

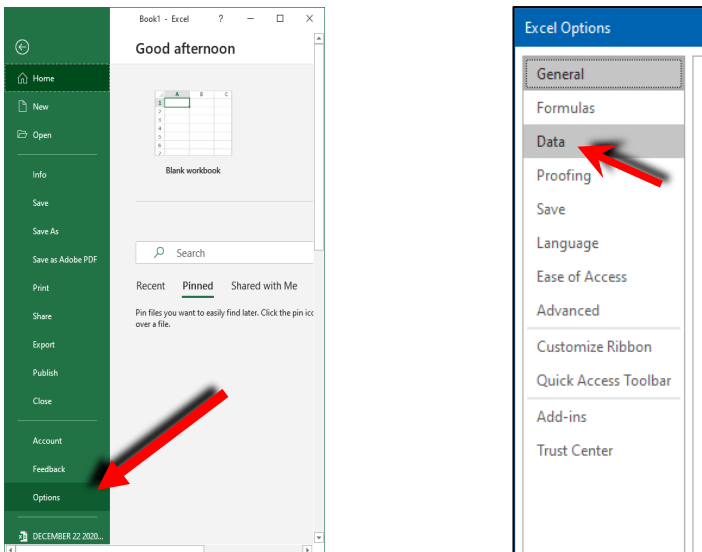
How To Safely Open .csv Files with Excel

Keep those leading zeroes!

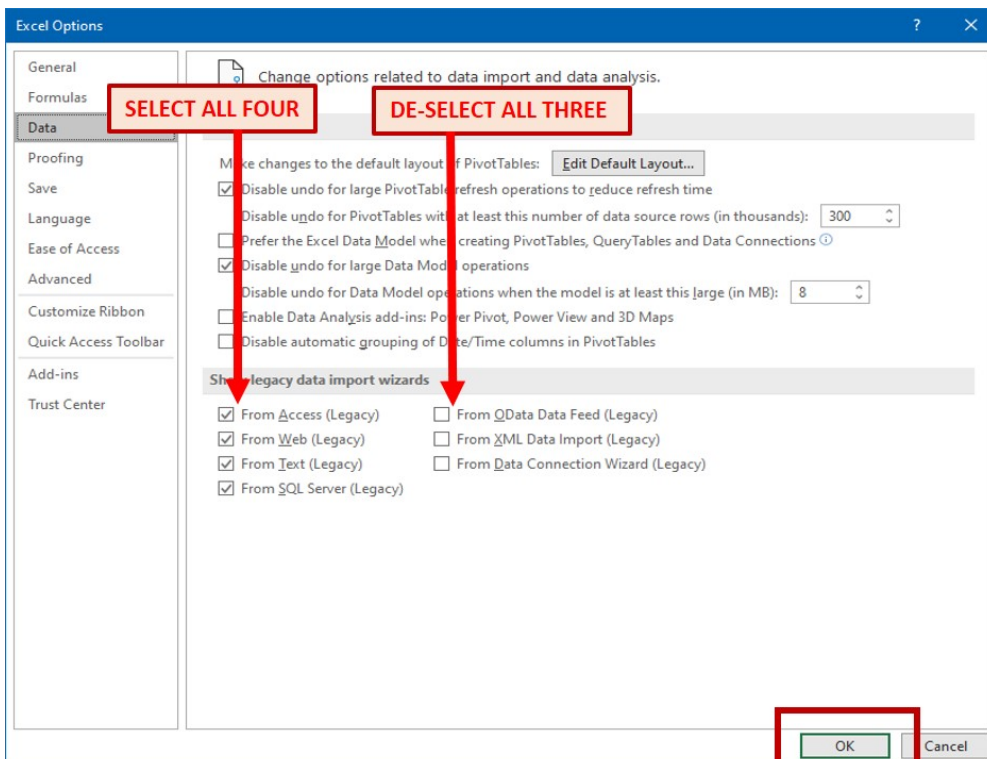
We have all learned the hard way that opening a .csv D2 File directly into Excel causes leading zeroes to disappear on certain data fields, such as Assistance Type and Zipcodes. This document describes how to open .csv files in Excel while retaining those critical leading zeroes.

