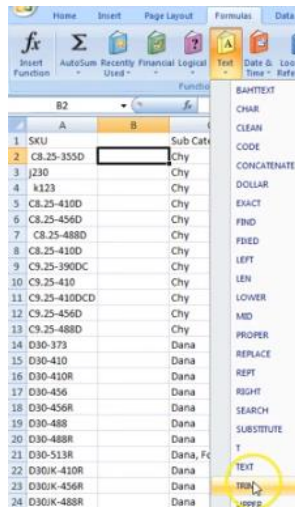


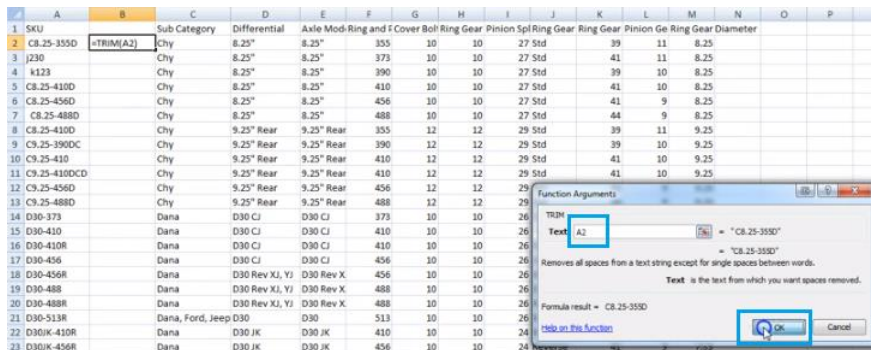
Trimming Spaces and Merging Columns on Data Sheet

Sometimes you'll get data sheets that have leading blank spaces in front of the contents of a box. These extra spaces will often mess up the style on your site and throw things out of whack, or even drop the item completely from being imported on your site. You might also want to merge different fields into one.

1. To remove leading white spaces: This process is also covered in the "Using the Filter to Check Info" tutorial, but we'll go over it here as well. The trim function is used to get rid of leading white spaces.
2. The first thing to do is to insert a new column next to the one you're looking to trim. Something to note, is you'll never need to work on the top line. The header line isn't data itself so there's no need to worry about it until you get to the mapping. Click box 2 of your new column, and in the toolbar, go through "Formulas" -> "Text" -> "TRIM".



You'll then see a popup called "Function Arguments". The Text field is asking for which cell the formula is targeting. Now you'll need the address of the box you're applying the formula to. So for example, like in these images if your formul box is B2, the Text field should be A2. Then click "OK".

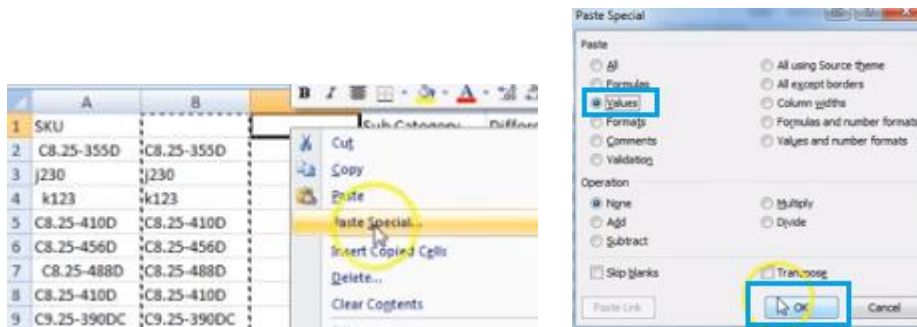


3. Now what you need to do is copy/paste that formula into the rest of the boxes of your new column. Copy the box with the formula, then highlight the rest of the column up to the last row or your data sheet, and paste. One quick way of highlighting all the values without dragging your

mouse to the bottom would be: copy the formula box, scroll to the last value of the data sheet, while holding the shift key down click on the last empty box in your new column that would hold a data value.

	A	B	C
1	SKU		Sub Cate
2	C8.25-355D	C8.25-355D	Chy
3	j230	j230	Chy
4	k123	k123	Chy
5	C8.25-410D	C8.25-410D	Chy
6	C8.25-456D	C8.25-456D	Chy
7	C8.25-488D	C8.25-488D	Chy
8	C8.25-410D	C8.25-410D	Chy
9	C9.25-390DC	C9.25-390DC	Chy
10	C9.25-410	C9.25-410	Chy
11	C9.25-410DCD	C9.25-410DCD	Chy
12	C9.25-456D	C9.25-456D	Chy
13	C9.25-488D	C9.25-488D	Chy
14	D30-373	D30-373	Dana
15	D30-410	D30-410	Dana
16	D30-410R	D30-410R	Dana
17	D30-456	D30-456	Dana
18	D30-456R	D30-456R	Dana
19	D30-488	D30-488	Dana
20	D30-488R	D30-488R	Dana
21	D30-513R	D30-513R	Dana, Fo
22	D30K-410R	D30K-410R	Dana
23	D30K-456R	D30K-456R	Dana
24	D30K-488R	D30K-488R	Dana
25	D30K-513R	D30K-513R	Dana
26	D30S-355TJ	D30S-355TJ	Dana
27			
28			

- There is one last step for the trimming portion. Only the formulas will be read and mess up your import if you were to keep the formula column as is. So this next step is imperative to make sure the importer reads the actual value, and not the formula.
- You'll now want to insert a new column, copy the column with the formula, and "Paste Special" into the header box of the newest column. In the popup, change the Paste selection to "Values" and click "OK".



- You'll then notice in the newest column, it contains the value instead of the formula. You can now copy/paste the column header into the newest column, and delete the original and the one with the formula.
- To Merge Columns/Concatenation: If you ever want to merge two different columns into one, like for example if you want to amend a column and add one to the description, that's done through concatenation.
- For this as well, you can ignore the header bar. In the second box of a new column, you'll want to type "=concatenate", and double-click on the all caps concatenate option that comes up.

L	M	N	O	P
ion Ge	Ring	Gear	Diameter	
11	8.25			
11	8.25			
10	8.25			

- Next it will ask you for the addresses of the boxes you're looking to combine. Click on the first box you want, then add a comma and within a pair of quotation marks specify how you want these two pieces of information separated. By default, Excel will merge these values with no spaces or anything in between, so if you want a space, a comma, an ampersand, etc., add it between the quotation marks. After the quotation marks you'll need to add another comma. Then you can click on the second box you want to add. Once you've added all the boxes you'd like to concatenate, close the parentheses and hit your enter key. Here's an example of what it will look like:

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Sub Category	Differential	Axle Mod-Ring and F Cover Bol	Ring Gear	Pinion Spl	Ring Gear	Ring Gear	Pinion Ge	Ring Gear	Diameter					
Chy	8.25"	8.25"	355	10	10	27 Std		39	11	8.25		=CONCATENATE(C2,"",D2)		
Chy	8.25"	8.25"	373	10	10	27 Std		41	11	8.25				
Chv	8.25"	8.25"	390	10	10	27 Std		39	10	8.25				

N	O	P
Diameter	Chy,8.25"	

- Now you can repeat steps 3-5 of copy/pasting this formula into the rest of the column, then type the new header for that field! 😊