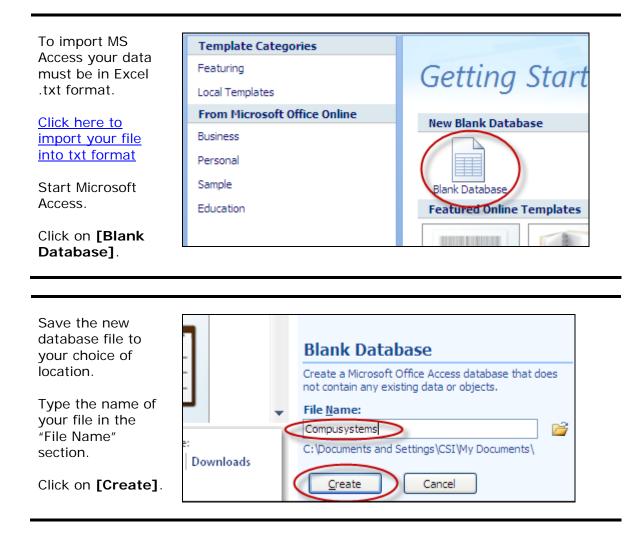


Data Import Instructions: *Microsoft Access Labels 2007*

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Instructions



Locate the	Look in: 🗣 Removable Disk (F:)	
downloaded .csv	MAGD 2008_ACD_2008_018001719	
file in the "Look	Ny Recent	
in:" field. <i>(If</i>	ocuments	
you're on-site,		
this'll likely be	Desktop	
your Removable		
Disk.)		
	Documents	
Select files of		
type: Text Files.	Computer	
Lighlight the file		
Highlight the file you downloaded.	y Network	
you downloaded.	Places	
Click on [Open].	File name:	~
ener en Ceberil	Files of type: Text Files	~
	Tools	D
Click the radio		
button for the	Opelimited - Characters such as comma or tab separate each field	
Delimited option.	Fixed Width - Fields are aligned in columns with spaces between each field	
Click on		
[Next >].	Sample data from file: F:\COMPUSYSTEMSBUYERCONNECT.CSV.	Vame
	2 18001668,,Coverings 2008,,,SARIT,,Test,,PRESIDENT,EVERYTHING FOR THE HOME	Ξ,,1
	3 18001668,, Coverings 2008,,, GRACE,, Smith,, CEO, BURCHETT TILE AND STONE,, 33	Mai

ick the radio Itton for the elimited option.	O Delimited - Characters such as comma or tab separate each field Fixed Width - Fields are aligned in columns with spaces between each field
ick on	
_	Sample data from file: F:\COMPUSYSTEMSBUYERCONNECT.CSV.
lext >].	1 Device Number, Booth Number, Show Name, Salespeson, First Name Prefix, First Name
	2 18001668,,Coverings 2008,,,SARIT,,Test,,PRESIDENT,EVERYTHING FOR THE HOME,,1
	3 18001668,,Coverings 2008,,,GRACE,,Smith,,CEO,BURCHETT TILE AND STONE,,33 Mai
	4 18001668,,Coverings 2008,,,KIRSTEN,,Jones,,CEO,THE DESIRE GROUP,,128 ELIZABE
	5 18001668,,Coverings 2008,,,ANTHONY,,Alberts,,,VITRUVIAN,,80 MORRISTOWN ROAD,
	6 18001668,,Coverings 2008,,,ANN,,Vallione,,OWNER/REMODELER,SISTERS INTERIORS,
	7 18001668,,Coverings 2008,,,MARY,,Test,,,TUSCANY STONE SURFACES INC,,7975 W 2
	8 18001668,,Coverings 2008,,,Mel,,McGuiggan,,VICE PRESIDENT,"CT TILE AND STONE
	9 18001668,,Coverings 2008,,,Gordon ,,Antonili,,,BA-HAUS KNF,,"4300 BISCAYNE B
	1018001668,,Coverings 2008,,,Issac ,,Quinn,,,DESIGN LOFT INTERIORS,,11760 WOOD
	1118001668,,Coverings 2008,,,Test,,Tester,,CO-OWNER/DESIGNER,FUSION DESIGN GRO
	1218001668,,Coverings 2008,,,Peter ,,Johansen,,DISTRIBUTOR,YK MARBLE,,188 FEDE
	1318001668,,Coverings 2008,,,CARL,,Carlson,,PRESIDENT/ DESIGNER,"KUTTLER KITCH
	1418001668,,Coverings 2008,,,Abe ,,Simpson,,,ALLSTONE,,1080 LOUSONS RD.,,info@
	Advanced Carcel <back< th=""></back<>

