



# Data Import Instructions: *Microsoft Access Labels 2007*

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# Data Import Instructions: *Microsoft Access Labels 2007*

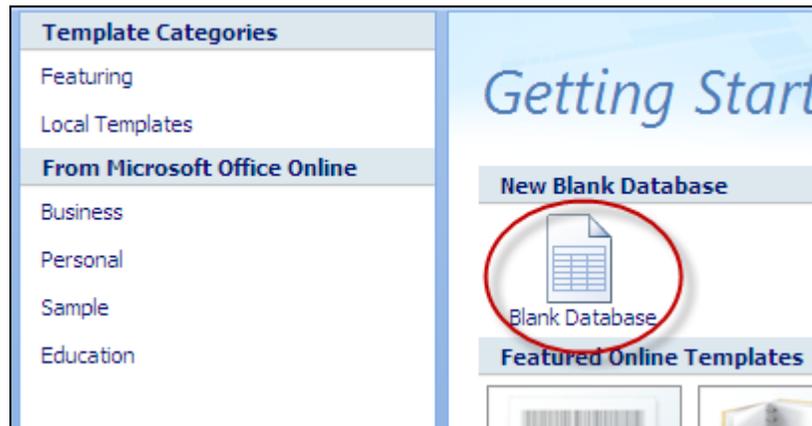
## Instructions

To import MS Access your data must be in Excel .txt format.

[Click here to import your file into txt format](#)

Start Microsoft Access.

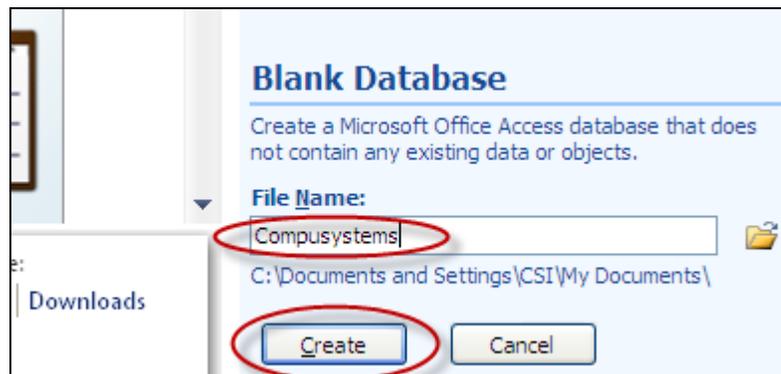
Click on **[Blank Database]**.



Save the new database file to your choice of location.

Type the name of your file in the "File Name" section.

Click on **[Create]**.



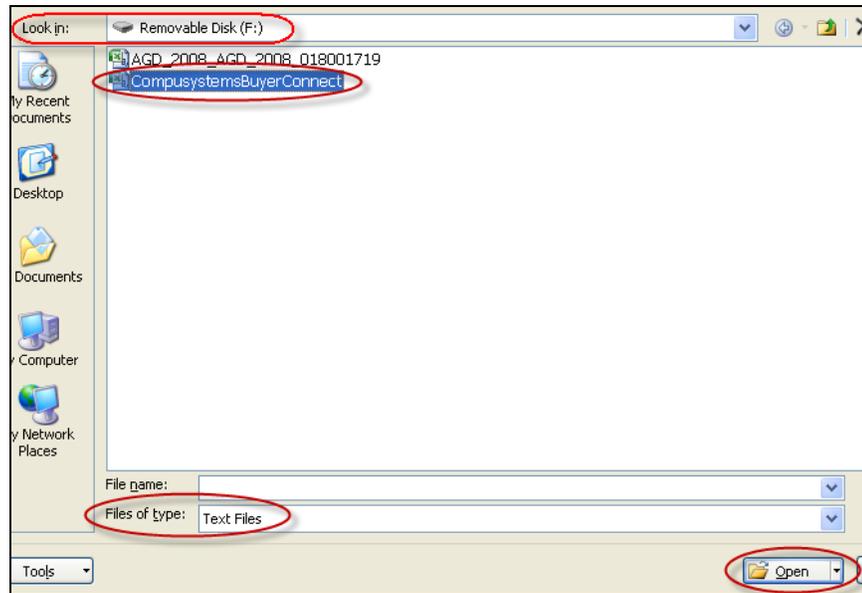
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Locate the downloaded .csv file in the "Look in:" field. (If you're on-site, this'll likely be your Removable Disk.)

