

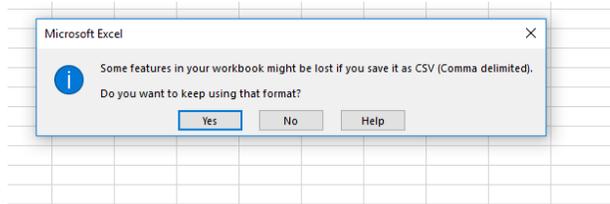
E346 Reviewing CSV file in Notepad and Formatting Tips

Suggestion: make all edits and updates before completing the final formatting and Notepad review. Updates to the file may cause the formatting to be lost and you will have to reformat the file again.

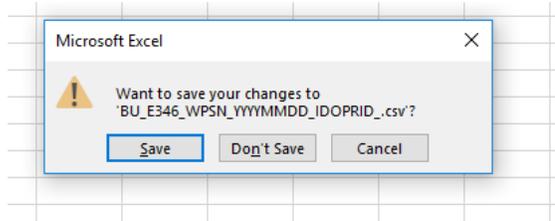
Saving a CSV file: formatting can be lost if you do not save the file correctly.

Before reviewing in Notepad, save the file to your desktop:

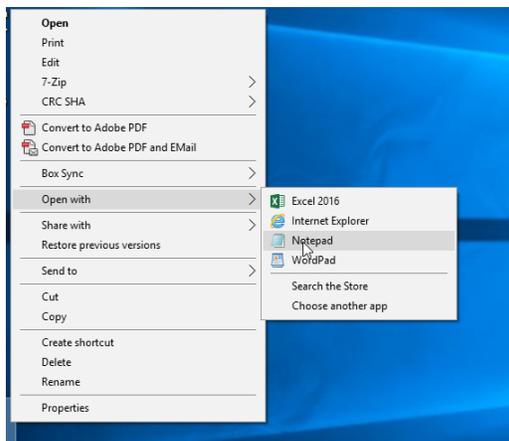
- 1) Message pops up asking if you want to keep using the CSV format. Select Yes.



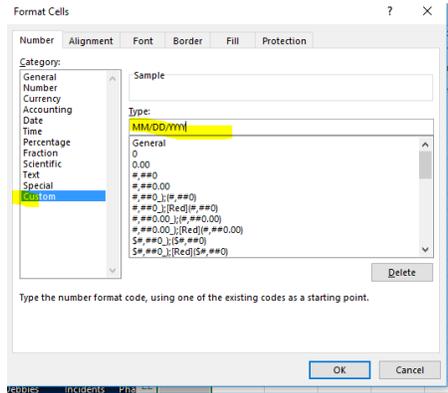
- 2) Close the window to close the document and a 2nd message will pop up. Select Don't Save. If you select Save, you will lose all the formatting you previously entered.



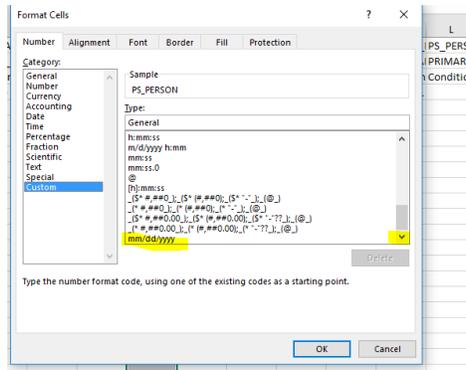
- 3) Right click the file on your desktop, select 'Open with' and select 'Notepad'



Select Custom and in the Type Field, enter MM/DD/YYYY, click Ok. You should see the formatting change on your document. Apply the same formatting to all columns with dates.



For the remaining columns with dates: Highlight the column and then right click Format Cells, Click on Custom category and then scroll down the list to find the correct custom formatting and apply that to the column.



6) Formatting the National ID (SSN) number to include leading zeros (0)

Highlight the National ID column and right click and select Format Cells option. Select 'Special' and then select 'Social Security Number'

