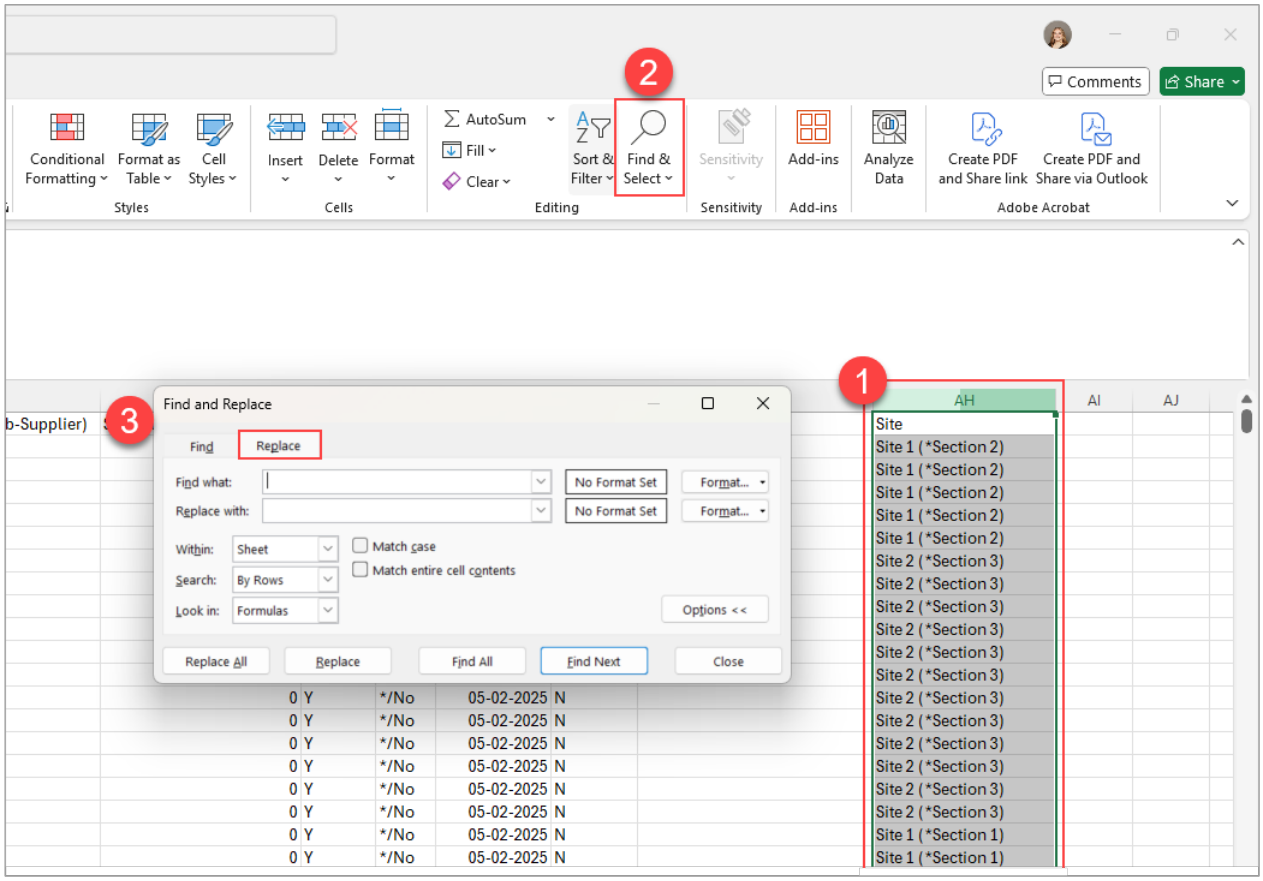
Remove Special Characters from CSV

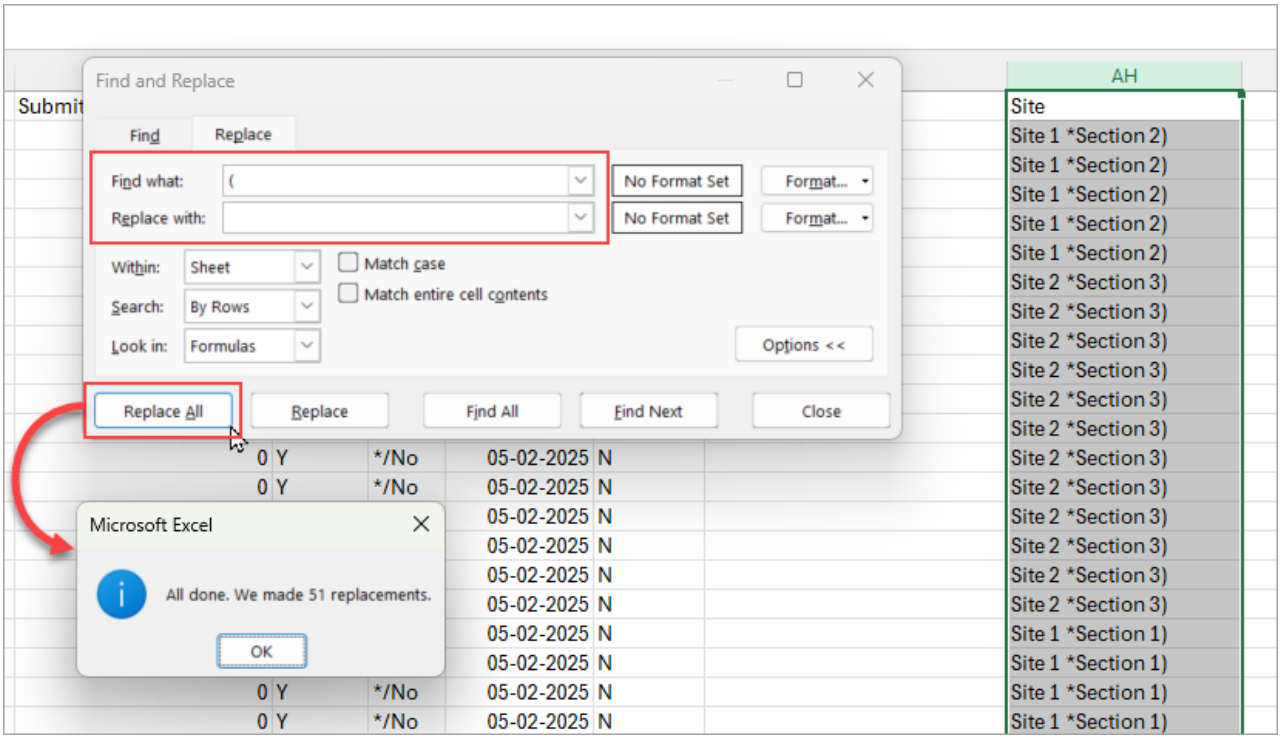
04/07/2025 11:31 am MDT

When editing data via CSV (e.g., card list, equipment list, etc.), special characters can be removed in order to simplify the values. This is done using the Find and Replace function. To use this tool, select the column to be modified, and hit the CTRL+F keys **or** click on the "Find & Select" button (Home > Editing). From the pop-up, open the "Replace" tab.

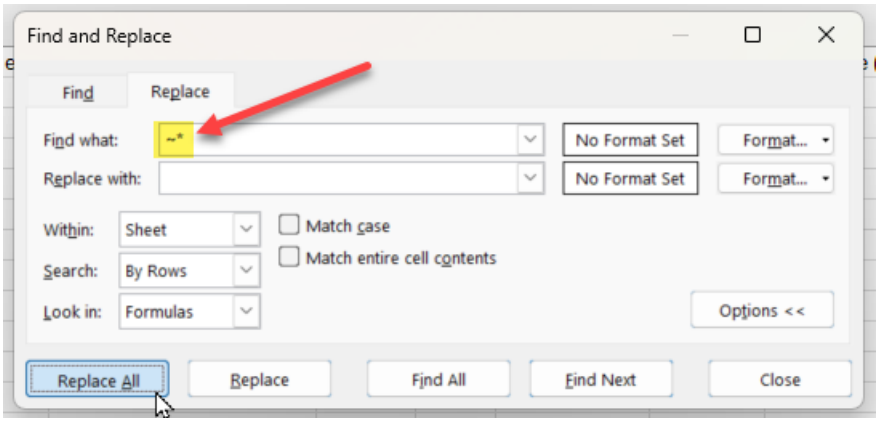


Using Find and Replace

To find and remove a special character, simply search the character in the "Find what:" field and leave the "Replace with:" field blank. Click the "Replace All" button to apply the change to the selected column. If successful, you will see a pop-up stating how many replacements were made.



Because an asterisk (*) is typically used to denote a wildcard, a tilde symbol (~) must be added **before** the asterisk (*) in order to find and remove asterisks (*) from the selected values.



If an asterisk and forward slash (*/) appear before the values in the column, the special characters **should not** be removed. The asterisk and forward slash (*/) are used to indicate that this is a system value that should not be updated.