CompuLEAD Data Import Instructions: Microsoft Access Labels
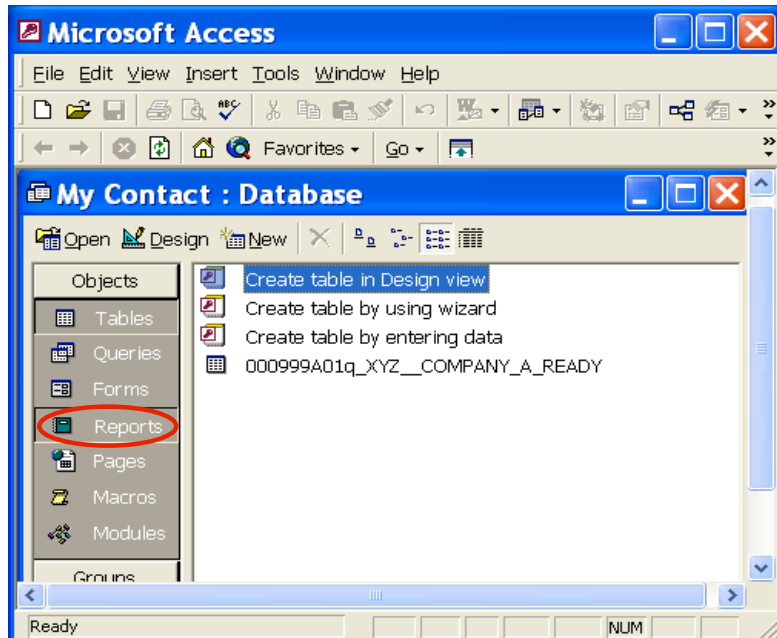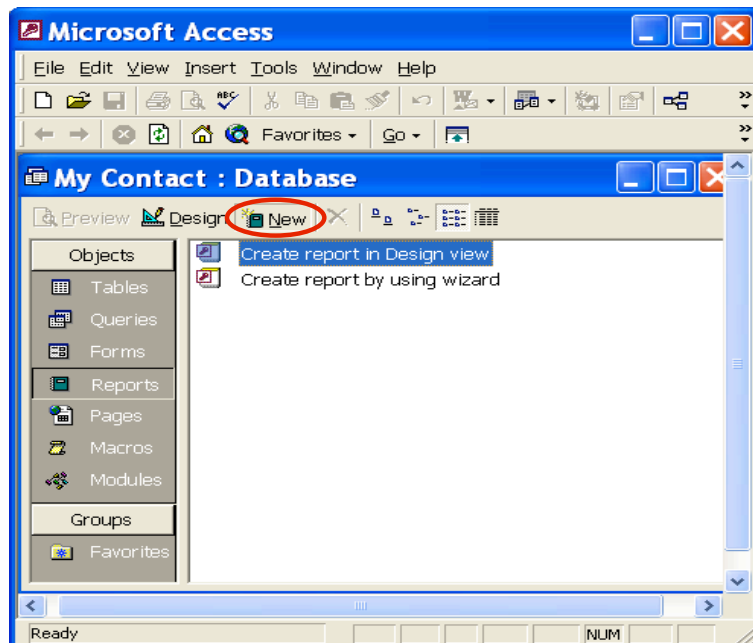
To import MS Access Labels your data must be in Excel .csv format.
Click here to convert to .csv
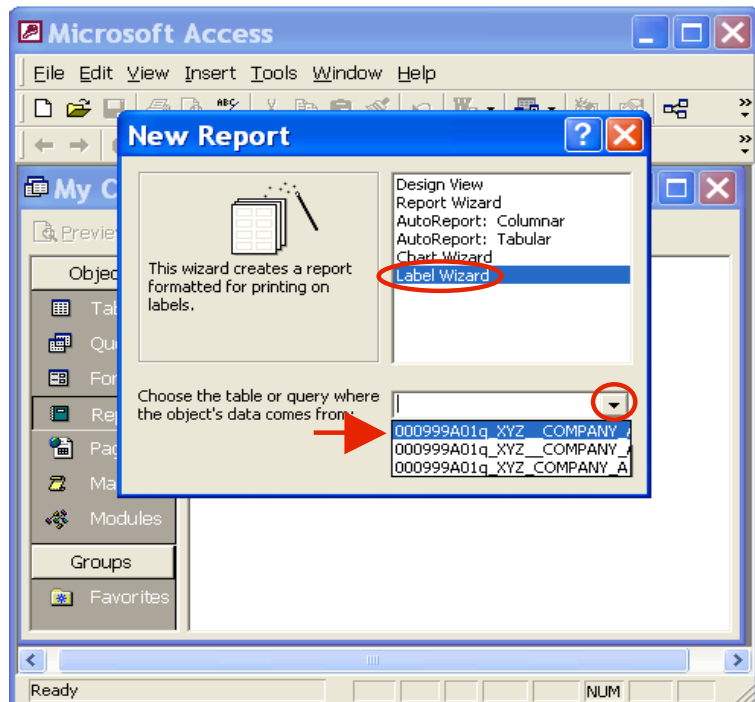
Start MS Access

