

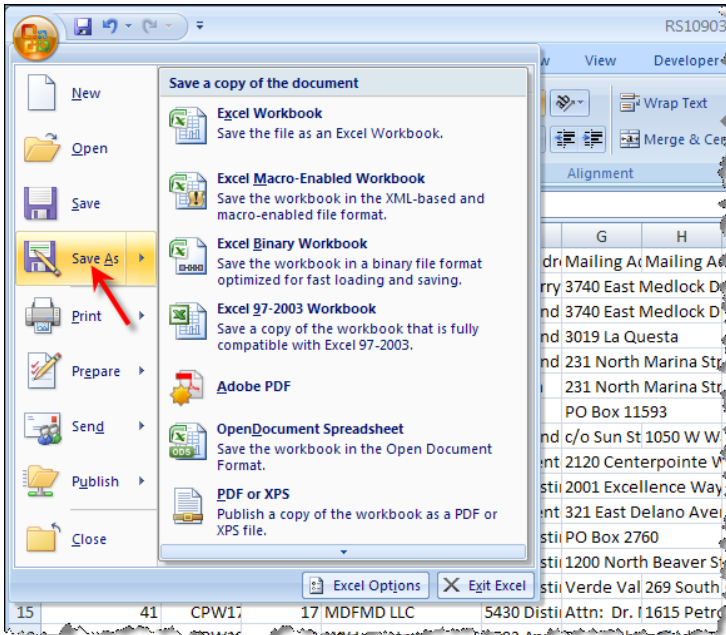


How to safely edit CSV files in Microsoft Excel

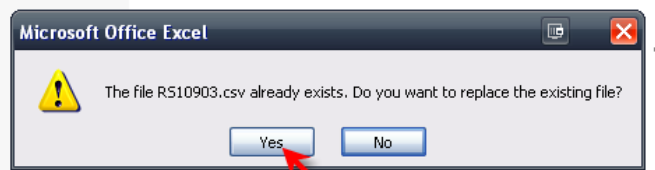
For editing general mailing files in Excel...

Open MailingsExport_AG.csv in Microsoft Excel and make the necessary changes. When finished DO NOT close and saves changes. You'll need to select the "Save as" feature of Excel.

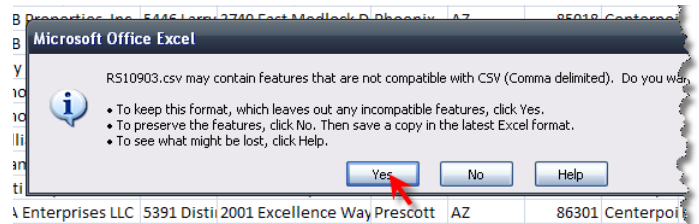
1 Click the **Microsoft Office Button** and then click **Save As**.



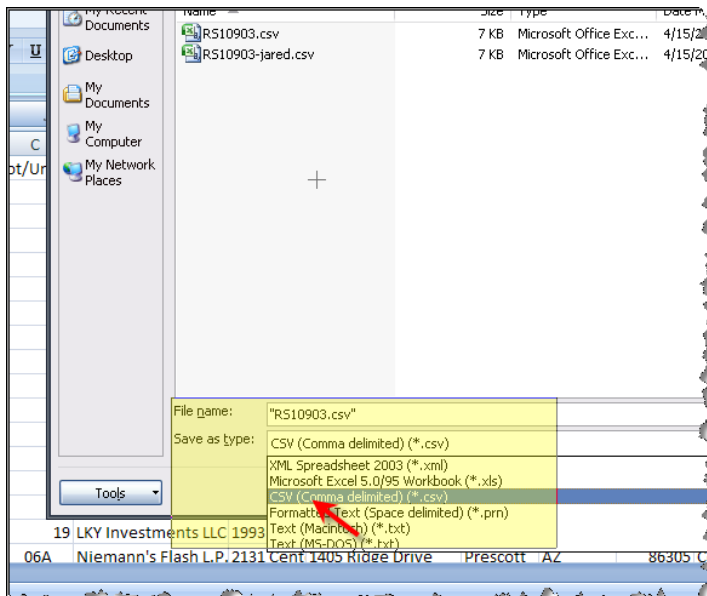
3 Select **YES** if presented with a warning for the following.



4 **YES** for this one as well.



2 The next prompt will give the options for "save as"



5 You can now safely close and save the file.

