

HOW TO SAVE LEADING ZEROS

Using **Google Sheets**:

1. Select the Zip Code column.
2. Go to Format > Number > Custom Number Format.
3. Write 00000 in the entry box.
4. Click Apply to confirm.

Using **Excel**:

1. Select the cell or range of cells that you want to format.
2. Press Ctrl+1 to load the Format Cells dialog.
3. Select the Number tab,
4. In the Category list, select Custom
5. In the Type box, type the number format, 00000 for a five-digit postal code.

Using **Numbers**:

1. Select the cells you want to format
2. Right click column
3. Select Cell Options
4. Under Data format select Create Custom Format
5. Select Number of Digits
6. Click Show zero for unused digits