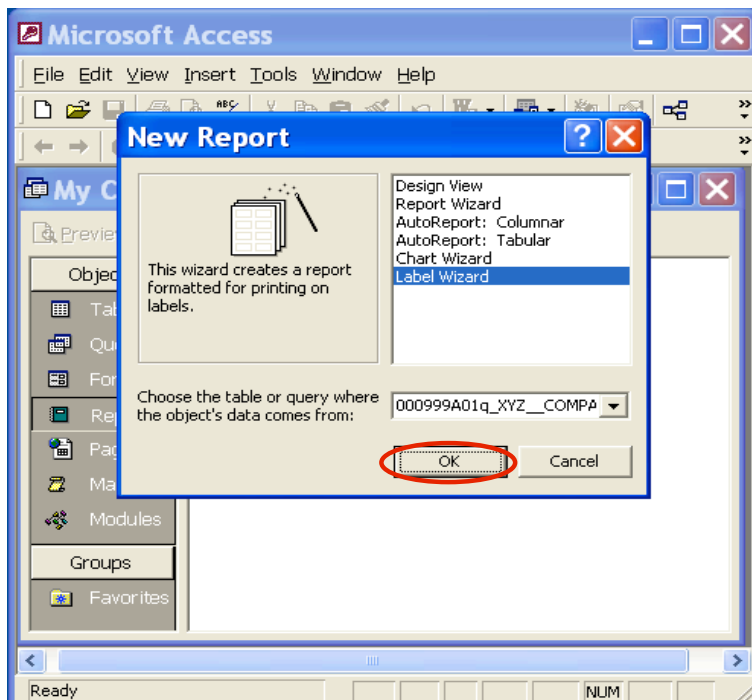Click Report Tab

Click on New

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

Click Label Wizard

Click on drop down arrow
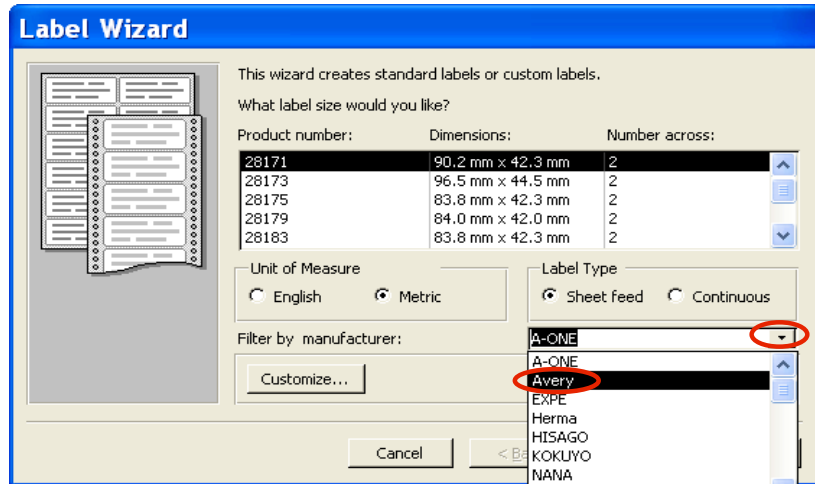and select the file you have
just created

