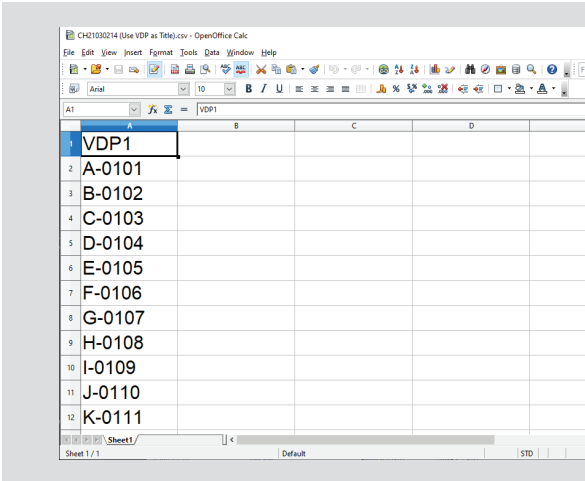


VARIABLE DATA PRINTING CSV FILE PREPARATION

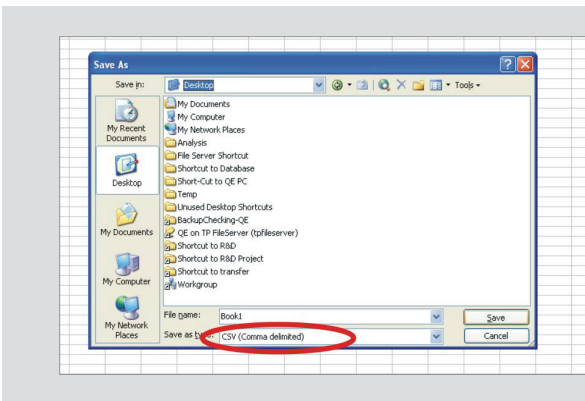
Follow these instructions to prepare **SINGLE VARIABLE DATA**.
 Refer to our general precautions list (Page 6) to avoid any errors!

OPTION 1



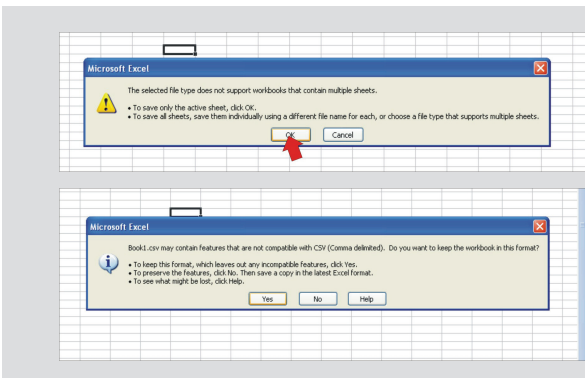
STEP 1

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



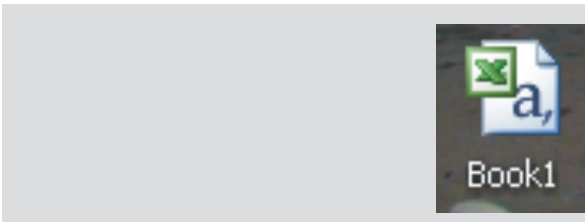
STEP 2

Save your data under CSV (comma delimited) format.



STEP 3

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



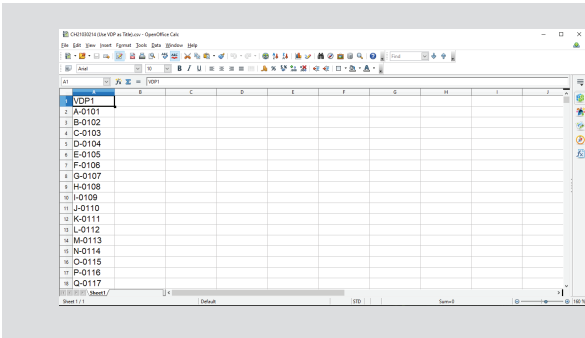
STEP 4

Your file symbol shall be displayed as this.

