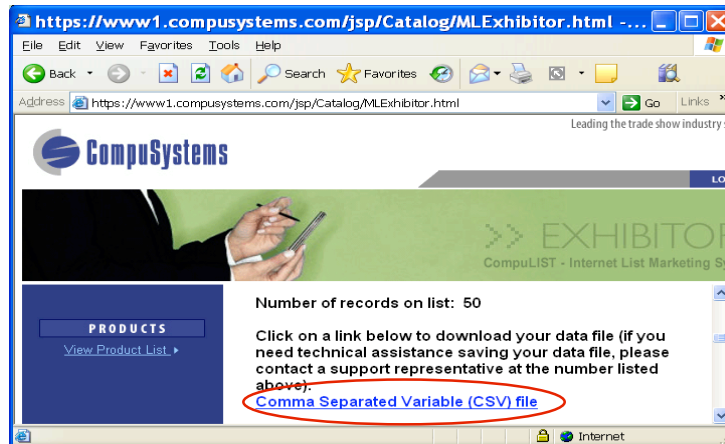


# Instructions for Retrieval & Download of TrafficMax: Open File Format



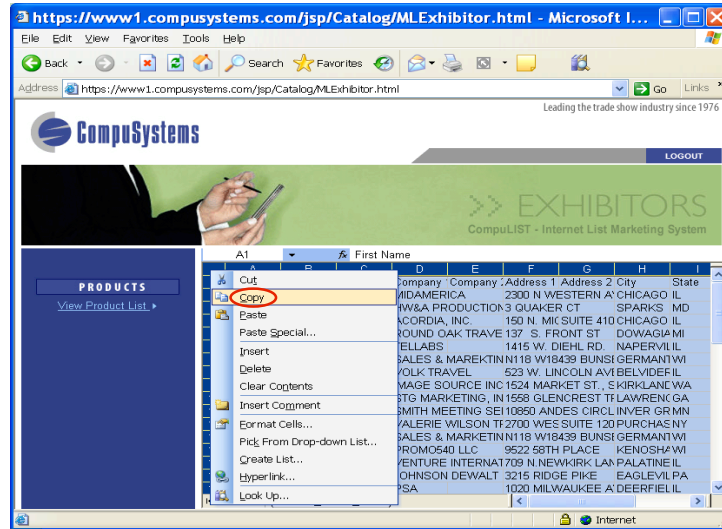
Click on the Link Comma Separated Variable (CSV) file



Once file is open in the browser  
 Right-click on the empty cell located above the number 1 and Left of the letter A  
 Highlight the entire worksheet

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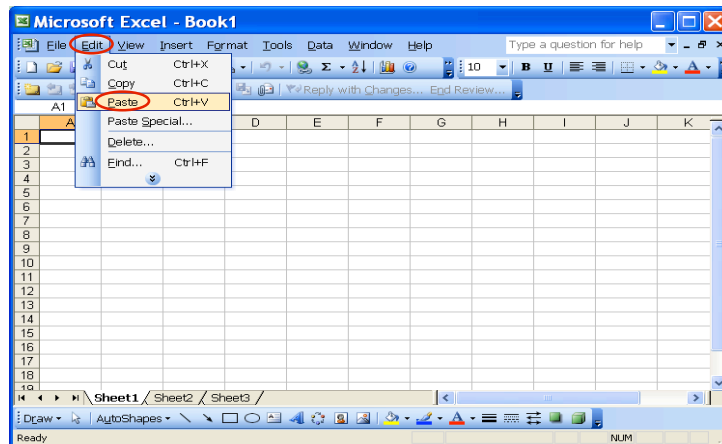
Click Copy



