# CSV to VCF file creation

Below is a screenshot of what should be included in the folder.

A screenshot of a computer

Description automatically generated

The folder contains:

* The sample .csv file that is ready for conversion as a sample
* The application which will create the .vcf filie from the .csv data.
* Instructions on how the .csv data file should be.

# CSV Structure

The name of the .csv should be contacts. The program will only convert the file if correctly named.

The .csv file that you want to create should have the following header names.

**Address;Name;Surname;Phone;**

They should be spelt and have the same case as below. There should be no Pre-pending nor appending white space either.

Phone numbers will be accepted in three formats and will be converted to +27:

* 27
* +27
* 0

A screenshot of a computer

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# Creating the VCF file

Once you have inserted your data into the .csv file in the correct structure and format, you are ready to create the .vcf file for importing contacts.

Double click the convert.exe file (the file highlighted below).

A screenshot of a computer

Description automatically generated

This will open a window and begin converting the csv file. Depending on the size of the .csv file being converted it may take longer to create the .vcf file.

Once the contacts.vcf file has been created there are two options:

* Move the contacts.vcf file out of the folder
* Rename the contacts.vcf file

This should be done to prevent the replacing of the file if the convert.exe application is run again.