

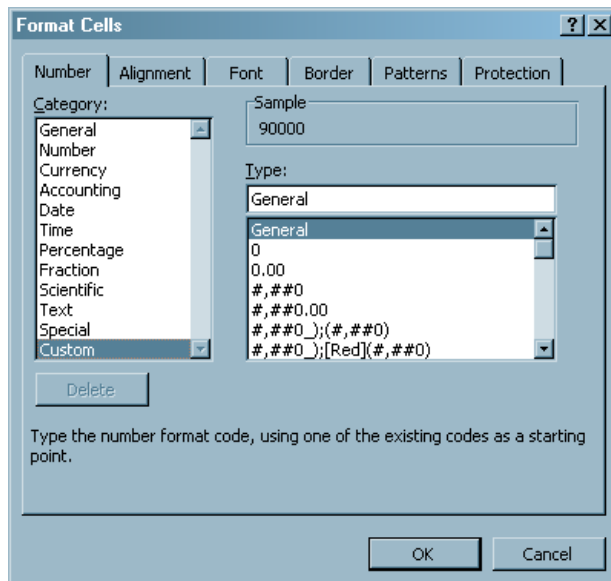
Zero Padding Numeric Strings

When converting an Excel file to a text file, it is sometimes necessary that the numerical string contain a fixed amount of characters, thereby requiring that the string be padded with zeroes. For example: you might have a dollar amount that needs to contain 8 characters. In that case, 90000 should be converted to 00090000. Excel has a custom number format that allows you to easily do this.

In the worksheet below, the numbers in column A need to be formatted so that they are 8 characters, padded with zeroes.

	A	B	C	D	E	F	G
1	90000						
2	1000						
3	500						
4	10000						
5							
6							

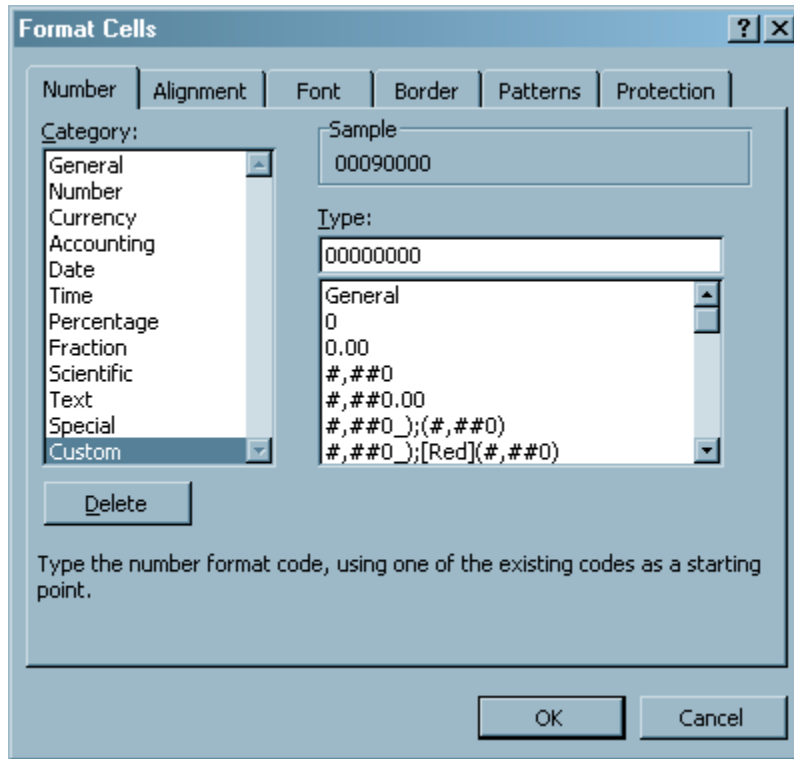
To do this, select the column, then from the Excel menu, select **Format, Cells**. Click the **Number** tab. Select **Custom** in the **Category** box.



In the **Type** field, double click on the word **“General”** (If “General” is not displayed, double click on whatever is displayed).

To zero pad, you must type 0's in the **“Type”** field. The number of zeroes you type must equal the **total** number of required characters. Using the example in this worksheet, we must type 8 zeroes because the **total** number of required characters is 8. Excel will look at each cell entry and fill in with zeroes until the cell entry consists of 8 characters.

Type 00000000 in the **Type** field. Notice as you type that Excel displays a sample of the formatting in the **Sample** box. The dialog box should look like the one below. Click OK.



Your worksheet will be formatted as you need them to be.

	A	B	C	D	E	F	G
1	00090000						
2	00001000						
3	00000500						
4	00010000						
5							
6							