Select files of type: **Text Files**.

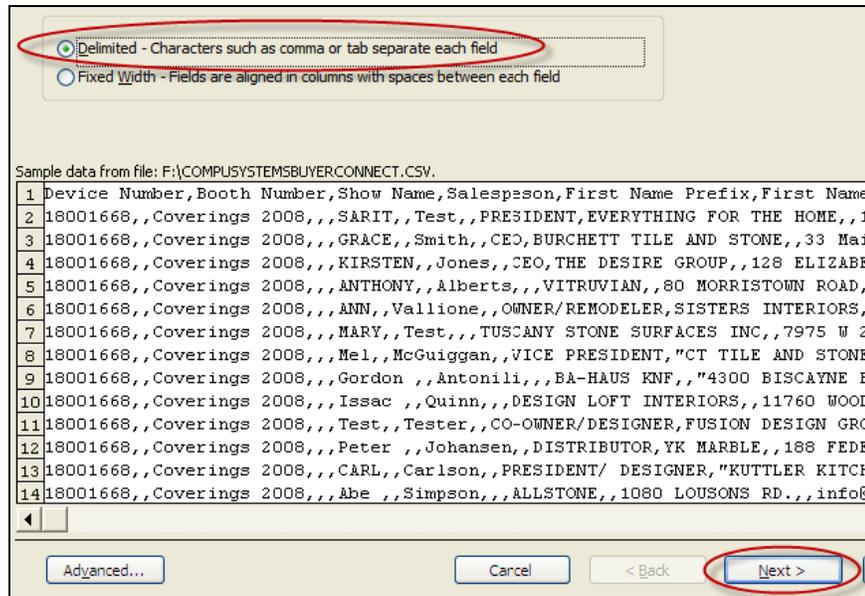
Highlight the file you downloaded.

Click on **[Open]**.



Click the radio button for the **Delimited** option.

Click on **[Next >]**.



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Click on the radio button for **Comma** delimited.

Check the check box or **First Row Contains Field Names**.

Click on **[Next >]**.

Choose the delimiter that separates your fields:

Tab  Semicolon  Comma  Space  Other:

First Row Contains Field Names Text Qualifier: (none) ▼

Device Number	Booth Number	Show Name	Salespeson	First Name Prefix	First N
18001668		Coverings 2008			SARIT
18001668		Coverings 2008			GRACE
18001668		Coverings 2008			KIRSTEN
18001668		Coverings 2008			ANTHONY
18001668		Coverings 2008			ANN
18001668		Coverings 2008			MARY
18001668		Coverings 2008			Mel
18001668		Coverings 2008			Gordon
18001668		Coverings 2008			Issac
18001668		Coverings 2008			Test
18001668		Coverings 2008			Peter
18001668		Coverings 2008			CARL
18001668		Coverings 2008			Abe
18001668		Coverings 2008			GENE

Advanced... Cancel < Back **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 Name	Salespeson	First Name Prefix	First Name	Middle
18001668		Coverings 2008			SARIT	
18001668		Coverings 2008			GRACE	
18001668		Coverings 2008			KIRSTEN	
18001668		Coverings 2008			ANTHONY	
18001668		Coverings 2008			ANN	
18001668		Coverings 2008			MARY	
18001668		Coverings 2008			Mel	
18001668		Coverings 2008			Gordon	
18001668		Coverings 2008			Issac	
18001668		Coverings 2008			Test	
18001668		Coverings 2008			Peter	
18001668		Coverings 2008			CARL	
18001668		Coverings 2008			Abe	
18001668		Coverings 2008			GENE	

**Next >**

Select Data Type: **Text** from the drop-down list.

Field Options

Field Name: Device Number Data Type: **Text** ▼

Indexed: No ▼  Do not import field (Skip)

Click on **[Next >]**.

