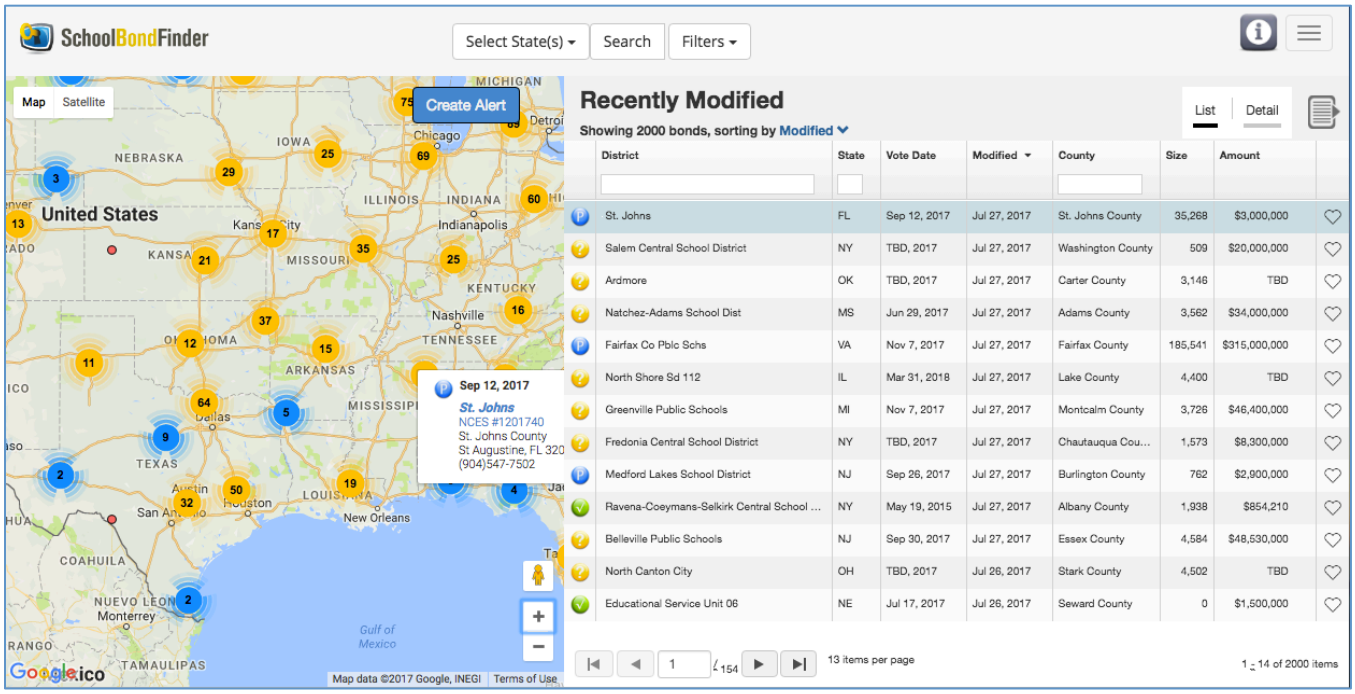
Exporting a CSV File

The results of any of your searches can be exported as a Comma Separated Value (CSV) file that can be opened in a spreadsheet, database, or other application that accepts this type of file format.



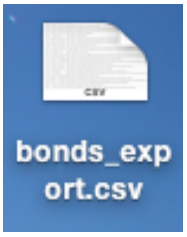
Exporting a Search Results List

First, apply any search criteria that will produce the results list you'd like to export, such as narrowing by State(s) and/or selecting criteria in the Filter Options window to update the current search list.

In the upper right-hand corner of the search list, next to the List View and Detail View buttons, you'll find the **CSV Export** icon.

Click the CSV Export icon **once** to download the results shown in your results list.

The file will download to the location on your computer that has been set for your browser downloads. Depending on your browser settings, the file may also open automatically in a spreadsheet or other application.