Click on the radio button for Comma delimited. Check the check			Comma O Space	O Qther: [ext Qualifier: {	inone} v		
box or First Row	Device Number	Booth Number	Show Name	Salespeson	First Name	Prefix First	N
Contains Field	18001668 18001668		Coverings 2008 Coverings 2008			SARIT GRACE	
Names.	18001668		Coverings 2008			KIRSTE	EN
	18001668		Coverings 2008			anthon	NY
Click on Ellevet 1	18001668		Coverings 2008			ANN	
Click on [Next >] .	18001668		Coverings 2008			MARY	
	18001668		Coverings 2008			Mel	
	18001668		Coverings 2008			Gordor	n
	18001668		Coverings 2008			Issac	
	18001668		Coverings 2008			Test	
	18001668		Coverings 2008			Peter	
	18001668		Coverings 2008			CARL	
	18001668		Coverings 2008			Abe	
	18001668		Coverings 2008			GENE	
	•						
	Ad <u>v</u> anced		C	Cancel	< <u>B</u> ack	Next >	>

Select all of the fields by highlighting the first field, holding down the [Shift] key, moving the scroll bar all the way to the right, then clicking on the last field.

Device Number	Booth	Number	Show Na	me		Salespeson	First	Name	Prefix	First	Name	Midd
18001668			Coverin	gs	2008					SARIT		
18001668	/		Coverin	gs	2008					GRACE		
18001668			Coverin	gs	2008					KIRST	EN	
18001668 🛛 🧖			Coverin	gз	2008					ANTHO	VΥ	
18001668			Coverin	gs	2008					ANN		
18001668			Coverin	gз	2008					MARY		
18001668			Coverin	gs	2008					Mel		
18001668			Coverin	gз	2008					Gordon	n	
18001668			Coverin	gs	2008					Issac		
18001668			Coverin	gs	2008					Test		
18001668			Coverin	gs	2008					Peter		
18001668			Coverin	gs	2008					CARL		
18001668			Coverin	gs	2008					Abe		
18001668			Coverin	gs	2008					GENE		

Select Data Type: Text from the drop-down list.	Field Options Field Name: Device Number Indexed: No Indexed: No
Click on [Next >] .	< Back Next > Einish

Click on [Finish].	Linked Table Name: CompusystemsBuyerConnect
(The name auto- fills the "Linked Table Name" field.)	Cancel < Back Next > Enish

Click on [OK] .	Link Text Wizard 🛛 🔀
	Finished linking table 'CompusystemsBuyerConnect' to file 'F:\CompusystemsBuyerConnect.csv'.

Data Import Instructions: *Microsoft Access Labels 2007*

Click on [Create] . Click on [Labels] .	Create External Data	Blan	tChart k Form e Forms * Design	Blank Repo
Select Avery from the drop-down list in "Filter by manufacturer".	Filter by manufacturer:	Avery	>	~
Select 5160 label size.	Product number: 5095 5096 5097 5159 5160	Dimensions: 2 1/3" x 3 3/8" 2 3/4" x 2 3/4" 1 1/2" x 4" 1 1/2" x 4" 1 1/2" x 4" 1 x 2 5/8"	Number across: 2 3 2 2 3	
Click on [Next >] .	< Back Next >	Einish		

Change font name and font size to the text appearance of your choice. Click on [Next >] .	Text appearance Font name: Font size: Ight: Italic Underline
	Cancel < <u>B</u> ack <u>N</u> ext > Einish

