

# CSV File Format

*\*\*Please note that a .CSV format may be opened & viewed in Excel or Notepad, we ask that you do not make changes on the exported file, as it can alter how your information is processed.*

*\*If you have leading zeros on your envelope number or zip codes DO NOT OPEN file after export.*

Below you will see two different ways to view the same data.

## Mailing name format

### Viewed in Excel

6	Excel Format 2								
7	Env #	Blank	Blank	Mailing Name	Address 1	Address 2	City	State	Zip
8	1			Mr and Mrs John Smith	1234 Main St	Apt 1	Huntington	In	46750
9	2			Mr and Mrs John and Jane Smith	PO BOX 1234		Huntington	In	46750
10									
11									

### Viewed in Notepad

```

6 CSV Format 2
7 "Env #,Blank,Blank,Mailing Name,Address 1,Address 2,City,State,Zip "
8 "1,,Mr and Mrs John Smith,1234 Main St,Apt 1,Huntington ,In,46750"
9 "2,,Mr and Mrs John and Jane Smith,PO BOX 1234,,Huntington ,In,46750"
10

```

### CSV Example

- Column A = Envelope Number
- Column B = Blank
- Column C = Blank
- Column D = Mailing name
- Column E = Address 1 (Street address or PO Box)
- Column F = Address 2 (Apt #)
- Column G = City
- Column H = State
- Column I = Zip

### Excel Example

- Column A = Envelope Number
- Column B = Blank
- Column C = Blank
- Column D = Mailing name
- Column E = Address 1 (Street address or PO Box)
- Column F = Address 2 (Apt #)
- Column G = City
- Column H = State
- Column I = Zip

# CSV File Format

CSV - stands for "comma-separated values"

## FAQ's:

Q.) What is a CSV file and how do I open it?

A.) A CSV file can be opened in any program. However, for most users, a CSV file is best viewed through a spreadsheet program such as Microsoft Excel or Google Docs.

Q.) What is the difference between a csv file and an Excel file?

A.) The difference between CSV and Excel file formats is that CSV format is a plain text format in which values are separated by commas (Comma Separated Values), while Excel file format is an Excel Sheets binary file format which holds information about all the worksheets in a file, including both content and formatting.

Mainly, CSV data is not separated by columns, but by commas. Excel files are separated with individual columns.

Q.) **How do I create a CSV file, if my report exports as an xls orxlsx?**

A.) If your report exports as an xls or xlsx file.

*\*\*As long as you do not have leading zeros on your envelope numbers or Zip codes*

To convert an existing Excel spreadsheet (.xls or .xlsx) of your member list to a CSV file:

1. Open your spreadsheet file in Excel.
2. Click on File, and choose Save As.
3. Enter a file name, then select CSV (Comma delimited)(\*csv) from the Save as type drop down. (Note: Saving as a csv format is optional).
4. Depending on which version of Excel you are using, a message appears:  
"Any formatting in the workbook will be removed", or "Some features may be lost".  
If required, click Continue.