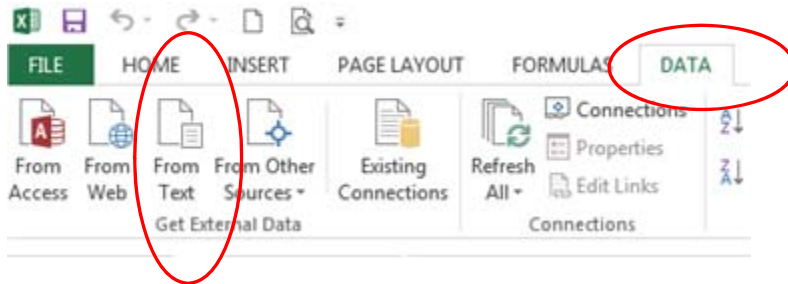
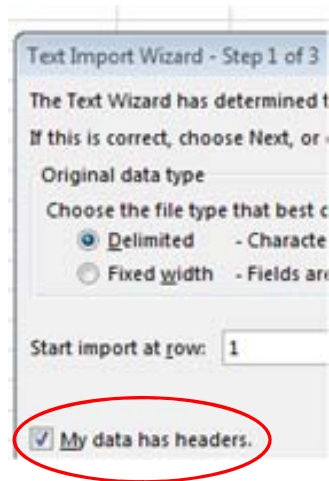


Instructions for importing a .csv file into Excel

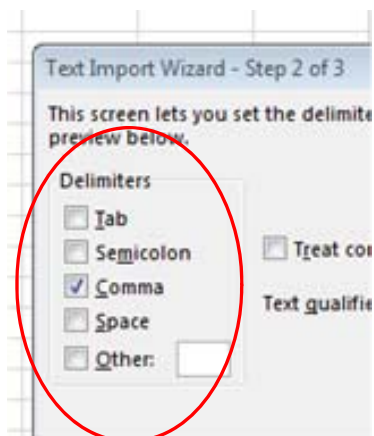
- 1) Open a blank Excel workbook.
- 2) Go to Data, in the “Get External Data” portion of the ribbon. Click ‘From Text’. Navigate to and select the .csv file you want to import and click import.



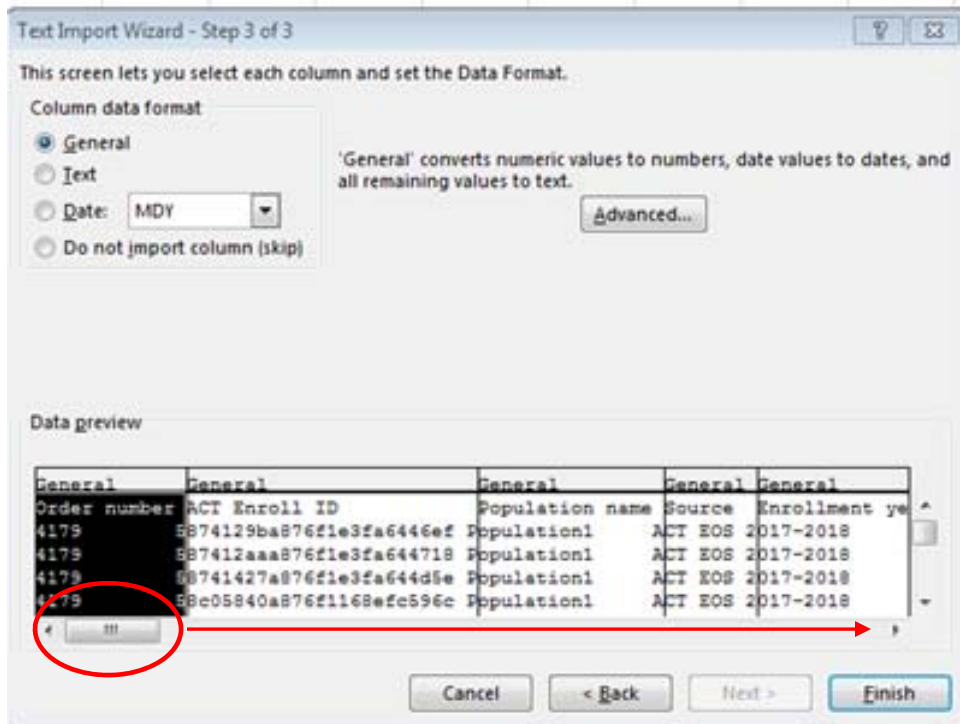
- 3) The Text Import Wizard opens. Keep Delimited selected. Select the ‘My data has headers’ checkbox if you included a header row when you created your .csv file. Click Next.



