

Instructions to flip .csv file to email mailing labels to the plant

1. Open the .csv file that is on your desktop
2. Click on the A for Column A and click Insert then Column
3. Type a "1" on Row 1, Column A
Type a "2" on Row 2, Column A
Type a "3" on Row 3, Column A
4. Click on cell A1 to highlight the 1 you just typed and drag the mouse to highlight the 2 & 3. (Note: the 1 will not be highlighted but it will have a box around it as well as the others that are highlighted) and then let go
5. You should then see a little square in the bottom, right-hand corner of that box. Point to it with the mouse – the large open plus pointer will change to a + sign pointer. Click on and use it to drag the highlighted cells all the way to the last row of your labels. Don't include the label count information in the highlighted field
6. You should see consecutive numbers in Column A
7. Go back to the top of your spreadsheet (Control Home) and use the mouse to highlight the data from A1 to the last Row of labels all the way to the last Column of data
8. While highlighted, click on Data and in the area marked Sort By, select Descending. This will flip the labels. You should check to make sure that the entire highlighted piece actually flipped. Pick a row and follow it across – make sure that the data for that subscriber is consistent all the way across.
9. Click on the A for Column A and then click Edit and Delete. This will delete the column of numbers that you inserted.
10. Resave the file to your desktop and email to the plant.