Click OK

CompuSystems, Inc.
2805 S. 25th Avenue
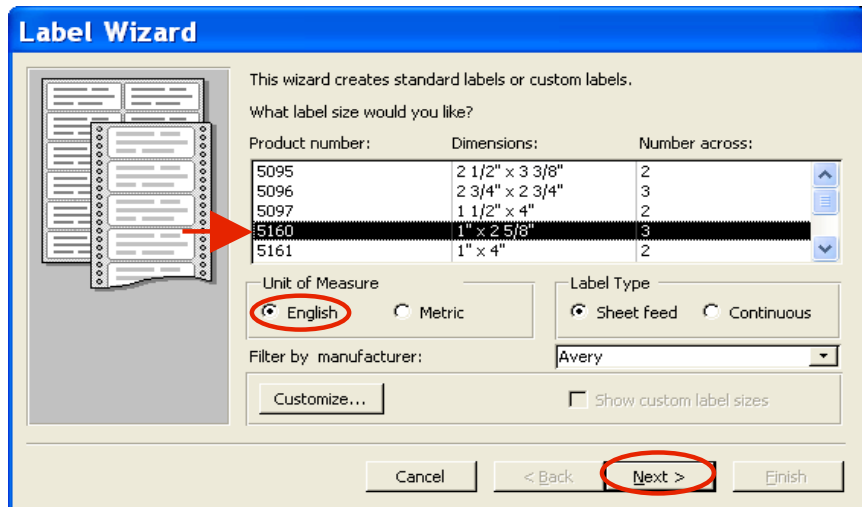Broadview, IL 60155
708.786.5565

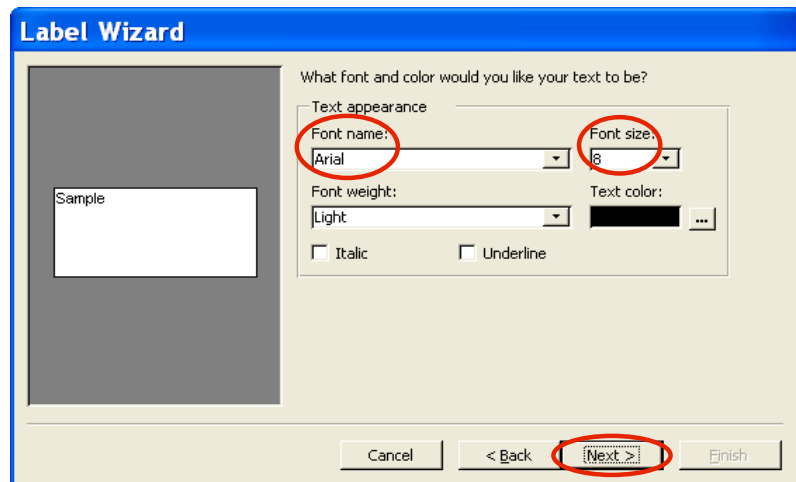**Label Wizard**

Click on drop down arrow
and select Avery

This wizard creates standard labels or custom labels.

What label size would you like?

Product number:	Dimensions:	Number across:
28171	90.2 mm x 42.3 mm	2
28173	96.5 mm x 44.5 mm	2
28175	83.8 mm x 42.3 mm	2
28179	84.0 mm x 42.0 mm	2
28183	83.8 mm x 42.3 mm	2

Unit of Measure
○ English   ● Metric

Label Type
● Sheet feed   ○ Continuous

Filter by manufacturer: A-ONE

A-ONE
Avery
EXPE
Herma
HISAGO
KOKUYO
NANA

Customize...

Cancel   < Ba

Label Wizard

Select 5160 label size

Click on English

Click on Next >

This wizard creates standard labels or custom labels.

What label size would you like?

