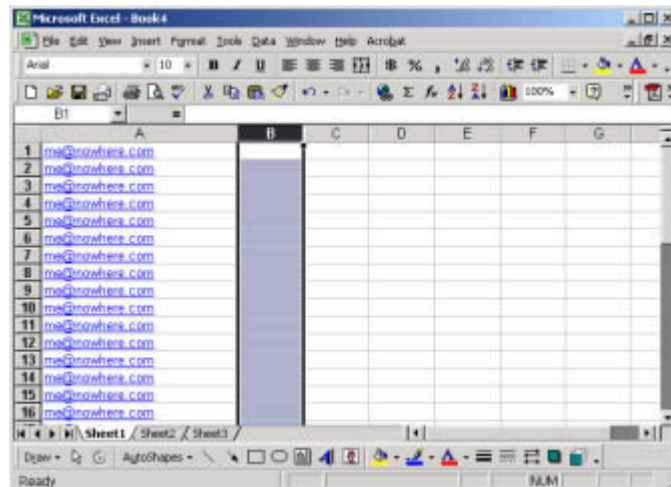


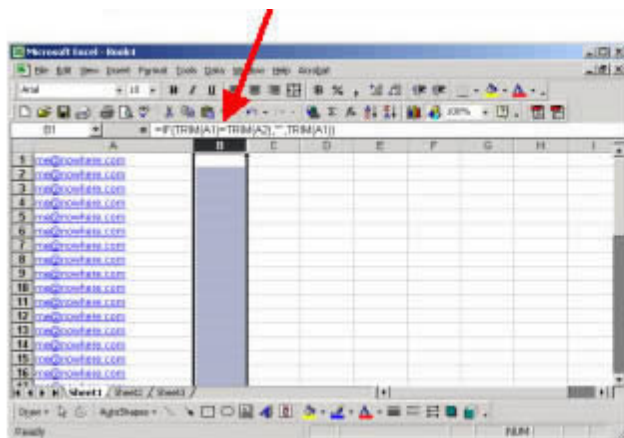
Cleaning Duplicates from Your List with Microsoft Excel

- Open up Microsoft Excel.
- Paste your entire list into Column A.
- Sort the entire column alphabetically (A > Z). This is very important.
- Click on and highlight Column B.



- With Column B highlighted (press the gray B button above the column to highlight the entire column), enter the following into the "formula" box in Excel.

=IF(TRIM(A1)=TRIM(A2),"",TRIM(A1))



- After the formula is filled in, and with the entire Column B still selected, go to the menu in Excel, and choose: Edit > Fill > Down.
- This will fill Column B with a new, updated list, with all duplicates removed.
- Now, you'll want to copy that column into a new spreadsheet. "Copy & Paste" won't work...
- Select Column B, and choose Edit > Copy.
- Create a new spreadsheet, and select Edit > Paste Special > "Values".
- Now you should have the final, updated list. You can sort it now, and remove blank lines.