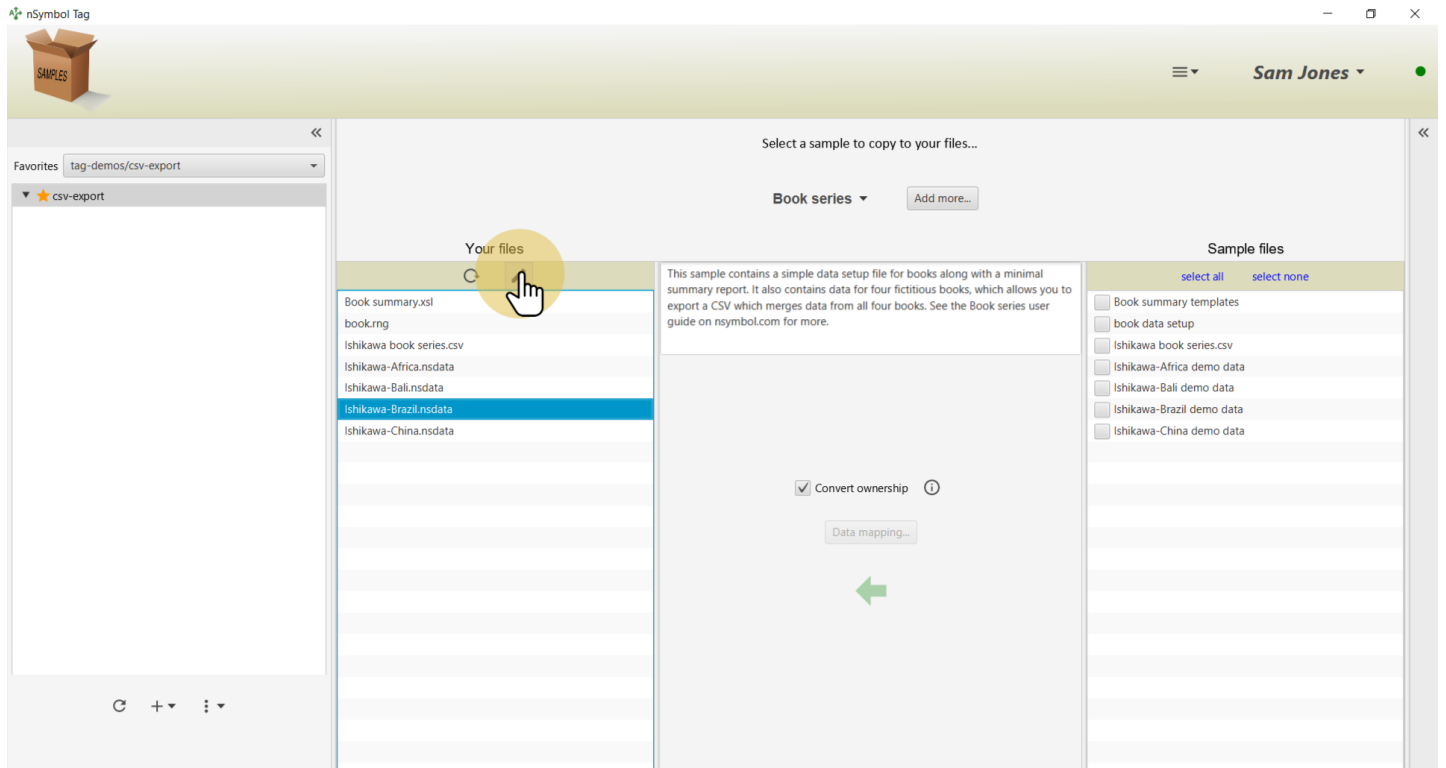
Click on the *big arrow* to copy the files. If the *Convert ownership* checkbox is selected, the data setup namespace will be changed to something unique to your account (recommended).

