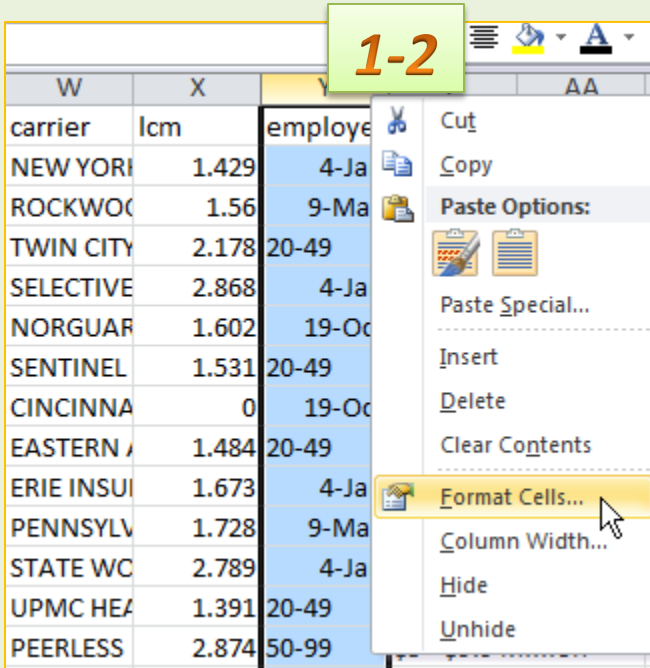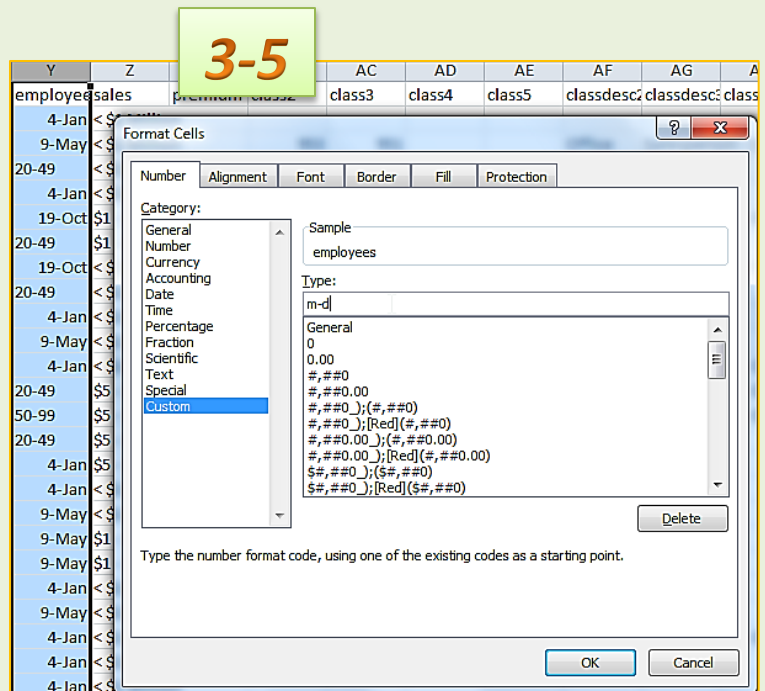# Export Pkg Addendum

- Depending on how you're using the exported information, some organization and/or formatting may be required. Below are some tips you may find useful.

Formatting # of Employees Field

- Excel interprets this value as a date by default (e.g. 1-4 = 4-Jan). Follow these steps to correct:

1-2

W	X	Y		AA
carrier	lcm	employe		
NEW YORI	1.429	4-Ja	Cut	
ROCKWOC	1.56	9-Ma	Copy	
TWIN CITY	2.178	20-49	Paste Options:	
SELECTIVE	2.868	4-Ja		
NORGUAR	1.602	19-Oc	Paste Special...	
SENTINEL	1.531	20-49	Insert	
CINCINNA	0	19-Oc	Delete	
EASTERN /	1.484	20-49	Clear Contents	
ERIE INSUI	1.673	4-Ja	Format Cells...	
PENNSYLV	1.728	9-Ma	Column Width...	
STATE WC	2.789	4-Ja	Hide	
UPMC HEA	1.391	20-49	Unhide	
PEERLESS	2.874	50-99		