VARIABLE DATA PRINTING CSV FILE PREPARATION

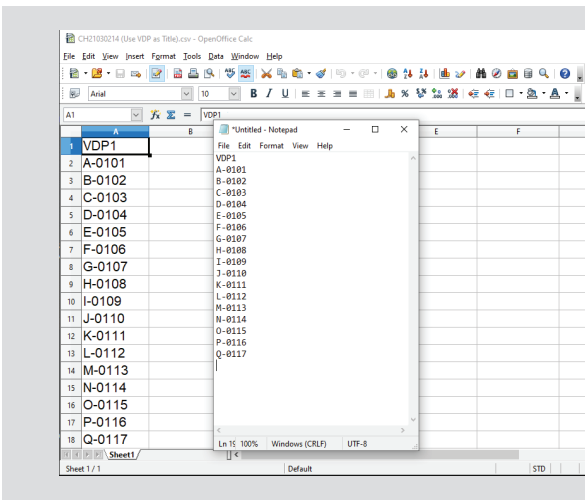
Follow these instructions to prepare **SINGLE VARIABLE DATA**.
 Refer to our general precautions list (Page 6) to avoid any errors!

OPTION 2



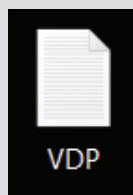
STEP 1

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.

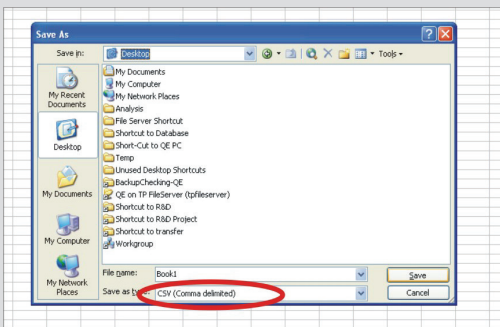
VARIABLE DATA PRINTING CSV FILE PREPARATION

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

	VDP1	VDP2
A1	128	
A2	129	
A3	130	
A4	131	
A5	132	
A6	133	
A7	134	
A8	135	
A9	136	
A10	137	

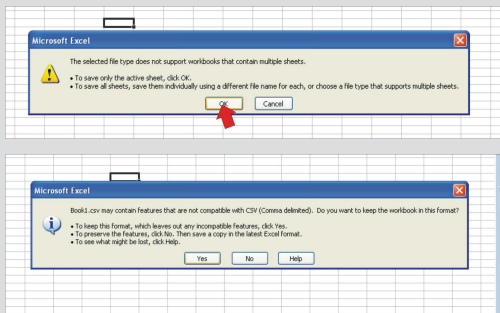
STEP 1

Prepare your VDP at different column accordingly.



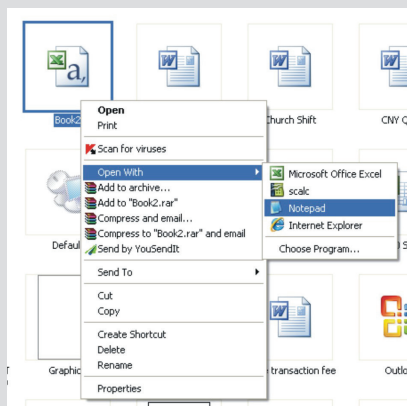
STEP 2

Save your data under CSV (comma delimited) format.



STEP 3

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

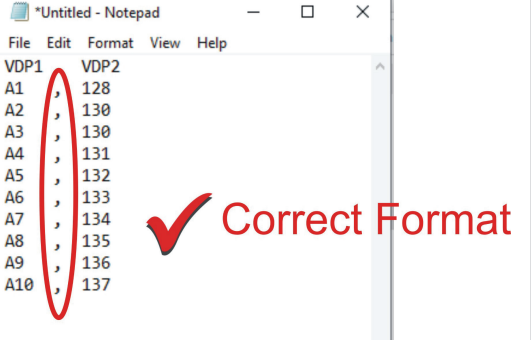


STEP 4

Open your file with Notepad.

