

# List Upload - Tips and Tricks

## How can I see the size of my file before uploading?

Targeter list upload requires that Excel files be no more than 10MB *and* less than 100 columns. CSV files must be no more than **100MB** *and* less than 100 columns.

1. Open the folder where your file is saved, using either Explorer for PC or Finder for Mac
2. Place your cursor over the file icon, and right-click if you are using a PC or Ctrl-Click if you are using a Mac.
3. Choose Properties (PC) or Get Info (Mac).

Depending on your version of your computer's operating system, your steps may be slightly different.

## What can I do to reduce the size of my Excel file?

Before you begin, make sure that you have a backup of your file before attempting any of these tips as they may alter your original!

1. Remove any images or graphs.
2. Remove formatting and highlighting, as they won't be usable in the upload and they can take up space in your file.
3. Remove unneeded columns. If you have extra columns on your file that you don't need imported in to Targeter, removing those columns can greatly reduce the size of the file.
4. Remove unneeded rows. By deleting all unused rows to the bottom of the document on each worksheet, you can greatly reduce the file size.
5. To see if there is hidden formatting in unused cells, use CTRL + END on each worksheet to reach the farthest and lowest cell with formatting.
  - a. Excel saves only the part of each worksheet that is in use, meaning the section that contains data or formatting. Sometimes the last cell of a worksheet may be beyond the range of your actual used data. Clearing the excess rows and columns to reset the last cell can help to resolve these issues.
  - b. To find what Excel considers to be the last cell of the active worksheet use the keyboard shortcut CTRL+END. Sometimes, the end cell may be many rows and columns from the genuine final cell.
  - c. This may be resolved by firstly, ensuring there is nothing to be retained in the additional columns / rows, secondly deleting these additional cells and thirdly, re-saving the file, preferably with a new filename.

If your list file is still too big, you may have to convert your file to CSV for better results.

## How do I convert an Excel document to CSV file?

1. Open your file in Excel.
2. Click the File tab, and choose **Save as**
3. In the **Save as type** box, choose the CSV (Comma delimited) file format for the worksheet
4. Browse to the location where you want to save the new file, and then click **Save**
5. A dialog box may appear, warning you that you can only save the current worksheet to the new file. If you are certain that the current worksheet is the one that you want to save as a CSV file, then go ahead and click **Ok**. You can save other worksheets as separate files by repeating this procedure for each worksheet.