The screenshot shows the nSymbol Tag application interface. At the top, there's a header with the nSymbol Tag logo and a user profile for 'Sam Jones'. Below the header, a dialog box titled 'Select a sample to copy to your files...' is open. The dialog has a 'Book series' dropdown menu and an 'Add more...' button. Below this, there are two main sections: 'Your files' and 'Sample files'. The 'Your files' section is currently empty. The 'Sample files' section contains a list of files with checkboxes next to them, all of which are checked. The files listed are: 'Book summary templates', 'book data setup', 'Ishikawa book series.csv', 'Ishikawa-Africa demo data', 'Ishikawa-Bali demo data', 'Ishikawa-Brazil demo data', and 'Ishikawa-China demo data'. Below the list, there are 'select all' and 'select none' options. In the center of the dialog, there is a checkbox for 'Convert ownership' which is checked, and a 'Data mapping...' button. At the bottom center, there is a large green arrow button pointing to the left.



7 Go to the Smart content app

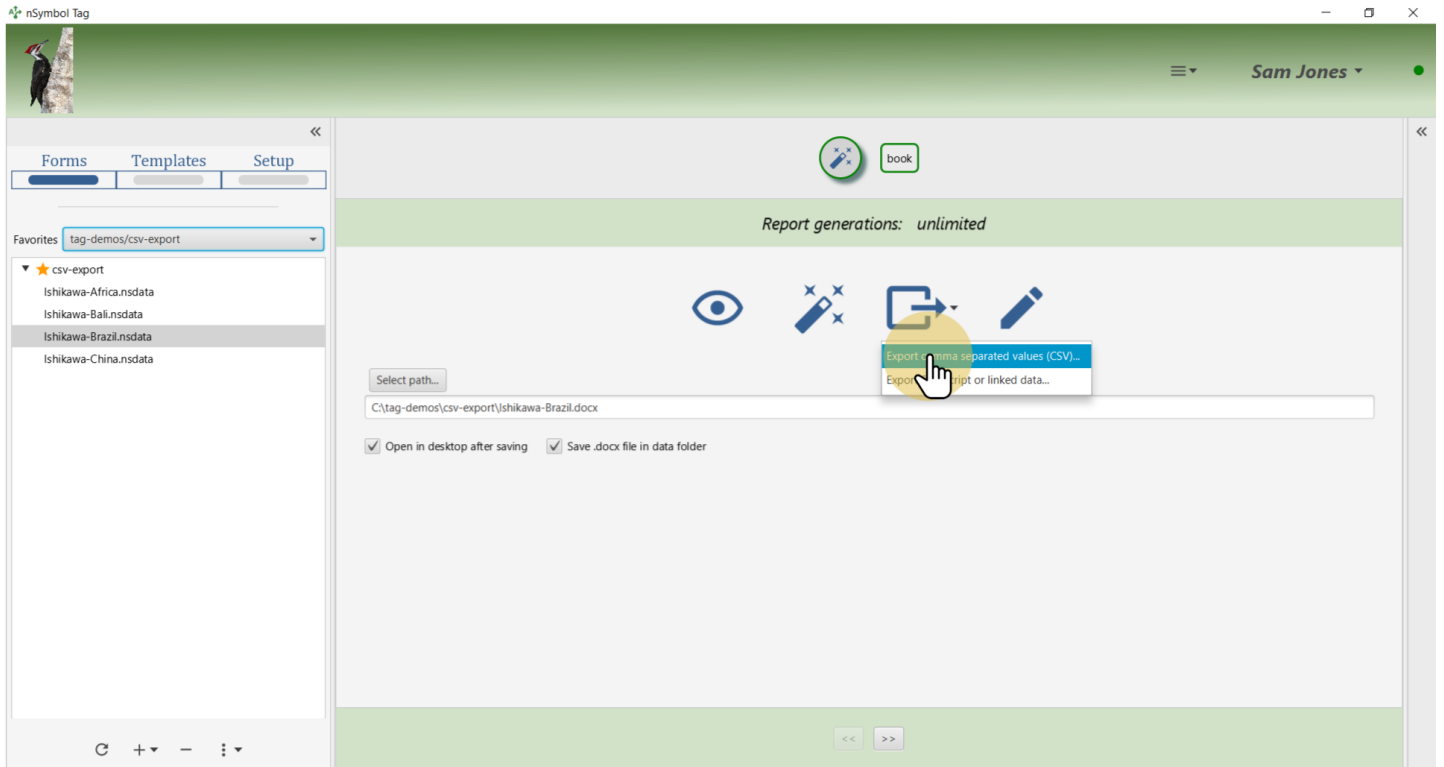
Select one of the *.nsdata files and click the *pencil* tool. This will take you to the *Smart content app*.