SETTING UP EXCEL OPTIONS

1. Open a fresh blank Excel spreadsheet and click “File” at the top left.
2. Select “Options” toward bottom of ribbon on the left and select “Data” on the popup window.

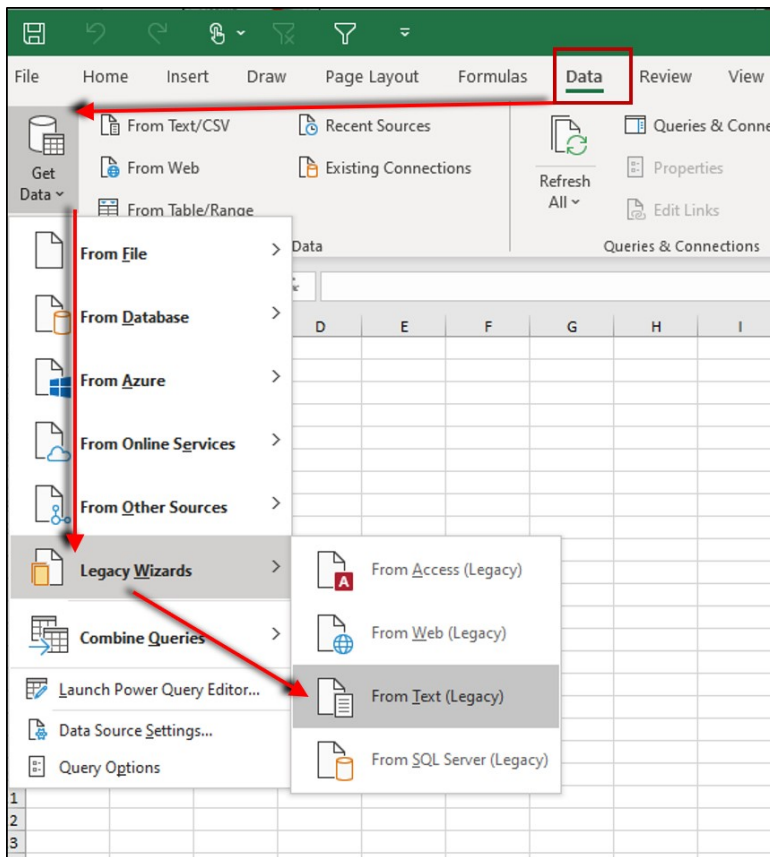


3. In the new popup, find the section called “Show legacy data import wizards” and check all of the boxes EXCEPT the last three. Click “OK” at bottom.