Start Excel

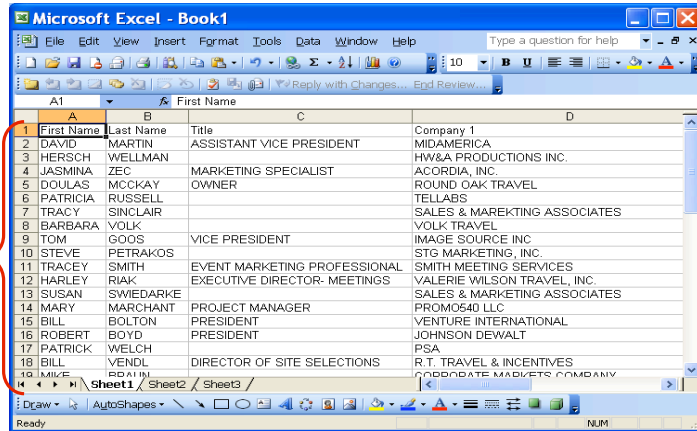
Click Edit

Click Paste



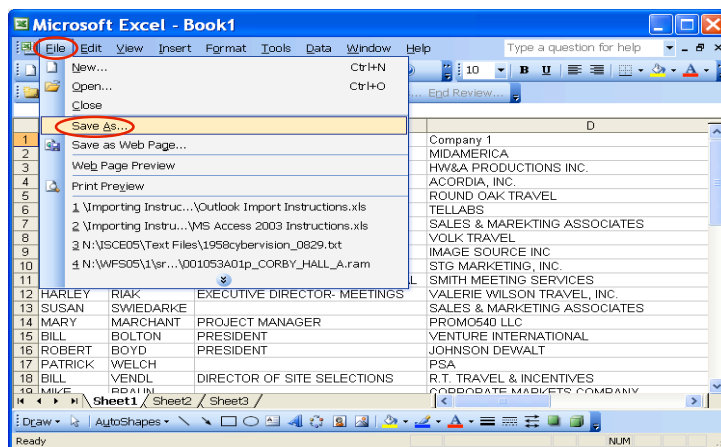
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Your data should look like this.



Click File

Click Save As...

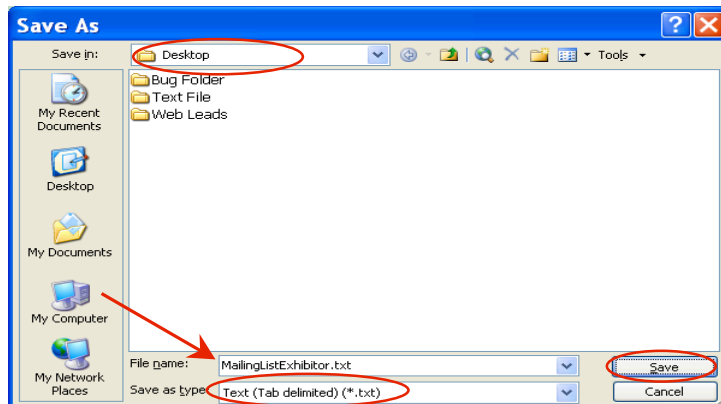


Click the Save in: field and select the destination of your choice to save the file

Change File name: of your choice

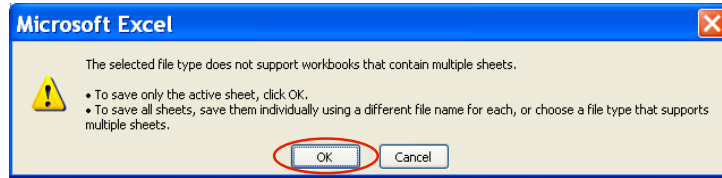
Change the Save as type: field to Text (Tab delimited) (\*.txt)

Click Save

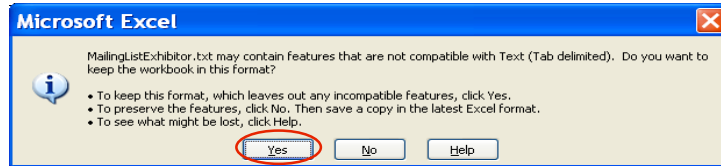


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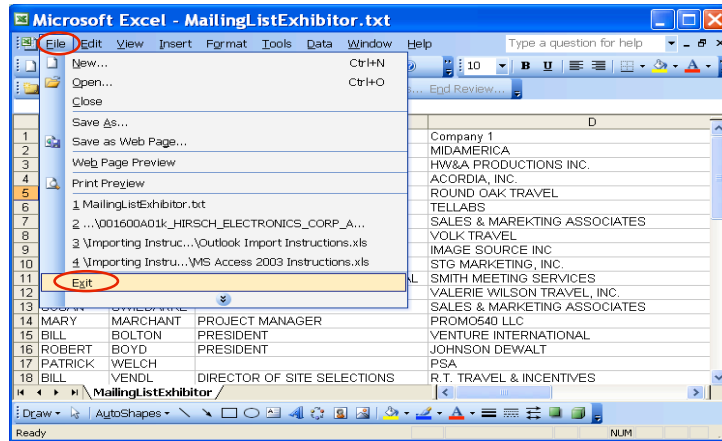
Click OK



Click Yes



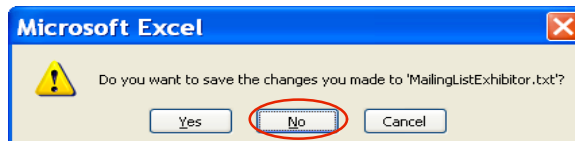
Click File



Click Exit

Click No

**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.

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