VARIABLE DATA PRINTING CSV FILE PREPARATION

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

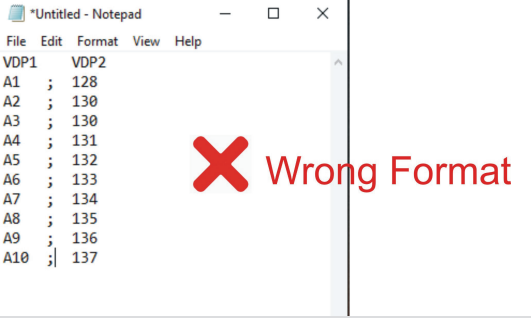


Correct Format

```
VDP1 VDP2
A1 , 128
A2 , 130
A3 , 130
A4 , 131
A5 , 132
A6 , 133
A7 , 134
A8 , 135
A9 , 136
A10 , 137
```

STEP 5

Make sure your two VDP is separated by comma(,) not other symbol such as semi-column (;)

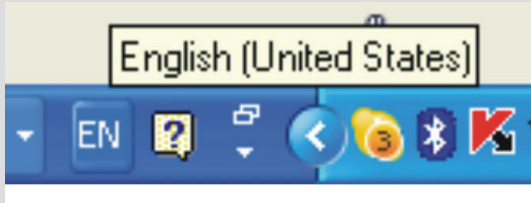


Wrong Format

```
VDP1 VDP2
A1 ; 128
A2 ; 130
A3 ; 130
A4 ; 131
A5 ; 132
A6 ; 133
A7 ; 134
A8 ; 135
A9 ; 136
A10 ; 137
```

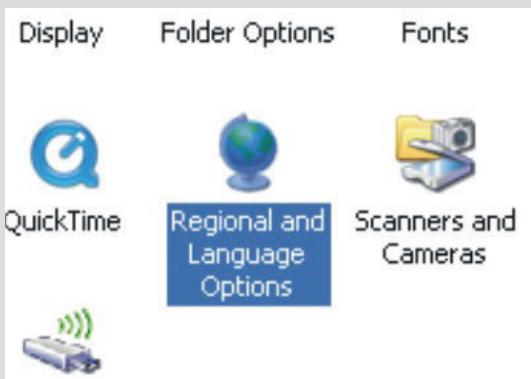
VARIABLE DATA PRINTING CSV FILE PREPARATION

Follow these instructions to rectify list separator setting.



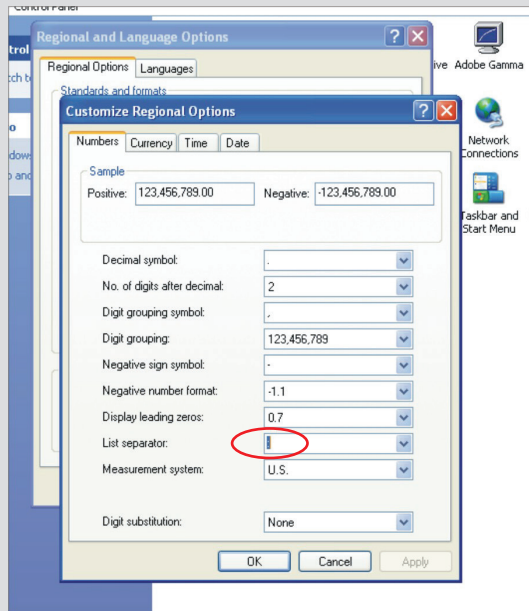
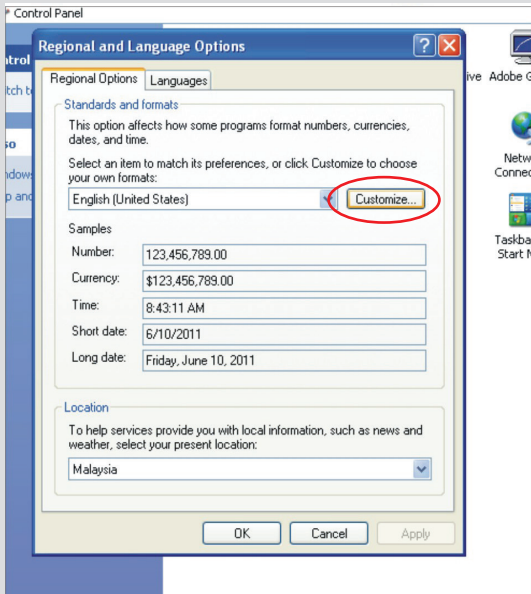
STEP 1

Identify your language used.
(You can get it from the bottom bar)



STEP 2

Select Regional and Language Option in Control Panel.



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	✓
VDP 1	✗

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

