

### Entering Information

There are two ways to enter your filters information.

For most people the easiest way to go is to create a spreadsheet directly online using the "Create New Spreadsheet" link, or modify an existing spreadsheet by clicking on its "Edit" link.

Each time you save your modifications, a new spreadsheet is created, but the spreadsheet you were editing is not modified. This provides up copy in case something goes wrong or you want to undo your changes. But keep in mind if you edit the spreadsheet that is currently being used for your episode filter, you will need to go to the new copy of the spreadsheet and enable it before your changes have an effect.

For advanced users, the other way to enter your filters information is by first downloading a CSV (comma separated value) file using "Download blank Spreadsheet CSV" or the "Download CSV" link from an existing spreadsheet, importing it in a spreadsheet program such as Open Office or Excel, modifying the file, exporting it again as CSV format, and then uploading it using the "Upload spreadsheet CSV File" link.

This may be useful to you if you already have a schedule in a database or spreadsheet, and you can copy and paste most of the information into the episode filter spreadsheet format.

### Spreadsheet Format

The first row of the spreadsheet should contain a label which identifies the spreadsheet format. A1 should be "@Episode Filter" and B1 should be "Version 1". (This is so when we release changes to the episode filters which cause the spreadsheet format to change, for those new spreadsheets B1 will be "Version 2", and that way we can continue to support both the old and new spreadsheet formats by looking at their labels.)

The second line of the spreadsheet may optionally include the time zone in which the filters should apply. If no time zone is specified, the default timezone of the podcast management server is used instead. Column A should be "@Timezone" and column B may be one of the following: "America/Los\_Angeles" (Pacific Time), "America/Boise" (Mountain Time), "America/Chicago" (Central Time), or "America/New\_York" (Eastern Time). Also all timezones in any part of the world are supported, but there are too many to list here. Please ask for timezone information if you are outside the contentental US.

Any line in which column A begins with a "#" (hash mark) is completely ignored. This can be used to provide comments or information in the spreadsheet file. Also any blank lines are ignored.

Otherwise each row will be interpreted as an episode filter rule.



Describe Date or time of day column.

Describe how to use start time

... each column

### **How to handle syntax errors in spreadsheet**

It will say which row/cell confused the software. Here are some example errors and what can cause them:  
---+++ Using Simple Spreadsheet Must press enter to finish editing a cell. "Save and Upload As" creates a new spreadsheet rather than modifying the one you are editing. You have the option of giving a new name when you do this otherwise it will have the same name with a different upload time. Pressing back will cause all unsaved changes to be lost. Cut and Copy are at the bottom of the screen, ^C ^V do not do anything.

### **Importing and Exporting CSV using Open Office**

File name must end in ".csv". Use "," (comma) as column separator, and double quote as quotation. When saving, need to use export, select csv etc.

### **Importing and Exporting CSV into Excel**

...To be written, need to test in Excel...