Product number:	Dimensions:	Number across:
5095	2 1/2" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5160	1" x 2 5/8"	3
5161	1" x 4"	2

Unit of Measure
● English   ○ Metric

Label Type
● Sheet feed   ○ Continuous

Filter by manufacturer: Avery

Customize...   ☐ Show custom label sizes

Cancel   < Back   Next >   Finish

Label Wizard

Change the text appearance
of your choice

Click on Next >

What font and color would you like your text to be?

Text appearance

Font name: Font size:
Arial   8

Font weight: Text color:
Light   [black] ...

☐ Italic   ☐ Underline
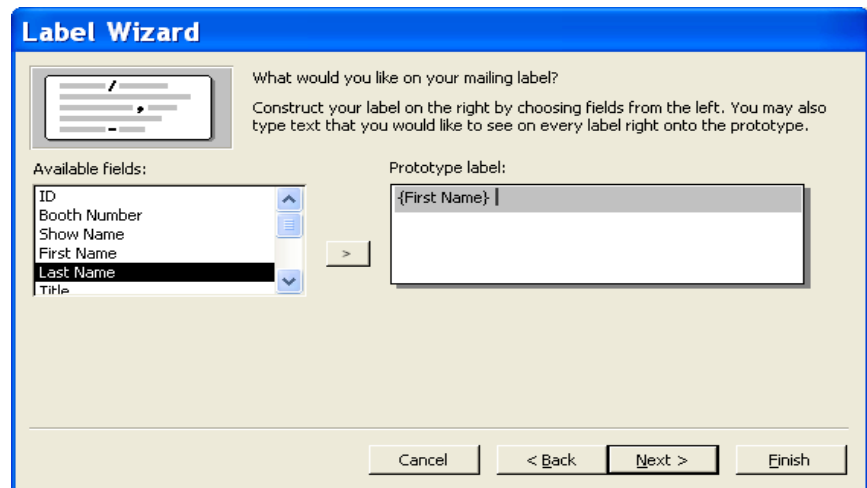
Sample

Cancel   < Back   Next >   Finish

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

3

Click First Name
Click on **>**
Hit the space bar

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

ID
Booth Number
Show Name
First Name
Last Name
Title

Prototype label:

Cancel | < Back | Next > | Finish

Click on **>**
Hit the Enter Key once

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

ID
Booth Number
Show Name
First Name
Last Name
Title

Prototype label:

{First Name}

Cancel | < Back | Next > | Finish
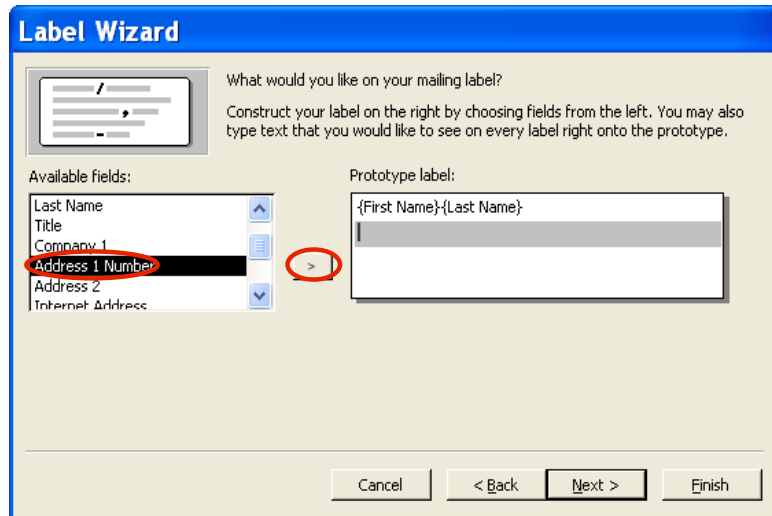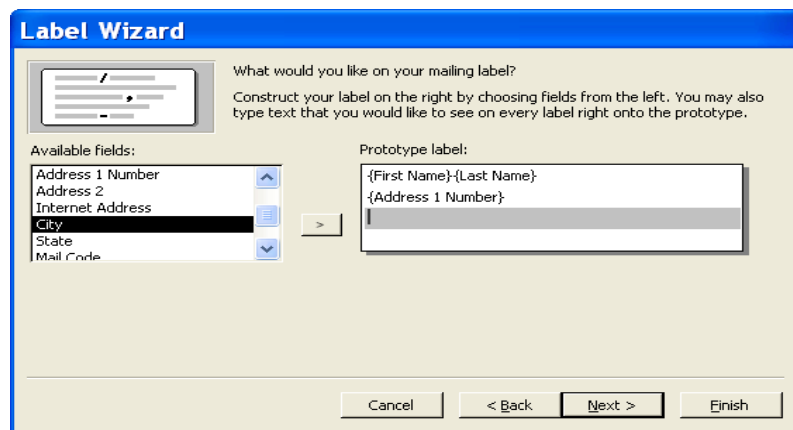
CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