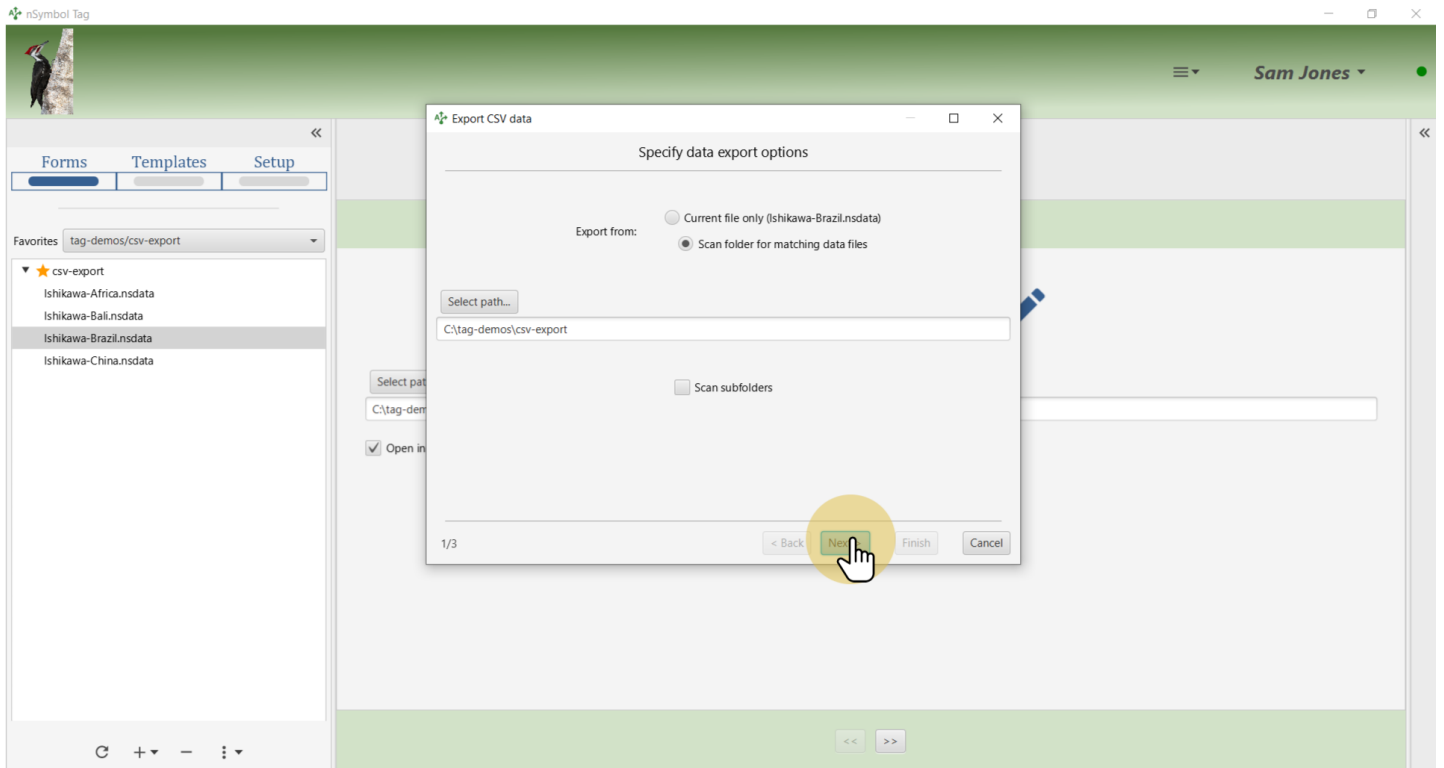
8 Open export CSV wizard

Select the *Export comma separated values (CSV)...* menu item under the *export* tool menu. This will open a CSV export wizard.



