

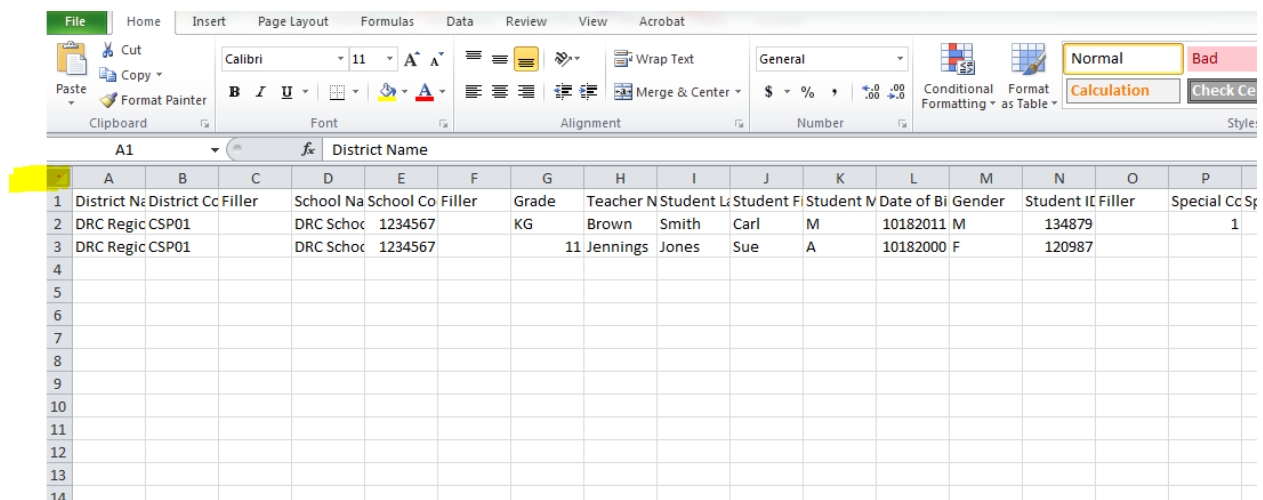
Informational PDF #7

How to Use the CSV Sample File for Precoding in Excel
and Retain the Leading Zeros

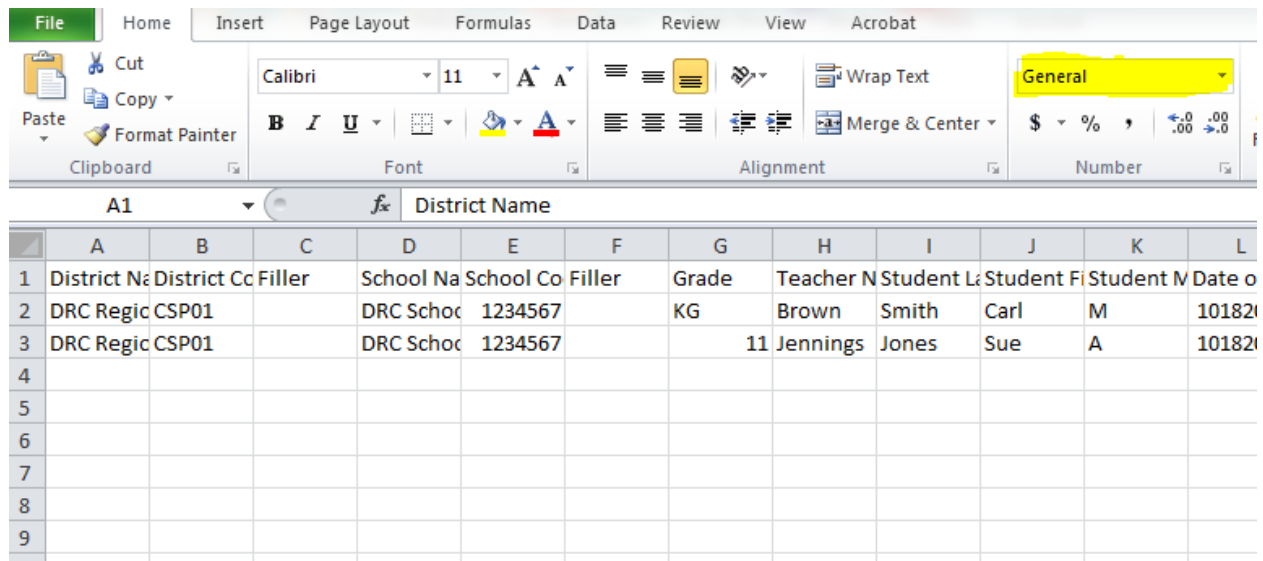


DATA RECOGNITION
DRC
C O R P O R A T I O N

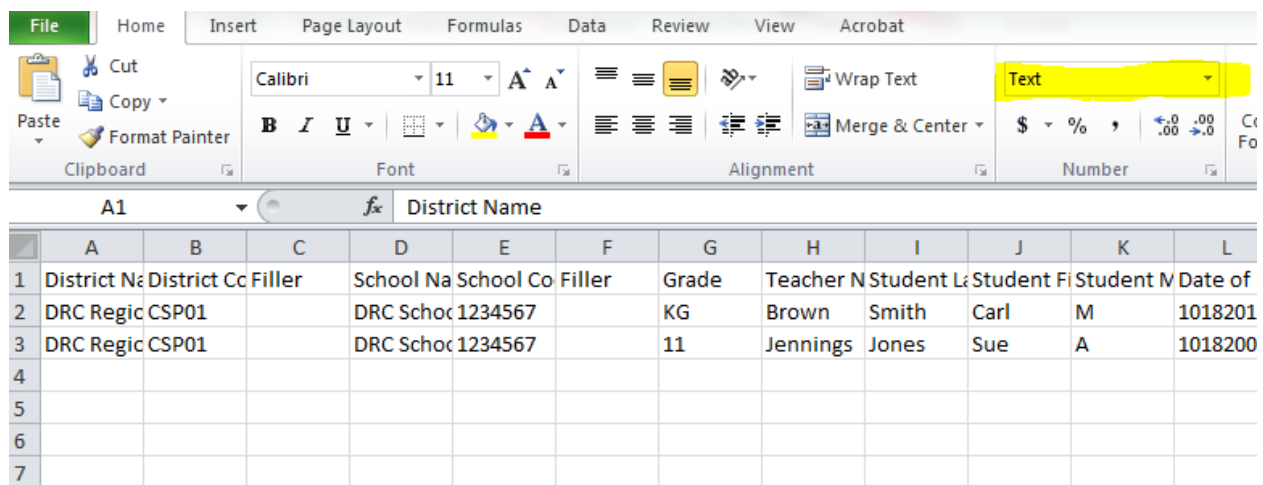
Open the Sample .csv File in Excel



Once the all the cells are highlighted, go up to the drop-down arrow where it says 'General' :



From the drop-down, change it from 'General' to 'Text':



Now you can begin to enter your precode information, and the leading zeros will be retained in the column.

G7							
	A	B	C	D	E	F	G
1	District Na	District Co	Filler	School Na	School Co	Filler	Grade
2	DRC Regio	CSP01		DRC Schoo	1234567		KG
3	DRC Regio	CSP01		DRC Schoo	1234567		11
4					0000026		
5							
6							
7							
8							