

## Format Coeus Numbers in Excel with Lead Zeroes

1. Search in Coeus according to your criteria
2. Choose Save As from File
3. Save to C drive as CSV with Headers
4. Open Excel
5. Open file
6. Click on COLUMN for Coeus Number (so all is highlighted)
7. Click Format Menu, Cells
8. In Category list, click Custom
9. Highlight Type text box
10. Type 3 zeroes and 5 #signs
11. Click OK