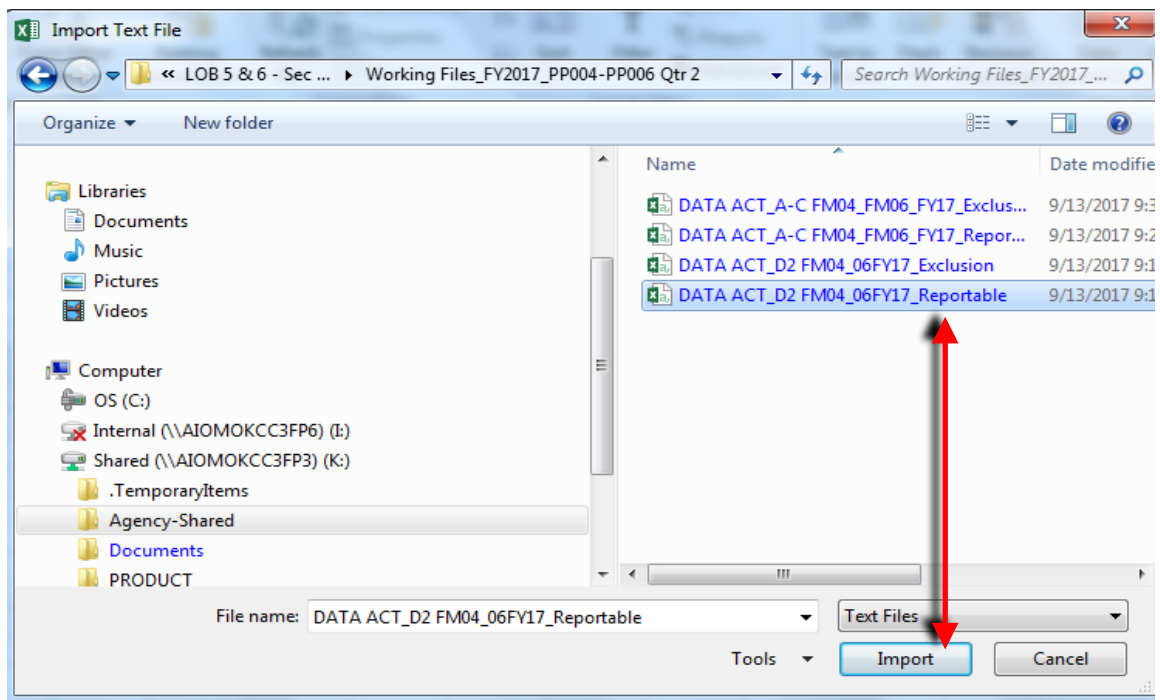


IMPORTING THE CSV FILE DATA

1. To import data into blank spreadsheet:
Click on “Data” in top toolbar.
Click “Get Data” dropdown.
Select “Legacy Wizards”, then “From Text (Legacy)”



2. Navigate to folder where the spreadsheet you want to import is located. Click on “Import”.

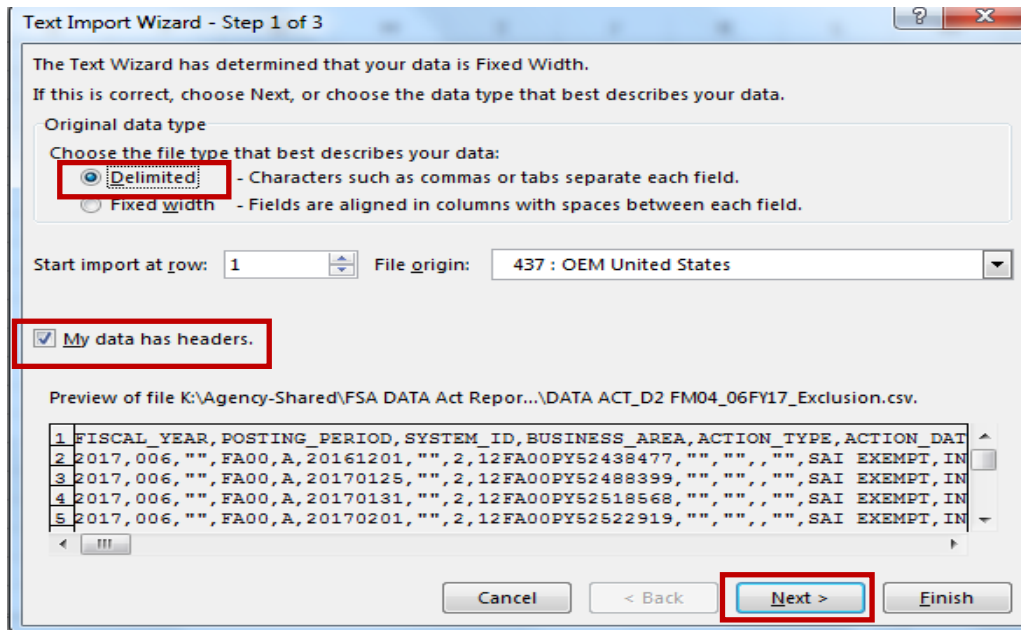


3. Text Import Wizard-Step 1 of 3 (pop up screen)

Select "Delimited"

Select "My data has headers"

Click "Next"

