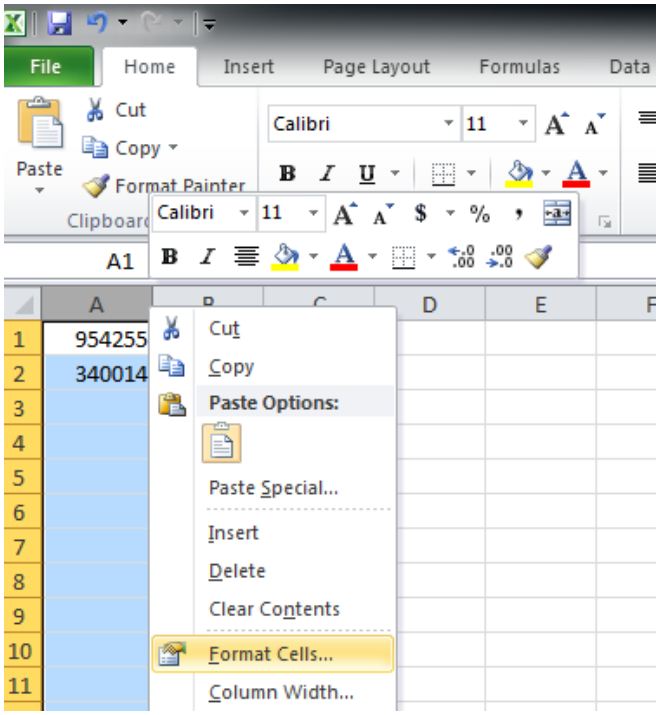
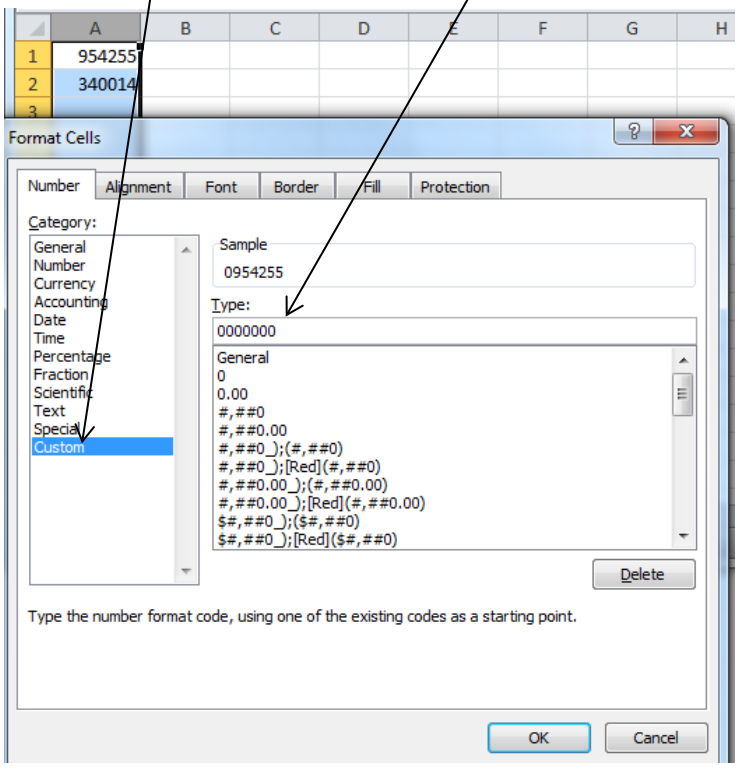
Add Leading Zeroes to the IDs in a Spreadsheet

To add the leading zeroes to the IDs in a column in an Excel spreadsheet, format the column as follows:

- Click on the column heading in the column that contains the IDs. Then right-click and choose “Format Cells”.



- Choose Custom, then enter seven zeroes (0000000) under Type. Click OK.



- Save your changes.