

How to find & remove blank rows in Import CSV file

1. Open CSV file in notepad

If blank rows exist in the file, you will see a collection of commas displayed which represent the blank column data.

Student import test file - Notepad

File Edit Format View Help

```
CampusNumber,CampusName,StudentId,StudentName,Gradelevel,EmailAddress,EmailType,PhoneNumber,PhoneType
123456789, Learning Academy,1,,1,Insert@test.com,Home/Personal,,
123456789, Learning Academy,2,,1,Update@test.com,,,
123456789, Learning Academy,3,,1,Update@test.com,Home/Personal,,
123456789, Learning Academy,4,,1,Update@test.com,,,
123456789, Learning Academy,5,,1,Insert@test.com,Home/Personal,,
123456789, Learning Academy,6,,1,Update@test.com,,,
123456789, Learning Academy,7,,1,Update@test.com,Home/Personal,,
123456789, Learning Academy,8,,2,Insert@test.com,,,
123456789, Learning Academy,9,,2,Update@test.com,Home/Personal,,
123456789, Learning Academy,10,,2,Update@test.com,,,
123456789, Learning Academy,11,,2,Insert@test.com,,,
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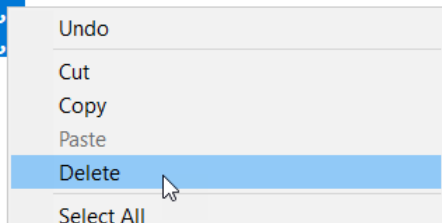
2. Select the rows with all commas. Right click and click Delete

Student import test file - Notepad

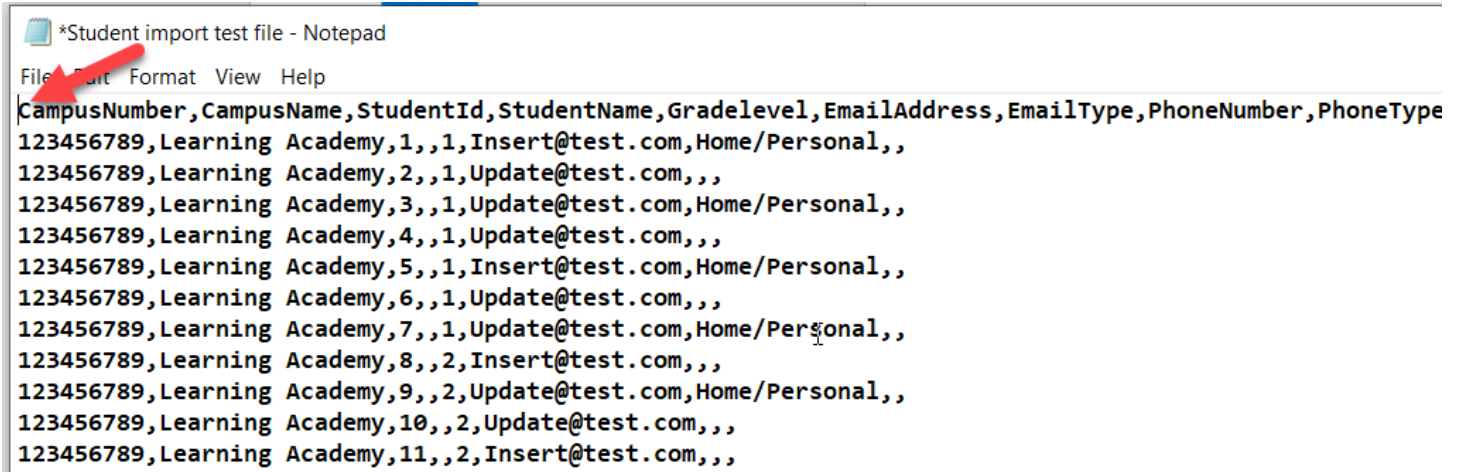
File Edit Format View Help

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CampusNumber,CampusName,StudentId,StudentName,Gradelevel,EmailAddress,EmailType,PhoneNumber,PhoneType
123456789, Learning Academy,1,,1,Insert@test.com,Home/Personal,,
123456789, Learning Academy,2,,1,Update@test.com,,,
123456789, Learning Academy,3,,1,Update@test.com,Home/Personal,,
123456789, Learning Academy,4,,1,Update@test.com,,,
123456789, Learning Academy,5,,1,Insert@test.com,Home/Personal,,
123456789, Learning Academy,6,,1,Update@test.com,,,
123456789, Learning Academy,7,,1,Update@test.com,Home/Personal,,
123456789, Learning Academy,8,,2,Insert@test.com,,,
123456789, Learning Academy,9,,2,Update@test.com,Home/Personal,,
123456789, Learning Academy,10,,2,Update@test.com,,,
123456789, Learning Academy,11,,2,Insert@test.com,,,
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3. Reposition cursor to 1st row, 1st column , click File and save.



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*Student import test file - Notepad
File Edit Format View Help
CampusNumber,CampusName,StudentId,StudentName,Gradelevel,EmailAddress,EmailType,PhoneNumber,PhoneType
123456789,Learning Academy,1,,1,Insert@test.com,Home/Personal,,
123456789,Learning Academy,2,,1,Update@test.com,,,
123456789,Learning Academy,3,,1,Update@test.com,Home/Personal,,
123456789,Learning Academy,4,,1,Update@test.com,,,
123456789,Learning Academy,5,,1,Insert@test.com,Home/Personal,,
123456789,Learning Academy,6,,1,Update@test.com,,,
123456789,Learning Academy,7,,1,Update@test.com,Home/Personal,,
123456789,Learning Academy,8,,2,Insert@test.com,,,
123456789,Learning Academy,9,,2,Update@test.com,Home/Personal,,
123456789,Learning Academy,10,,2,Update@test.com,,,
123456789,Learning Academy,11,,2,Insert@test.com,,,
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