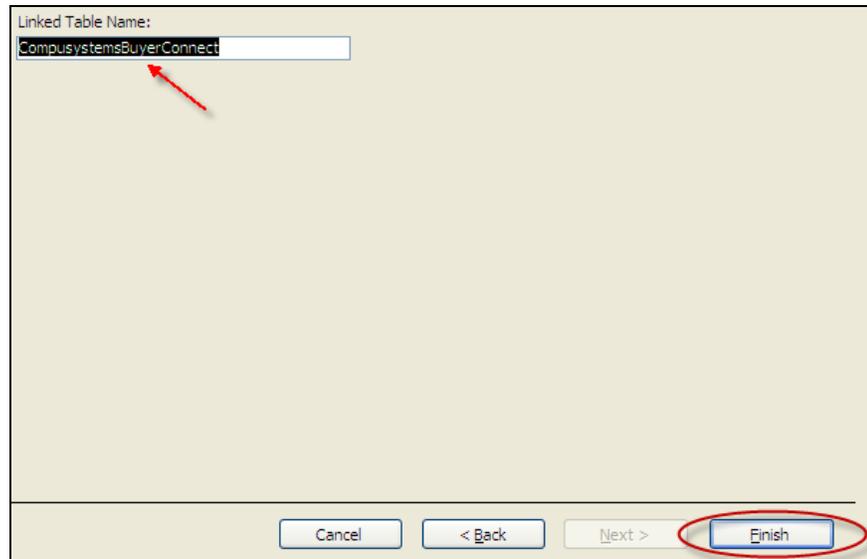
< Back **Next >** Finish

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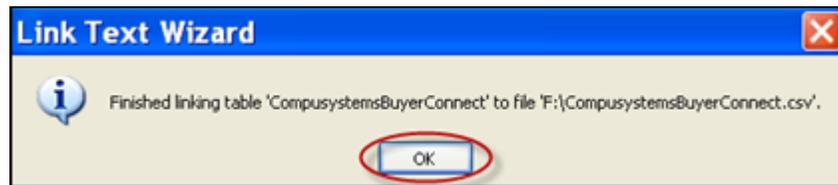
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Click on **[Finish]**.

*(The name auto-fills the "Linked Table Name" field.)*



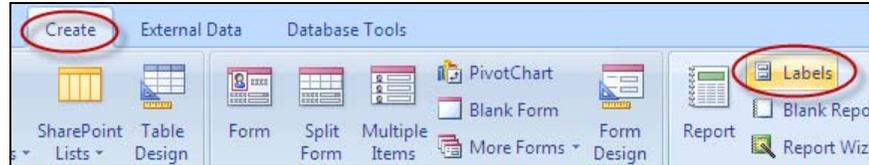
Click on **[OK]**.



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Click on **[Create]**.

Click on **[Labels]**.



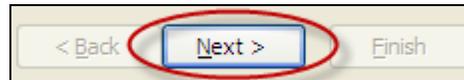
Select **Avery** from the drop-down list in "Filter by manufacturer".



Select **5160** label size.

Product number:	Dimensions:	Number across:
5095	2 1/3" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5159	1 1/2" x 4"	2
5160	1" x 2 5/8"	3

Click on **[Next >]**.



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Change font name and font size to the text appearance of your choice.

Click on **[Next >]**.

Text appearance

Font name: Arial Font size: 8

Font weight: Light Text color: [Black]

Italic  Underline

Cancel < Back **Next >** Finish

Click on **First Name**.

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

Available fields: Salespeson, First Name Prefix, **First Name**, Middle Initial, Last Name, Last Name Suffix

Prototype label:

>

Available fields: First Name Prefix, First Name, Middle Initial, **Last Name**, Last Name Suffix, Title

Prototype label: (First Name)

>

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

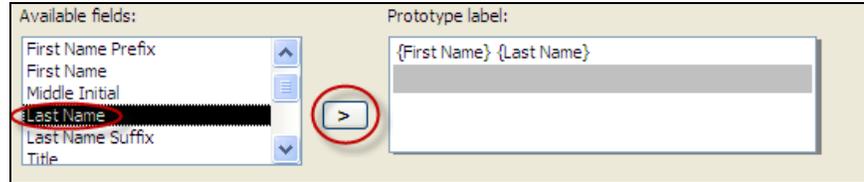
Prototype label: {First Name}

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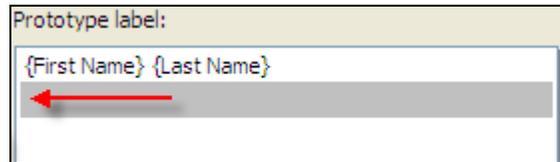
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Click on **Last Name**.