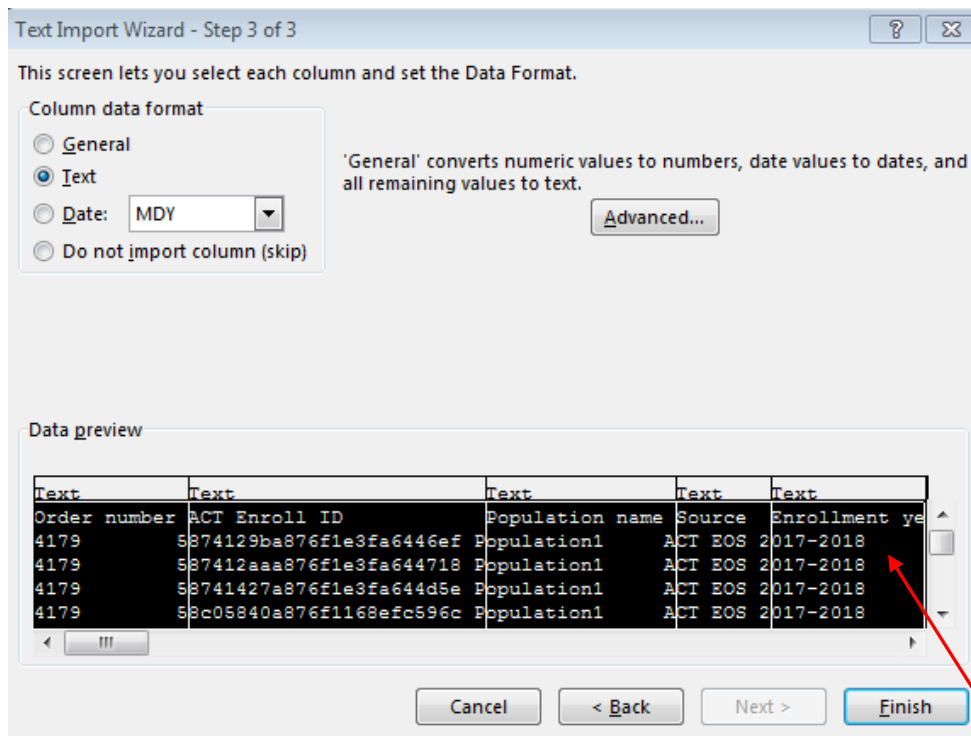
- 4) Uncheck the Tab checkbox. Check the Comma checkbox. Click Next.



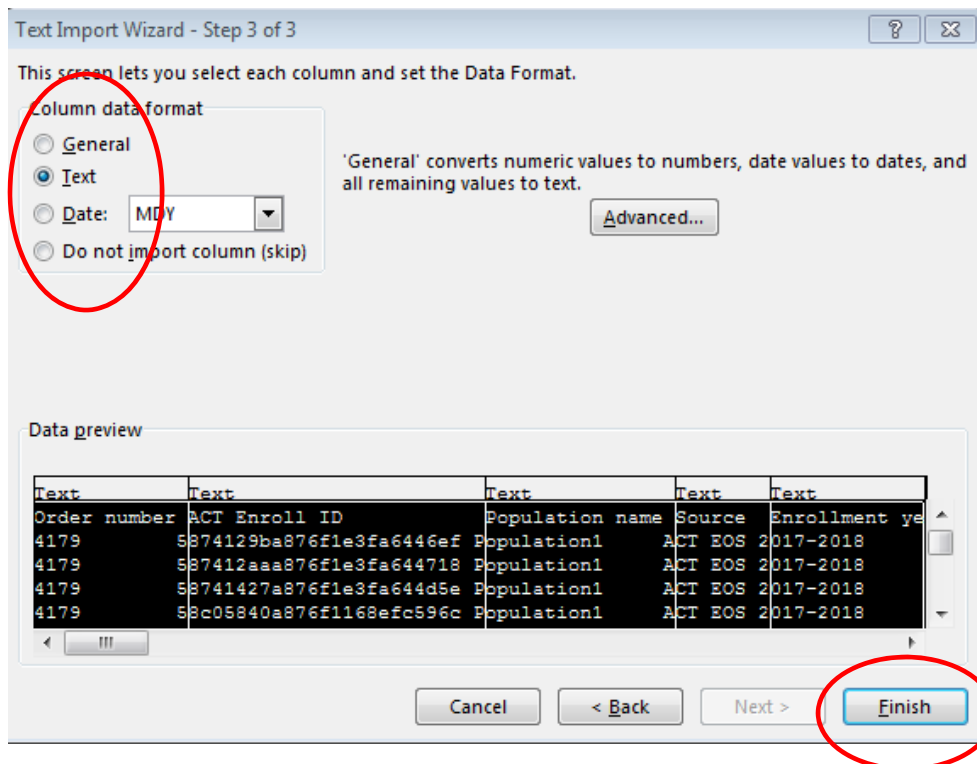
- 5) Slide the scroll bar to the far right.



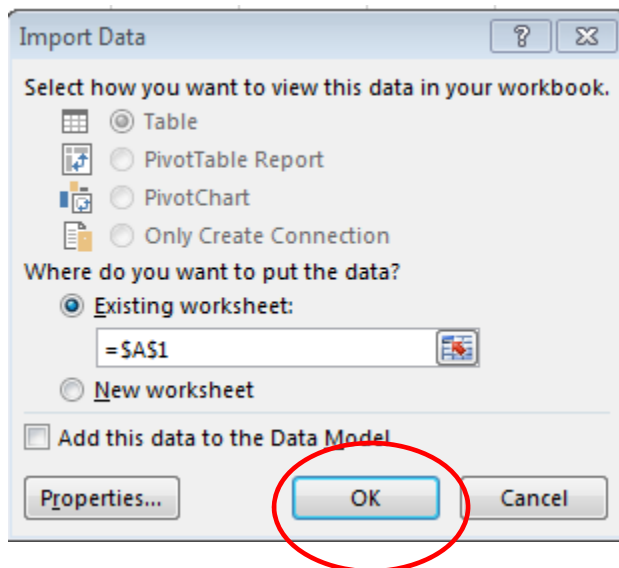
- 6) Hold down the Shift key and click in the last column to highlight all of the columns.



7) Uncheck the General radio button and select Text. Click Finish.



8) Click OK.



9) If there are leading zeros in your data, they should now be visible.