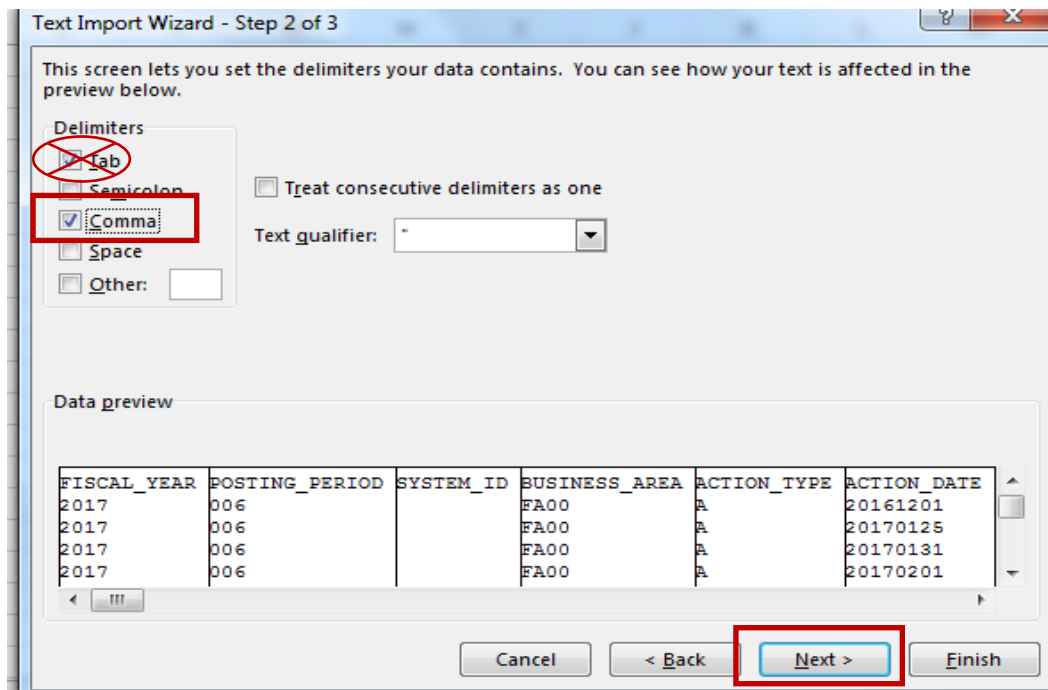


4. Text Import Wizard – Step 2 of 3

Deselect "Tab"

Select "Comma"

Click "Next".



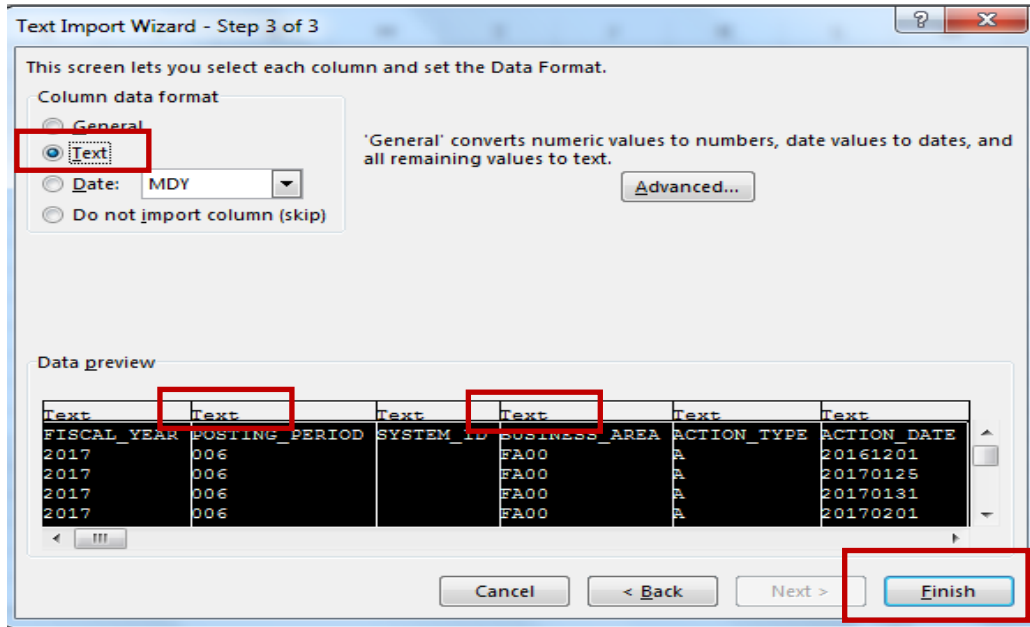
5. Text Import Wizard – Step 3 of 3

Ctrl/Click across the columns at bottom to select all fields. *Black fields indicate selected.*

Change the selection at top to “Text”

When completed, “Text” should appear in every header column you updated

Click “Finish”.



6. A small “Import Data” pop up screen will appear.

Ensure that the “Existing worksheet:” with =\$A\$1 is preselected.

Click OK.