Scroll down in the
Available fields:
Click Address
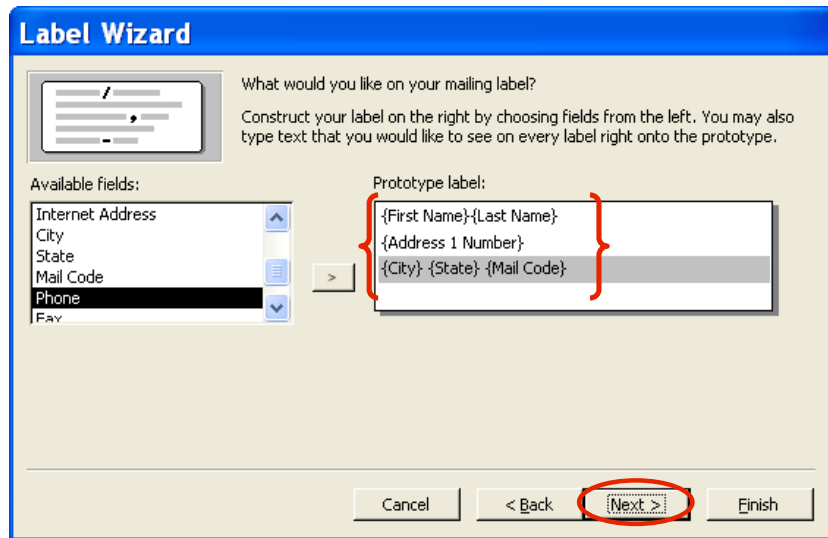Click on >
Hit the Enter Key Once

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

Last Name
Title
Company 1
Address 1 Number
Address 2
Internet Address

Prototype label:

{First Name}{Last Name}

Cancel   < Back   Next >   Finish

Scroll Down and
Select City
Click on **>**
Hit Space bar once
Select State
Click on **>**
Hit Space bar once
Select Mail Code
Click on **>**

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

Address 1 Number
Address 2
Internet Address
City
State
Mail Code

Prototype label:

