7   Importing Data

Data can be imported from a variety of sources. The most common format is a Microsoft workbook, but other file formats include Comma–separated Value (CSV), tab-delimited format, Open Financial Exchange (OFX), AppleWorks 6 and Excel 2008 and earlier formats for both Mac and PC.

7.1   Importing Excel Spreadsheets

At the time of writing this, Numbers can import .xls files from Excel 2008 and earlier. Newer versions of Excel and other spreadsheets with more than 256 columns may not import correctly. A solution is to use Excel to modify data, save it in an appropriate version of .xls then import it into Numbers. This may sound less than ideal, but in the majority of cases the import will work just fine.

To import an .xls file in to Numbers go to File > Open, locate the desired .xls document and click to open. It's that simple. The Excel file then opens in Numbers. By default Excel documents have three worksheets, Numbers interprets these as Sheets. If there are extra blank Sheets in the new Numbers document these can be deleted. Select the unwanted worksheets and click Delete, or Back Space. Numbers asks for confirmation of the delete instruction. Click Delete.

7.2   Using Address Book Cards

Apple's Address Book is a key application in the Apple 'ecosystem' of products. Contacts added to an iPhone or iPad Address Book automatically sync to Mac computers when syncing via iTunes or iCloud.

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Address Book data can easily be added to a Numbers document. For instance if generating a event planner, key personnel from an Address Book can be selected in Address Book and simply dragged on to a Number's Sheet to create a new Table. This can then be modified, perhaps with the addition of checkboxes and Pop-up menus, to suit its purpose.

	B	C	J	S
1	**Last name**	**First name**	**Phone**	**Email**
2	Wood	Mark	sample	mark@mw-info.co.uk

In the example I have dragged my Address Book Card onto a Sheet in Numbers. Only four Columns were created labelled B, C, J and S.

If using a template or other pre-formatted Numbers table, dragging contacts from Address Book onto that Table will only import Address Book fields that match the Headers of the Numbers Table. To bring in other Address Book information other than Last Name, First Name, Phone and Email, a custom Table has to be created.

	A	B	C	D
1	**Company**	**Phone**	**Email**	**URL**
2	Garden Inn Monterey	01 811 8055		http://gardeninn.hilton.com/en/gi/l
3	Inn -Rte 66	01 811 8056	lnnon66@aol.c	http://www.inn.com/
4	Villa Inn - Barstow	01 811 8057	brian@Innvestr	http://www.barstow.com/
5	Buena Hotel	01 811 8058		http://www.hotel.com/
6	Route 66	01 811 8059		http://www.byways.org/explore/by
7	Sequoia Lodge	01 811 8060	reservations@c	http://www.visitsequoia.com/lodgi
8	Calico Ghost Town	01 811 8061		
9	Carmel Beach	01 811 8062		
10	Point Lobos	01 811 8063		
11	Flagstaff	01 811 8064		https://www.hotels/travel/flgcy-co

In the example a Table with Headers labelled, Company, Phone, Email and URL was created. A full list of Address Book Fields and their corresponding Numbers Headings can be found by typing 'address book' into Numbers Help.