Follow these instructions to prepare **SINGLE VARIABLE DATA**. Refer to our general precautions list (Page 6) to avoid any errors!

#### **OPTION 1**

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• H-0108								
10 I-0109								
11 J-0110								
<sup>12</sup> K-0111								
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# STEP 1

Prepare variable data in spreadsheet file. (Eg : Excel , Open Office, LibreOffice) The column indicator should be filled with "VDP1".



STEP 2

Save your data under CSV (comma delimited) format.

1	• To save o	ed file type does only the active s all sheets, save	heet, dick OK		ifferent file			type that supp	orts multiple she	ets.
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٩	• To keep t • To preser	may contain feat his format, which we the features, hat might be lost	leaves out an click No. Then	v incompatibi	le features.	click Yes.	d). Do you want	to keep the wo	rkbook in this forr	nat?



STEP 4

STEP 3

After done, click "OK".

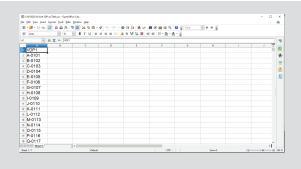
Your file symbol shall be displayed as this.

Then, click "Yes" for the following dialogue box.



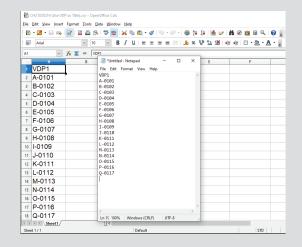
Follow these instructions to prepare **SINGLE VARIABLE DATA**. Refer to our general precautions list (Page 6) to avoid any errors!

#### **OPTION 2**



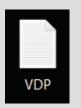


Prepare your variable data in Excel file.



STEP 2

Copy your data and paste it on Notepad.



#### STEP 3

Your file symbol shall be displayed as this.

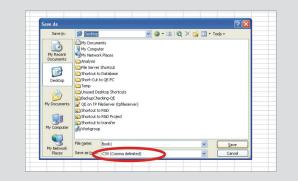


Follow these instructions to prepare **MULTI- VARIABLE DATA**. Refer to our general precautions list (Page 6) to avoid any errors!

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3	A2	129				
4	A3	130				
5	A4	131				
6	A5	132				
7	A6	133				
8	A7	134				
9	A8	135				
10	A9	136				
11	A10	137				

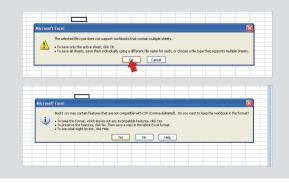


Prepare your VDP at different column accordingly.



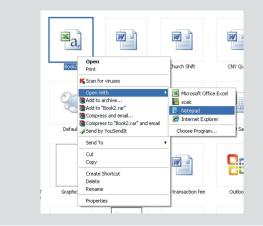
#### STEP 2

Save your data under CSV (comma delimited) format.



#### STEP 3

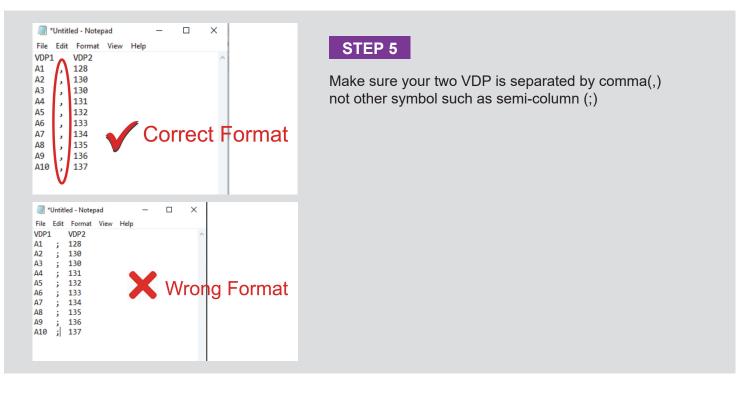
After done, click "OK". Then, click "Yes" for the following dialogue box.



#### STEP 4

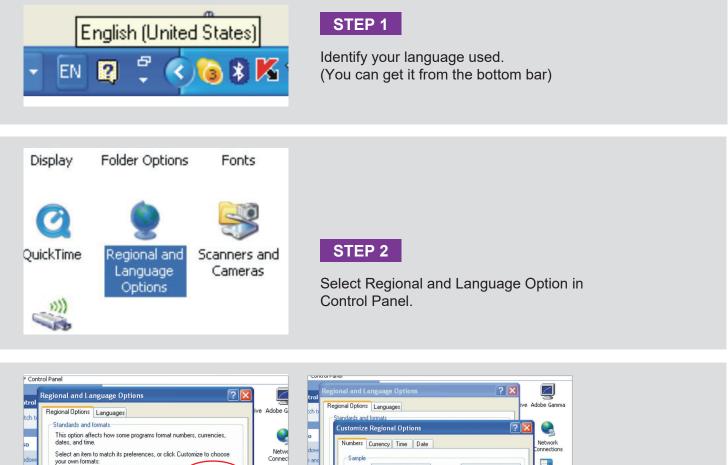
Open your file with Notepad.

Follow these instructions to prepare **MULTI- VARIABLE DATA**. Refer to our general precautions list (Page 6) to avoid any errors!





Follow these instructions to rectify list separator setting.



jional Options Languages	ive Adobe G :ch	Standards and formats Customize Regional Options	<b>a</b> 🗛
This option affects how some programs format numbers, currencies, dates, and time. Select an item to match its preferences, or click Customize to choose your own formats: English (United States) Customize Samples Number: 123,456,789,00 Currency: \$123,456,789,00 Time: 8:43.11 AM Short date: 6/10/2011	Netwo Connec Taśbar Start M	Numbers Currency Time Date	Network Connections
Long date: Friday, June 10, 2011 .coation To help services provide you with local information, such as news and weather, select your present location: Malaysia OK Cancel Apply		Negative sign symbol:     -     W       Negative number format:     -1.1     W       Display leading zeros:     0.7     W       List separator:     0.7     W       Measurement system:     U.S.     W       Digit substitution:     None     W	

#### STEP 3

Click on "Customize", change the list separator to comma (,) as desire, then click "OK" and "Apply".

Your setting is correct now.



# **CSV FILE GENERAL PRECAUTION**

- 1. Numbering must be in sequence Excard will not held any responsible on numbering which no follow sequence.
- 2. Do not leave space on column indicator:

VDP1	$\checkmark$
VDP 1	X

3. If want make the number 001, 002 visible on spreadsheet, kindly add the symbol ' in front of the number.