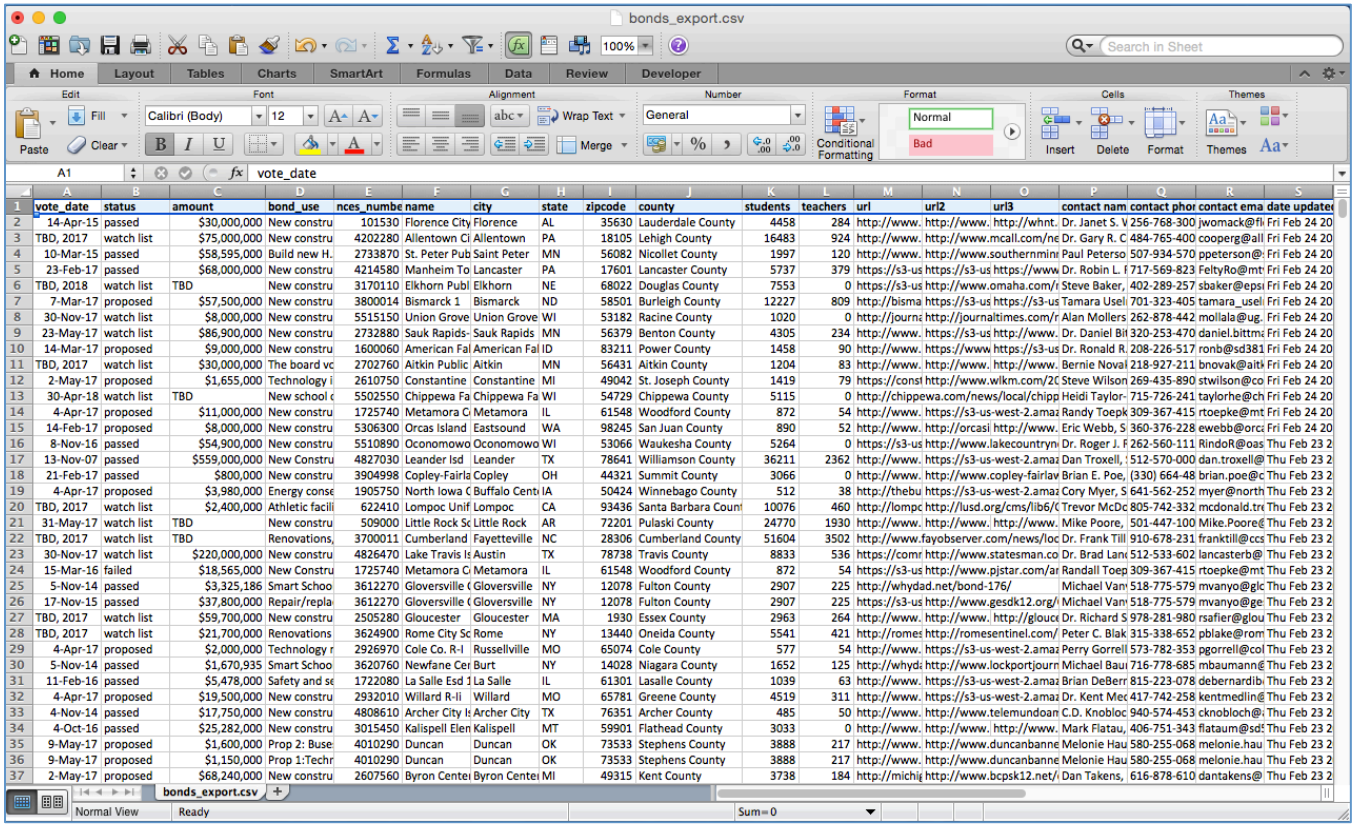
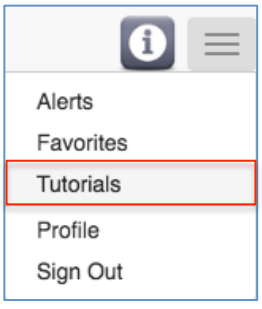


If the file doesn't open automatically, you should be able to either open it from within your spreadsheet program, or double-click the file to open it in an application assigned to open CSV formatted files.

Note: The file might be downloaded with the file name "Unknown" and not have the "csv" file extension. You should be able to rename the file, adding the ".csv" extension at the end of the filename, and then be able to open the file.

The data in the CSV file will match the search results that were shown in your bond list before clicking the CSV Export icon. The exported file will contain all the information in the SBF database for the exported bonds, including URLs to resources about the bond proposal, district contact information, and much more.

You'll be able to use all of your spreadsheet or database features to slice and dice the exported data any way you'd like.



You can also watch a short video tutorial about exporting data in CSV format by selecting "Tutorials" from the SchoolBondFinder User Options menu.