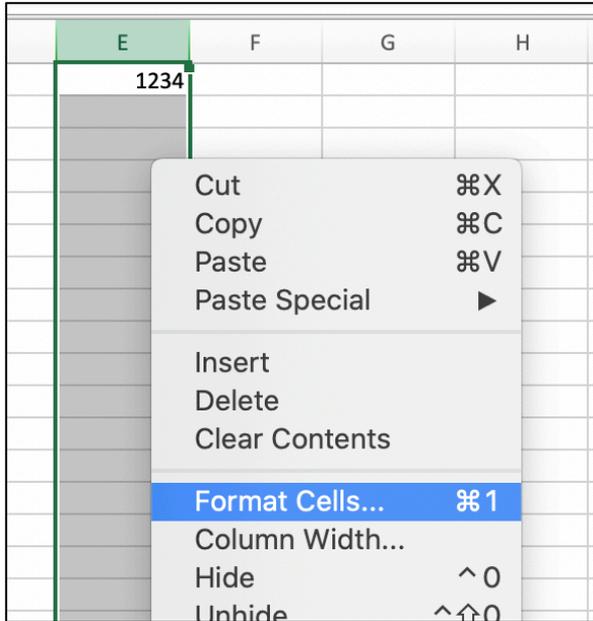
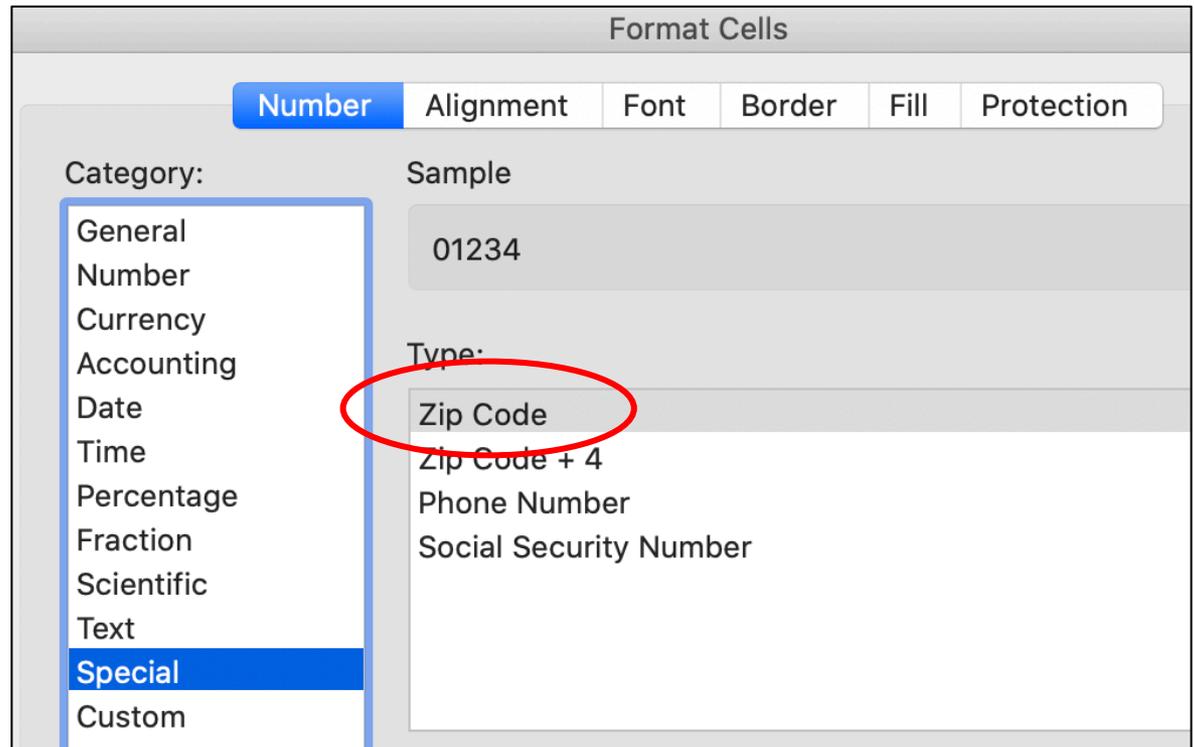


# HELP! The first 0 in my zip codes keeps disappearing!

This is because Excel thinks the zip code is a number so it removes the first 0.  
You simply need to tell it that this is a zip code.



<< 1. Select the column with your zip codes and right click to open up an option window. On a Mac, you can also hold down the Control Key and click. Select **FORMAT CELLS**.



2. Then, select **SPECIAL** >> and choose **ZIP CODE**. Voila! Your leading 0s will reappear!

