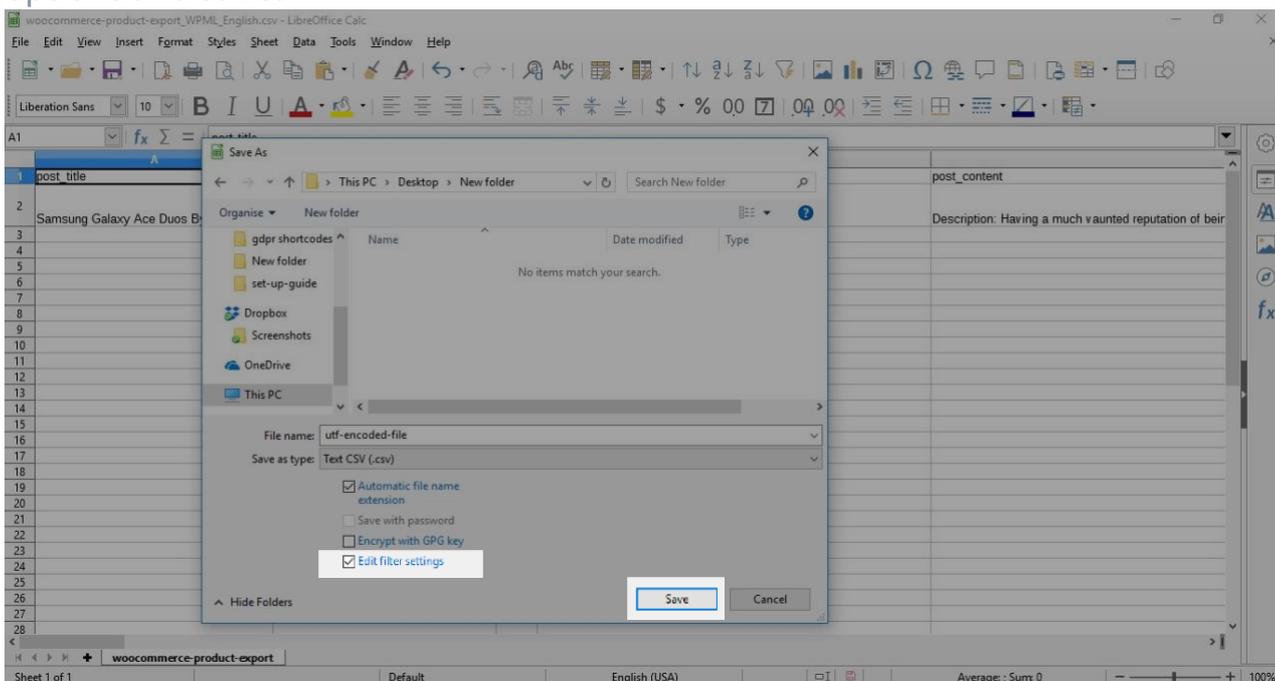# CSV file formatting instructions

1. Download the sample file

To ensure that your CSV file has the correct number of columns etc, we reccomend that you use this **sample file.**

2. Save your file as a Unicode (UTF-8) file.

(a)Go to File > Save as. From the dialog box that opens, type the name of the file and select Text CSV (.csv) from the Save as type drop-down. Check the Edit filter settings options and **save.**

(b)From the Export Text File dialog box that appears, select the **Unicode (UTF-8)** option and press **ok**.