



Next, you'll want to copy the MLS ID numbers into a new column or spreadsheet and follow these steps:

- Insert a column before and after your list of MLS numbers
- For the first MLS number, add a comma in the cell to the right
- For the rest of your MLS numbers, add a comma to the cells to the left

*Here is an example of what your list should look like now:*

B	C	D	E	F	G	H	I
	1		892995	,			
	2	,	921762				
	3	,	763328				
	4	,	921980				
	5	,	763366				

Now it's time to add the formula to combine your MLS numbers and commas. You will need to add one formula to merge the first MLS number with a comma after it, and a second formula to merge the rest of the MLS numbers with a comma after them. Here is the formula for the concatenate function: =CONCATENATE(CELL#,CELL#)

*Here is an example of what your list should look like with the formulas added:*

B	C	D	E	F	G	H	I
	1		892995	,	=CONCATENATE(E1,F1)		
	2	,	921762		=CONCATENATE(E2,D2)		
	3	,	763328				
	4	,	921980				
	5	,	763366				
	6	,	904411				

*The yellow formula is merging the first MLS number with the comma after it  
The pink formula is merging the MLS number with the comma before it*

Once you've added your second formula, click on the cell with the merged data, put your cursor on the bottom left of the cell, and drag down to copy the formula. You'll notice the formula is in the contents of the cell above too:

B	C	D	E	F	G	H	I
	1		892995	,	892995,		
	2	,	921762		,921762		
	3	,	763328				
	4	,	921980				
	5	,	763366				

Formula bar: =CONCATENATE(D38,E38)

Now you can copy your list of MLS numbers and paste them into the Listing # field when sending listings from your Market Leader system.

If Excel isn't for you, you can also add them one by one and skip the formulas too! If you get stumped, Google has a variety of support articles for Excel, including formulas like concatenate.