

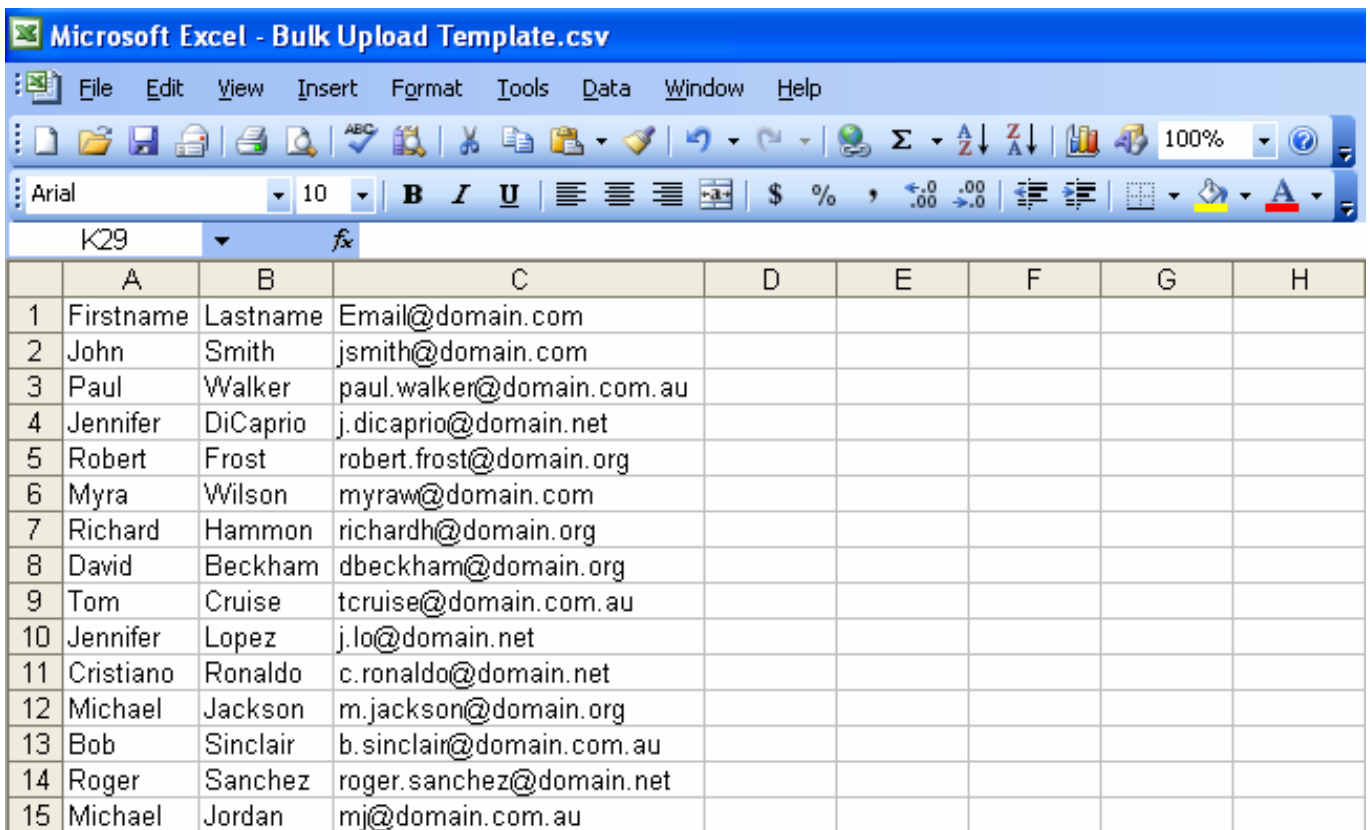
How to Create or Edit a .CSV file for Bulk Upload

The easiest way to create or edit a .CSV (Comma-separated values) file is to use Microsoft Excel.

You may use other text editing programs such as notepad, but it is recommended to use Microsoft Excel due to its friendly user interface.

How to create a .CSV file.

1. Open Microsoft Excel
2. Go to **File → Open**
3. Browse to the directory where the file "**Bulk Upload Template.csv**" is located.
4. In File of Types select "**All Files *.***"
5. Now Select "**Bulk Upload Template.csv**" and press Open.
6. You will get the screen below.



The screenshot shows the Microsoft Excel interface with the file "Bulk Upload Template.csv" open. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H
1	Firstname	Lastname	Email@domain.com					
2	John	Smith	jsmith@domain.com					
3	Paul	Walker	paul.walker@domain.com.au					
4	Jennifer	DiCaprio	j.dicaprio@domain.net					
5	Robert	Frost	robert.frost@domain.org					
6	Myra	Wilson	myraw@domain.com					
7	Richard	Hammon	richardh@domain.org					
8	David	Beckham	dbeckham@domain.org					
9	Tom	Cruise	tcruise@domain.com.au					
10	Jennifer	Lopez	j.lo@domain.net					
11	Cristiano	Ronaldo	c.ronaldo@domain.net					
12	Michael	Jackson	m.jackson@domain.org					
13	Bob	Sinclair	b.sinclair@domain.com.au					
14	Roger	Sanchez	roger.sanchez@domain.net					
15	Michael	Jordan	mj@domain.com.au					

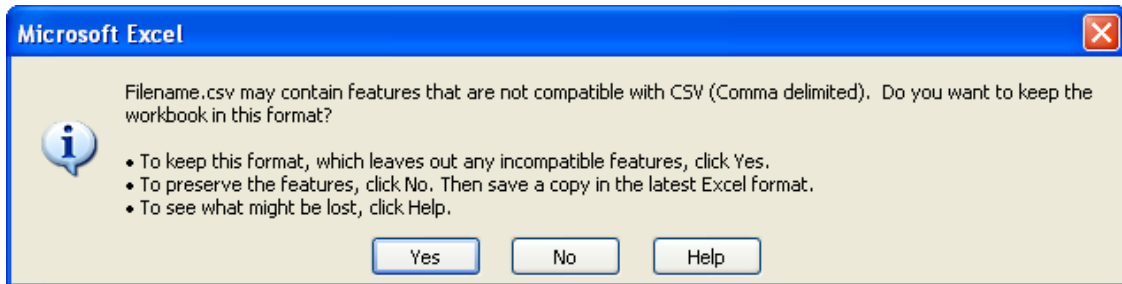


Savve Pty Ltd
Suite 6, 100 Alexander St
Crows Nest NSW 2065

☎ (02) 9901 4522
☎ (02) 9906 1380

✉ info@savve.com.au
🌐 www.savve.com.au

7. Now simply replace "**Column A**" with users "**Firstname**", "**Column B**" with users "**Lastname**" and "**Column C**" with users "**Email address**".
8. Once you have finished editing your list and adding all the people that you want go to **File** → **Save As...**
9. In filename enter a name which is meaningful to you and press "**Save**".
10. If you receive the message below press "**Yes**".



You have now edited and created a .CSV file.