9 Scan folder for similar data files

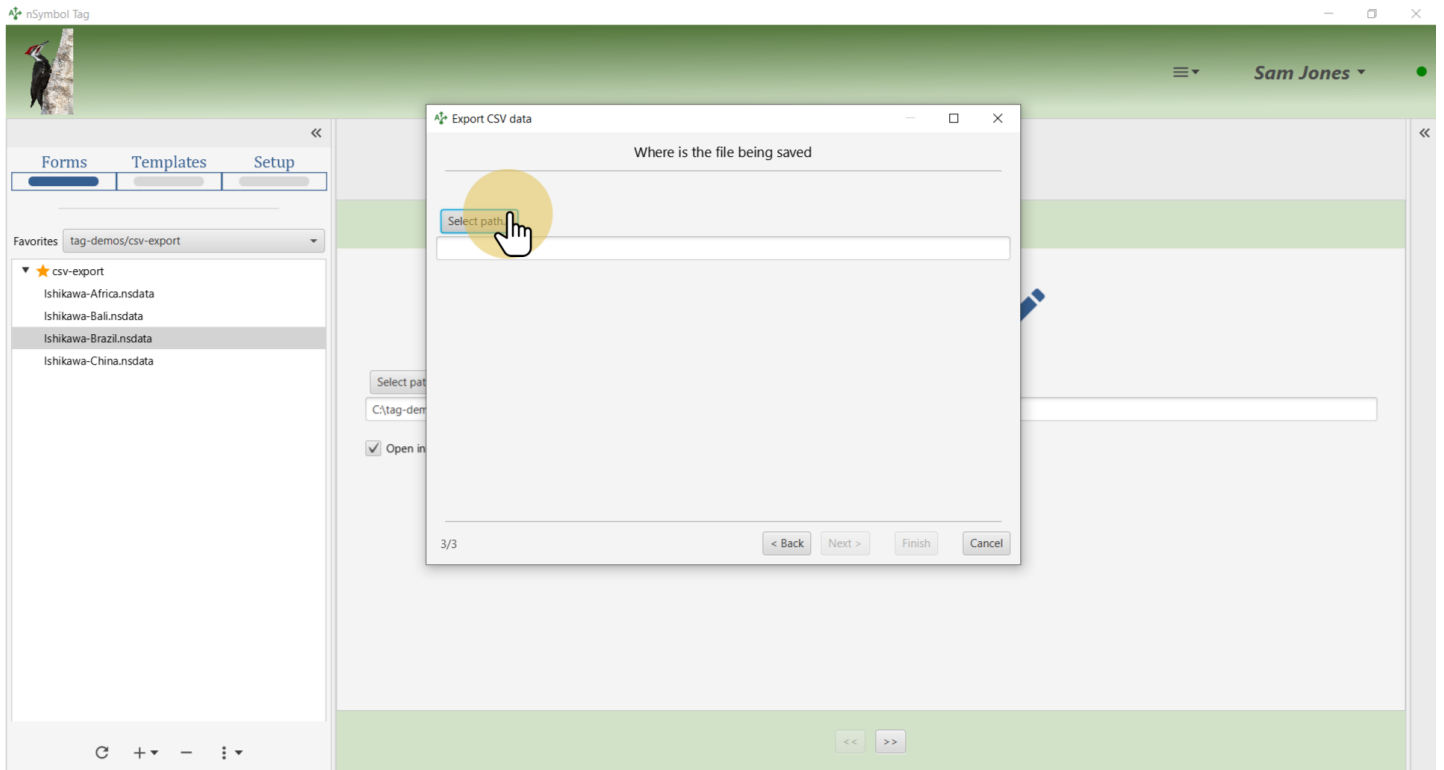
Accept the default options and scan the current folder for data files based on the same report.