Click on First Name . Click on > to move your selection to the	Available fields: Prototype label: Salespeson First Name Prefix First Name Middle Initial Last Name Last Name Suffix
prototype label.	Available fields: Prototype label: First Name Prefix First Name Middle Initial Last Name Suffix Title
Press the [Space bar] to insert a space after {First Name} on your prototype label.	Prototype label:

Version 0.2

Data Import Instructions: *Microsoft Access Labels 2007*

Click on Last Name. Click on > to move your selection to the prototype label.	Available fields: Prototype label: First Name Prefix First Name Middle Initial Last Name Last Name Suffix Title
Press the [Enter] key once to add a new line in the prototype label.	Prototype label: {First Name} {Last Name}
Click on Address 1 . Click on > to move your selection to the prototype	Available fields: Prototype label: Title (First Name) {Last Name} Company 1 (Address 1) Address 2 (Address 2) Email Address (Address 2)

{First Name} {	Last Name}	
{Address 1}	·	

label.

Press the **[Enter]** key once to add a new line in the prototype label. ^

v

>

Click on City.

Click on > to move your selection to the prototype label. Available fields:

Email Address

City State Province

Postal Code

Address 1

Address 2

Press the **[Space bar]** to insert a space after {City} on your prototype label.

Prototype label:	
{First Name} {Last Name} {Address 1}	
{City}	

Click on State Province.

Click on > to move your selection to the prototype label.

Press the [Space
bar] to insert a
space after { State
Province} on your
prototype label.

Available fields:	Prototype label:		
Address 2 Address 2 State Province Postal Code Country	{First Name} {Last Name} {Address 1} {City} {State Province}		

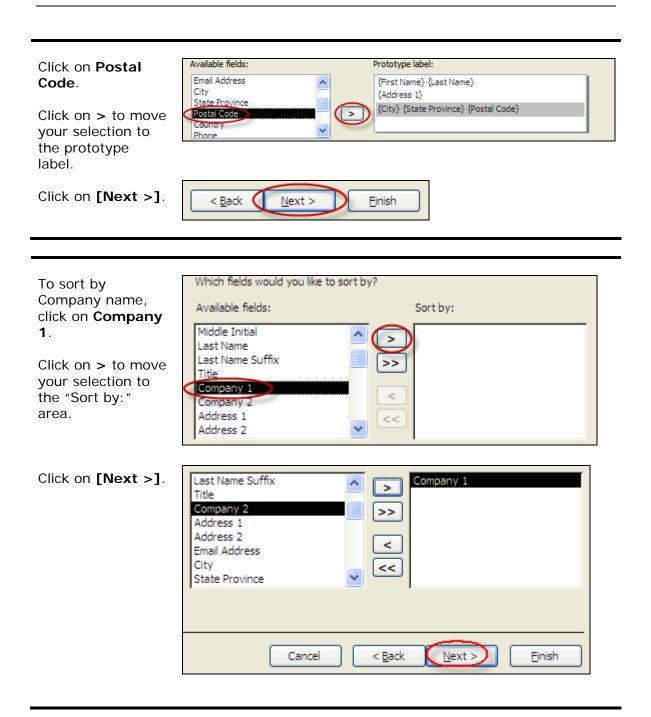
Prototype label:

{Address 1}

{City}

{First Name} {Last Name}

Prototype label:	
{First Name} {Last Name} {Address 1}	
{City} {State Province}	



Give a name to your report.	What name would you like for your report? Labels CompusystemsBuyerConnect				
Click on the radio button for See labels as they will look printed.	That's all the information the wizard needs to create your labels! What do you want to do?				
Click on [Finish] .	○ Modify the label design. Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>				

	ompusystemsBuyerConnect Labels Co	mpusystemsBuyerConnect	
look something like this:	SARIT Test 123 teset	GRACE Smith 33 Main	KIRSTEN Jones 128 ELIZABETH
You are now ready to print your	FAIR LAWN NJ 7410	LOWER GWYNEDD PA 19002	SAN ANTONIO TX 78209
labels.	ANTHONY Alberts 80 MORRISTOWN ROAD BERNARDSVILLE NJ 7924	ANN Vallione 410 PADRE BLVD. SOUTH PADRE ISLAND TX 78597	MARY Test 7975 W 20TH AVE HIALEAH FL 33014

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.