1) Highlight the entire column (employees)
2) Right-click and choose 'Format Cells'
3) Click on the 'Custom' category
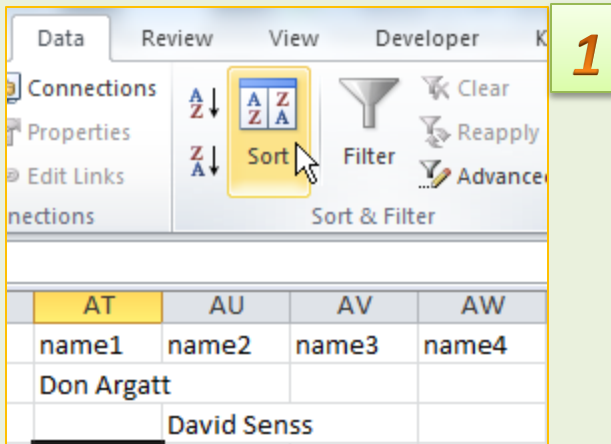4) In the 'type' field type - m-d
5) Click 'OK' to apply

3-5

Format Cells

Number | Alignment | Font | Border | Fill | Protection

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample: employees

Type: m-d

General
0
0.00
#,##0
#,##0.00
#,##0_);(#,##0)
#,##0_);[Red](#,##0)
#,##0.00_);(#,##0.00)
#,##0.00_);[Red](#,##0.00)
$#,##0_);($#,##0)
$#,##0_);[Red]($#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK   Cancel

Results:

Y	Z	AA
employee	sales	premium
	1-4	< $1 Million
	5-9	< $1 Million
20-49		< $1 Million
	1-4	< $1 Million
	10-19	$1 - $4.9 Million
20-49		$1 - $4.9 Million
	10-19	< $1 Million
20-49		< $1 Million

Combining Contact Columns

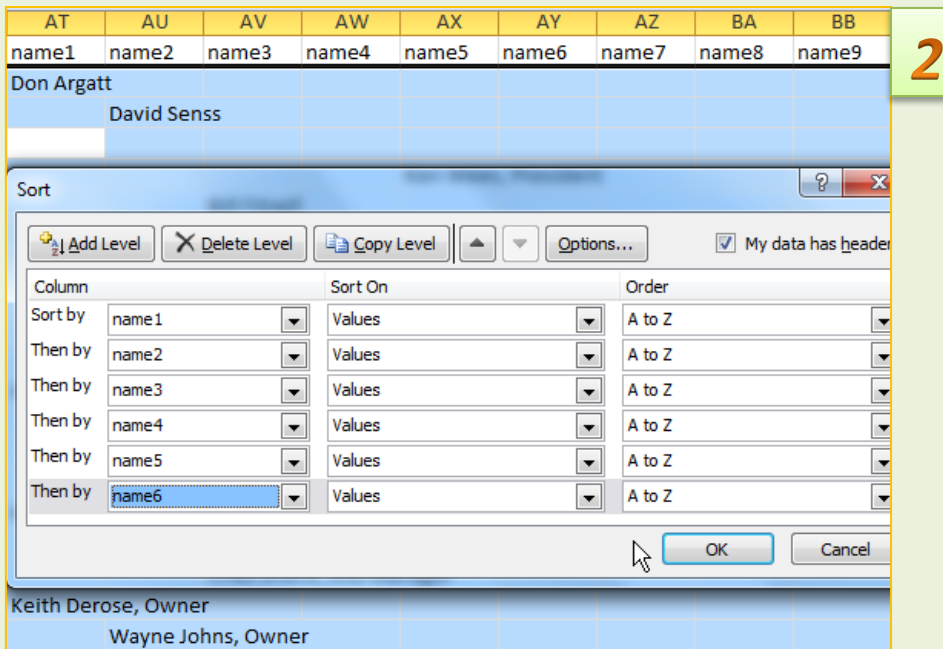- Follow these steps to combine contact fields into 1 column:

1) Click the 'Data' tab in Excel in choose 'Sort'

2) Do a multi-level sort for the contact field you want combined into a single column (e.g. name1, name2, name3, etc)

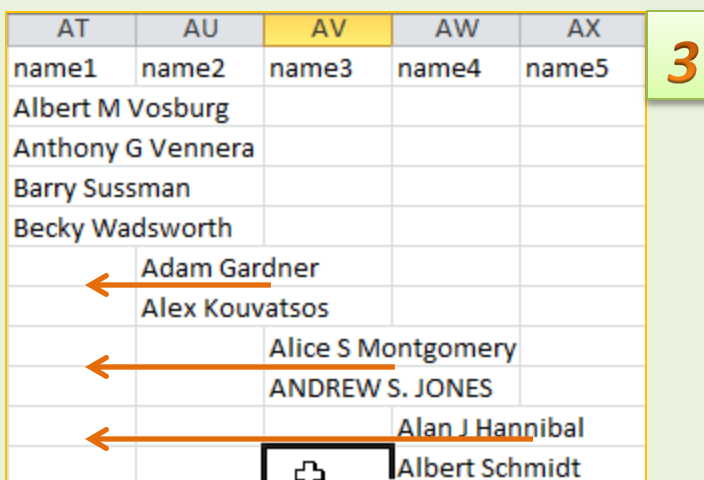3) Scroll your list and cut/paste info into single column

