

## Expanding Columns in WebCAB Downloaded Files

There are several downloadable tables that you can access through the WebCAB, as described in the WebCAB Downloads fact sheet.

### Download Buttons

Client List Download

Download Client Assessment Profile Table

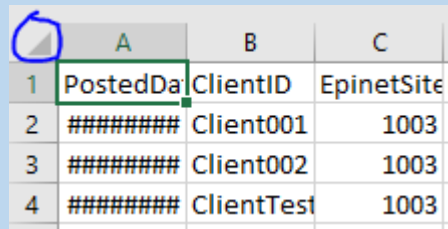
Clinic Data Download

Download Completed Assessments Table

### CSV Files Open in Excel

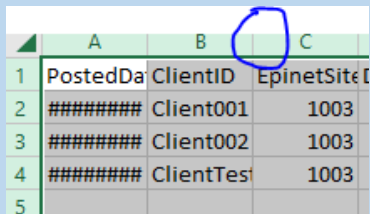
The downloads available in the WebCAB are csv files and will open in Excel by default. When you first open the file, the formatting does not have wide columns, and this can make it difficult to read. To expand all columns, to display all text, follow the below steps.

1. Click the triangle in the cell above 1 and next to A, circled below. By clicking this triangle you will be selecting the entire sheet and it will highlight all the rows and columns.

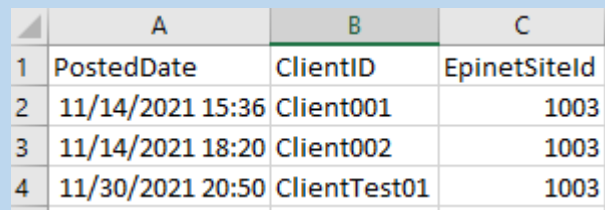


	A	B	C
1	PostedDa	ClientID	EpinetSiteI
2	#####	Client001	1003
3	#####	Client002	1003
4	#####	ClientTest	1003

2. Once the rows and columns are highlighted, hover your mouse over the line between any two columns, circled below. When you do this you will see a line and arrow. Once you see the line and arrow double click. The width of all columns will expand to fit the text of each column, as shown below.



	A	B	C
1	PostedDa	ClientID	EpinetSiteI
2	#####	Client001	1003
3	#####	Client002	1003
4	#####	ClientTes	1003
5			



	A	B	C
1	PostedDate	ClientID	EpinetSiteId
2	11/14/2021 15:36	Client001	1003
3	11/14/2021 18:20	Client002	1003
4	11/30/2021 20:50	ClientTest01	1003

3. If you want to increase some columns and not all, click and hold the left mouse button over the line between columns and drag your mouse to the right. This will change the width of the selected column only.
4. Be sure to save the file to your local computer to retain the format.