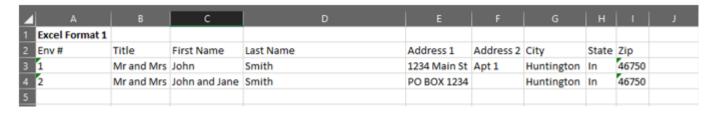# CSV File Format

*\*\*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 <u>DO NOT OPEN</u> file after export.*

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

**Title,First,Last Format**

**Viewed in Excel**

|  | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Excel Format 1 | | | | | | | | | |
| 2 | Env # | Title | First Name | Last Name | Address 1 | Address 2 | City | State | Zip | |
| 3 | 1 | Mr and Mrs | John | Smith | 1234 Main St | Apt 1 | Huntington | In | 46750 | |
| 4 | 2 | Mr and Mrs | John and Jane | Smith | PO BOX 1234 | | Huntington | In | 46750 | |
| 5 | | | | | | | | | | |

**Viewed in Notepad**

```
CSV_PD3 Examples (3-5-19).csv
1  CSV Format 1
2  "Env #,Title,First Name,Last Name,Address 1,Address 2,City,State,Zip "
3  "1,Mr and Mrs,John ,Smith,1234 Main St,Apt 1,Huntington ,In,46750"
4  "2,Mr and Mrs,John and Jane,Smith,PO BOX 1234,,Huntington ,In,46750"
5  ",,,,,,,,"
```

**CSV Example**

Column A = Envelope Number
Column B = Title or Blank
Column C = First Name / Middle Initial
Column D = Last Name / Suffix
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 = Title or Blank
Column C = First Name / Middle Initial
Column D = Last Name / Suffix
Column E = Address 1 (Street address or PO Box)
Column F = Address 2 (Apt #)
Column G = City
Column H = State
Column I = Zip

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# 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 or xlsx?**

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.

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