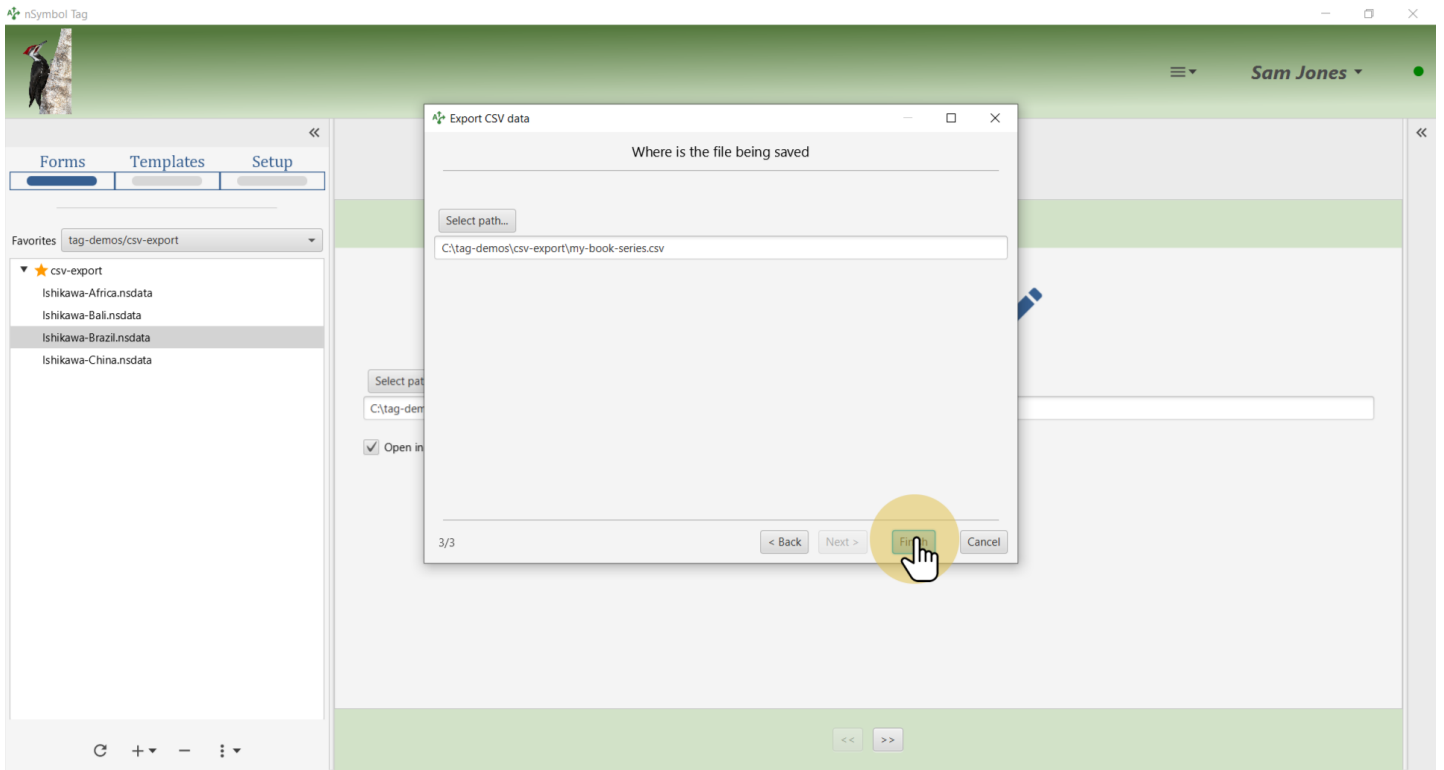
10 Specify a path to save the CSV

Click on the *Select path* button to choose a file location to save the CSV.