{First Name}{Last Name}
{Address 1 Number}

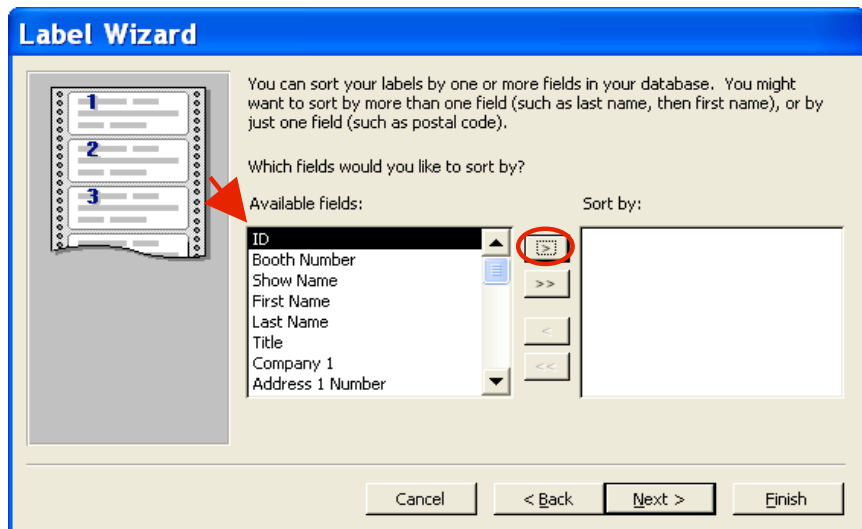Cancel   < Back   Next >   Finish

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

Your label should
look something like
this

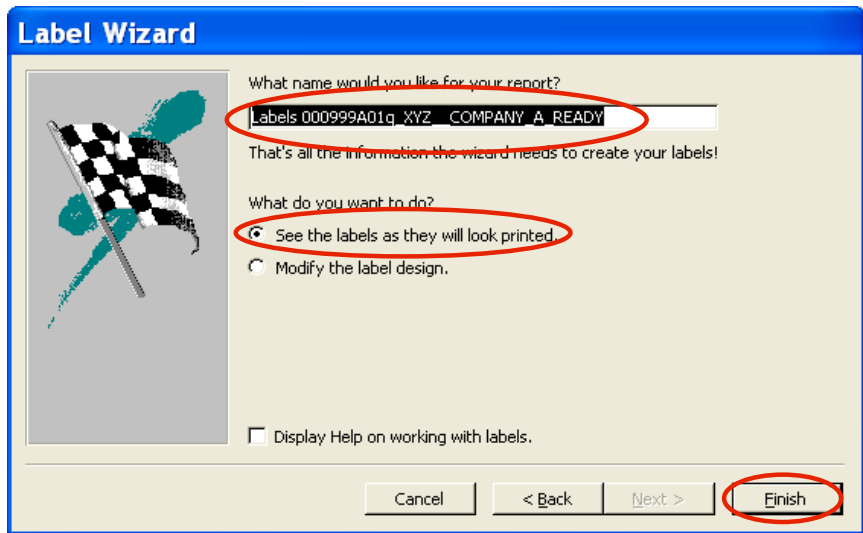Click Next >

Sort by ID
Click on **>**

Click on Next >

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
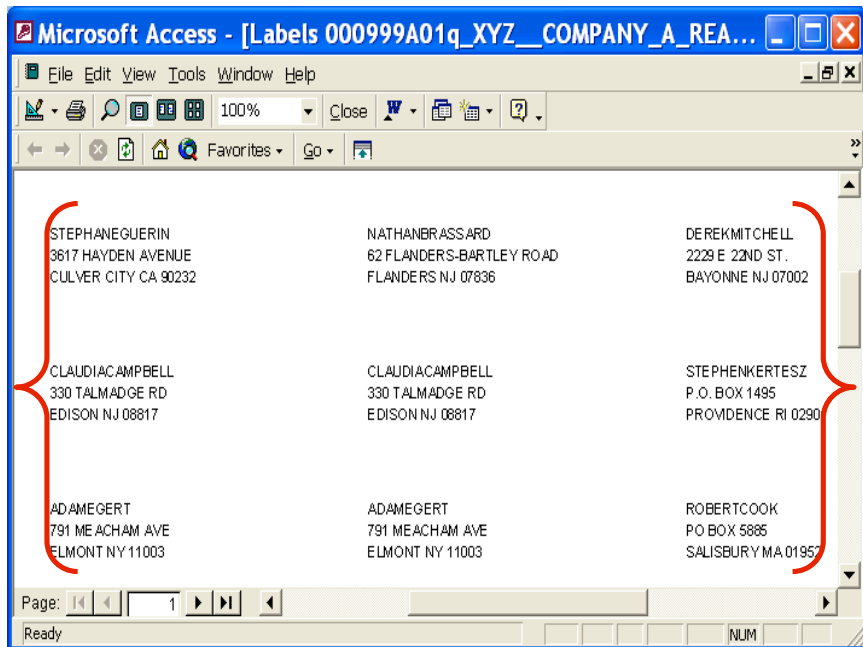708.786.5565

Give a name to your report

Click on See the labels as
they will look printed.

Click Finish

Your data should
look something
like this

You are now ready
to print your labels

You Are Done !

If you need assistance importing your sales lead data into your third party software,
please contact a technical support specialist at 708-786-5565.