

FaxBroadcasting.com.au
Fax Marketing Made Easy



CSVed - User Guide

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About CSV Files and CSVed

CSV files are used for storing data in a very simple format. Each line in the file is a row of data and the data is split up into columns with comas. Here follows an example of a typical CSV file where the first row contains the column names:

```

FistName,LastName,FaxNumber
John,Everyday,0712345678
James,Kirk,0806221701
Harry,Mudd,0321121122
...
    
```

As you can see this is very difficult to get an overview of and edit, especially if your file contains thousands of rows.

So what if you want to merge the two first columns in the previous example into one single "name" column? The plaintext nature of the CSV format would require some poor intern hours of work by hand if the file was very big. Enter CSVed.

CSVed is a program for editing CSV files, and using it the above scenario can be handled with a few mouse clicks and be finished in a second or two. CSVed helps you edit and manage a huge database of fax numbers to then be uploaded to FaxBroadcasting.com.au without any errors or other problems.

Getting CSVed

The simplest way to get CSVed is by downloading it from the official webpage at <http://csved.sjfrancke.nl/>. Then you click the download link in the left menu as in Figure 1 and save it to your computer.

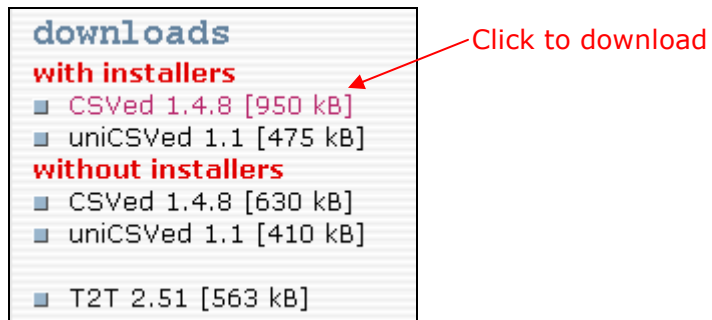


Figure 1: Download link

Once the download is complete you simply run the downloaded file and follow the instructions to install the program. After the install is complete you start the program from the start menu in Windows.

Basics

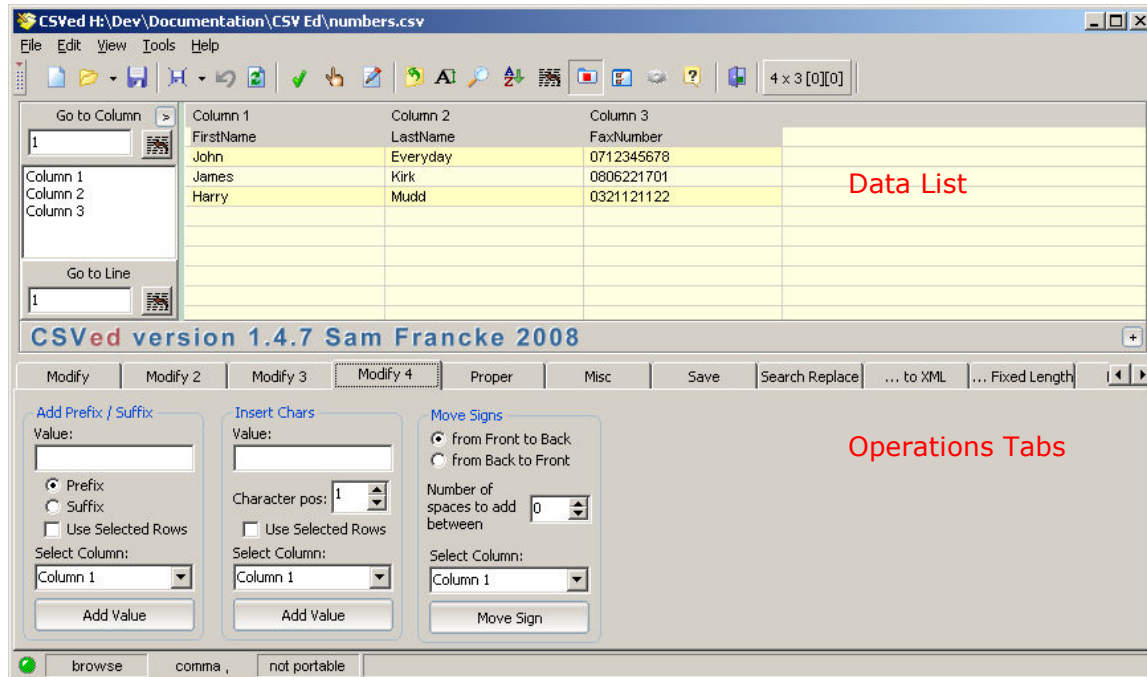



Figure 2: CSVed Main screen

In Figure 2 above you see CSVed up and running with the example data given previously. There are two sections of importance here. The first section is the Data list section where you can see a list of all your rows and columns. Here you can do simple thing like edit individual fields or add and delete rows. The section below that is a series of tabs containing forms for doing more advanced operations such as merging columns, removing duplicates or adding a prefix to all fields in a column.

Common Tasks



When doing any changes to anything in the file, always remember to hit save when done!

Editing fields

Editing a single field is very simple. All you need to do is click on the field you want to change, and then do the changes.

Deleting rows

To delete a row, simply right-click on the row you want to delete and then choose "Delete Record(s)". This can also be done by selecting the said row and then choosing "Delete Record(s)" from the "Edit" menu.

Adding a row

To add a new row, right-click anywhere in the Data list section and then choose "Add record ...". This will bring up a new dialog where you enter the values for each column. Another way to do this is by choosing "Add record ..." from the "Edit" menu.

Adding a leading zero to fax numbers

When saving file in Excel as a CSV file you might encounter a problem where all the leading zeros are removed. This will cause the numbers to be rejected by the Fax Broadcasting portal.

To re-add these zeros just open the CSV file in CSVed and bring up the "Modify 3" operations tab. In the "Add leading Zeros" form you select the column you want to modify and change the "New Field Width" to 10 (length of a standard Australian number) and then press the "Add leading Zeros" button. This will add a zero to any number with less than 10 digits skipping over any 1300 or 1800 numbers.

Merging columns

If you have two columns you want to merge, you need to bring up the "Modify 2" tab. There you choose what two columns you want to merge in the "Join Columns" form and then press the "Join Columns" button.

Further Information

For more information on other features of CSVed, please refer to the Help file included with the program.