Repeat for any Contact fields you want combined

Removing Title *from Contact Name*

- Sometimes the title is included in the field for the contact's name. Do the following to remove this:
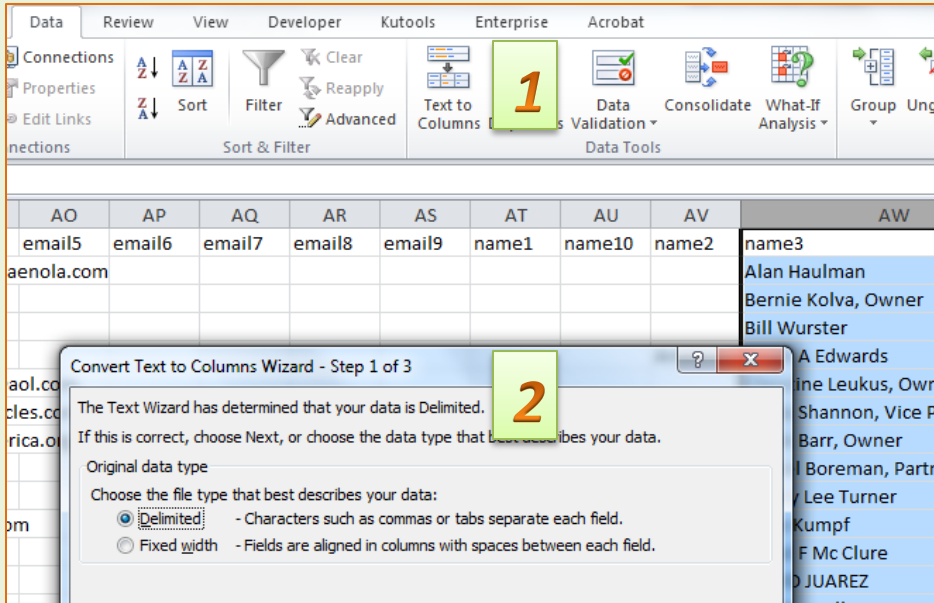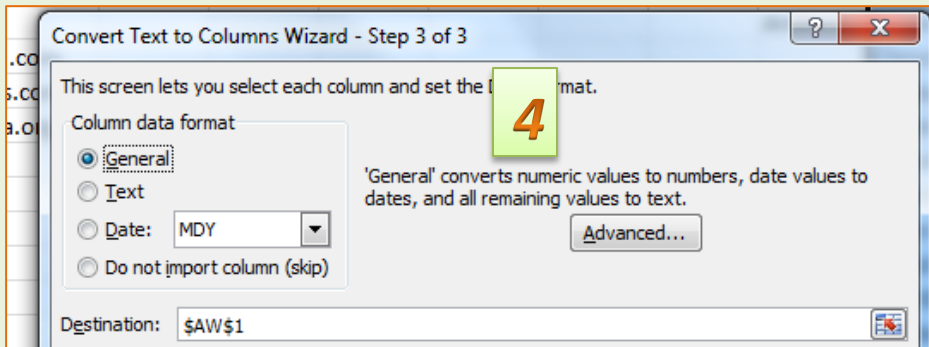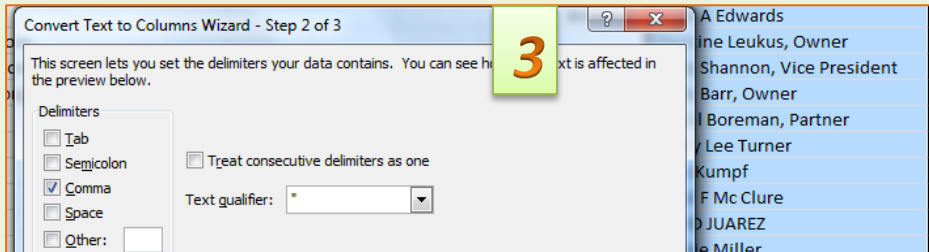

1) Click the 'Data' tab in Excel in choose 'Text to Columns'

2) Select 'Delimited' and click 'Next'

3) Select 'Comma' as the Delimiter and click 'Next'

4) Make sure 'General' or 'Text' is selected and click 'Finish'