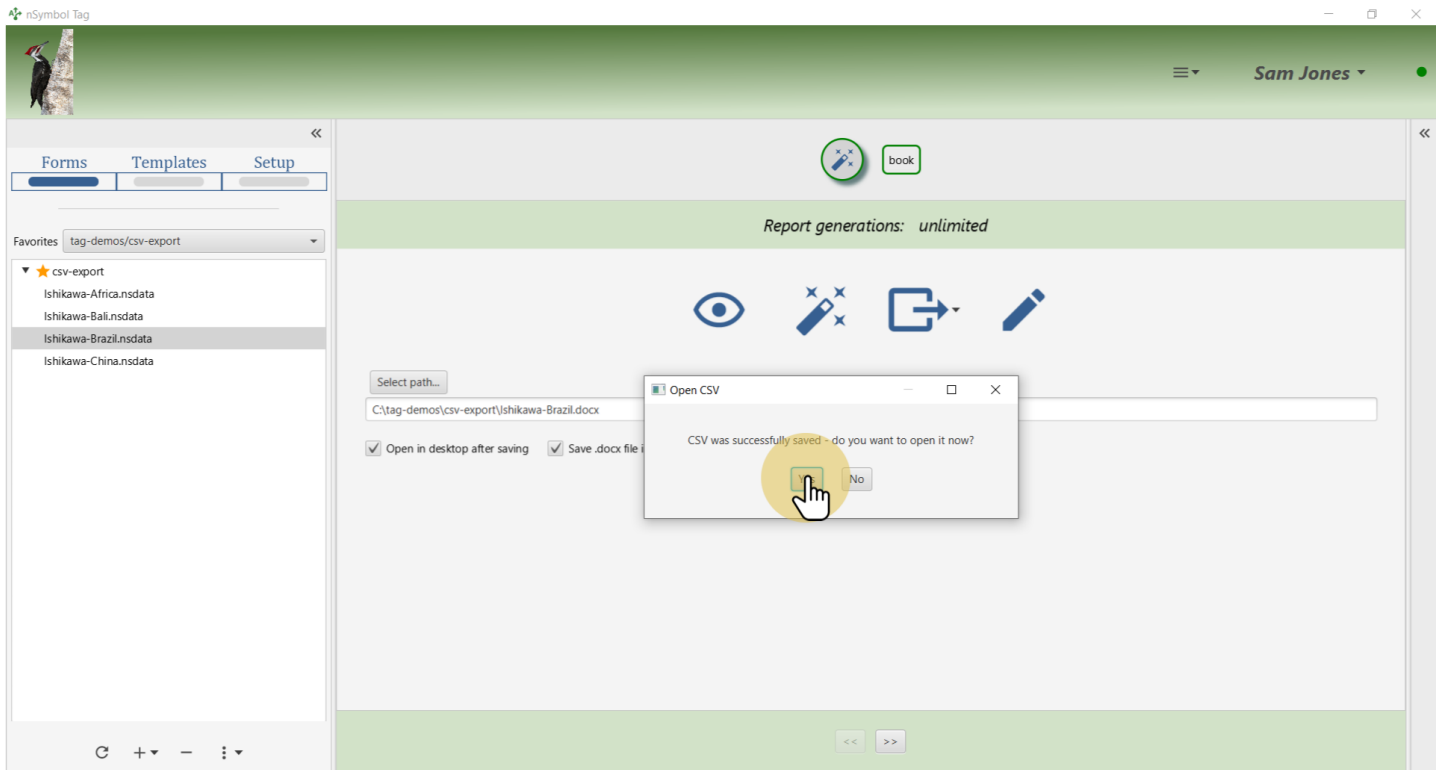
11 Generate the CSV

Click *Finish* to generate and save the CSV.



12 Open the CSV

Click Yes when prompted to open the new CSV.



13 View CSV data

View the CSV which has four rows corresponding to the four data files for the same summary report.

	A	B	C	D	E
1	Book name	Date created	Author name	Page count	
2	Ishikawa goes to Africa	5/13/2018	Pen Name	500	
3	Ishikawa goes to Bali	5/13/2019	Pen name	600	
4	Ishikawa goes to Brazil	5/13/2020	Pen Name	700	
5	Ishikawa goes to China	5/13/2021	Pen Name	800	
6					



14 All done

That's it for this guide. Revisit these steps to add more data fields and generate a CSV with more columns.