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

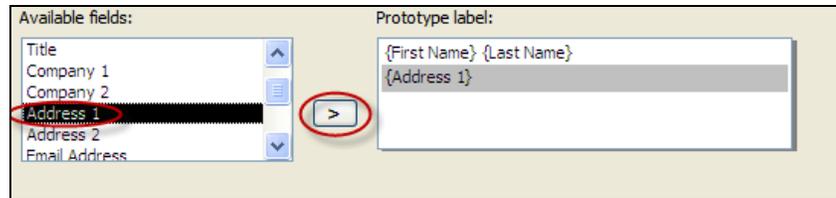


Press the **[Enter]** key once to add a new line in the prototype label.

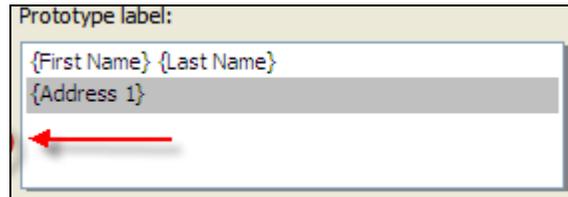


Click on **Address 1**.

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



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



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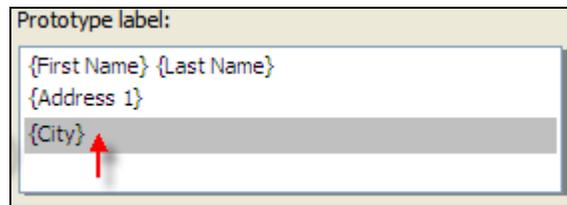
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Click on **City**.

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

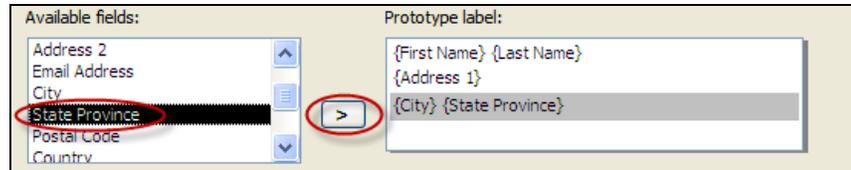


Press the **[Space bar]** to insert a space after {City} on your prototype label.

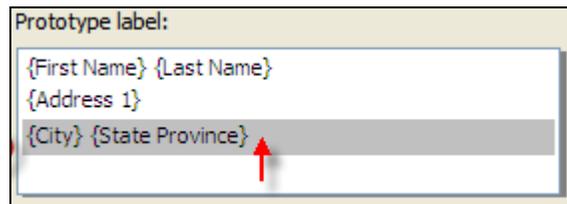


Click on **State Province**.

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.



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Click on **Postal Code**.

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

Available fields: Email Address, City, State Province, **Postal Code**, Country, Phone

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

Click on **[Next >]**.

< Back **Next >** Finish

To sort by Company name, click on **Company 1**.

Click on > to move your selection to the "Sort by:" area.

Which fields would you like to sort by?

Available fields: Middle Initial, Last Name, Last Name Suffix, Title, **Company 1**, Company 2, Address 1, Address 2

Sort by:

Click on **[Next >]**.

Last Name Suffix, Title, **Company 2**, Address 1, Address 2, Email Address, City, State Province

Sort by: Company 1

Cancel < Back **Next >** Finish

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Give a name to your report.

Click on the radio button for **See labels as they will look printed.**

Click on **[Finish]**.

What name would you like for your report?  
Labels CompusystemsBuyerConnect

That's all the information the wizard needs to create your labels!

What do you want to do?

See the labels as they will look printed.

Modify the label design.

Cancel < Back Next > Finish

Your data should look something like this:

You are now ready to print your labels.

Labels CompusystemsBuyerConnect		
SARIT Test 123 testet FAIR LAWN NJ 7410	GRACE Smith 33 Main LOWER GWYNEDD PA 19002	KIRSTEN Jones 128 ELIZABETH SAN ANTONIO TX 78209
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.