CompuSystems

Data Import Instructions:
Microsoft Excel 2007 CSV Format

Instructions

Open Microsoft Excel.

Click on the **[Office]** button.

Click on **[Open]**.

Locate the .txt file in the "Look in:" field.

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

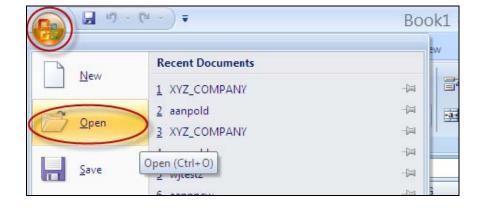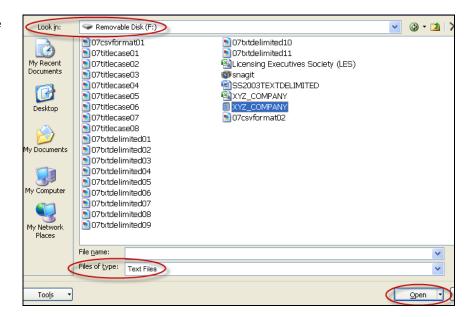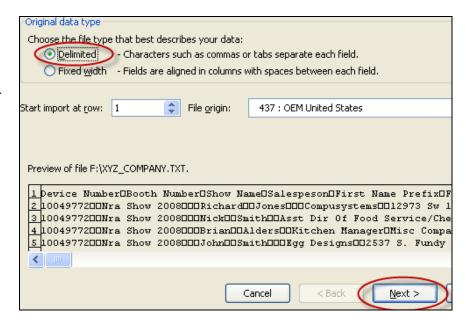Click on **[Open]**.

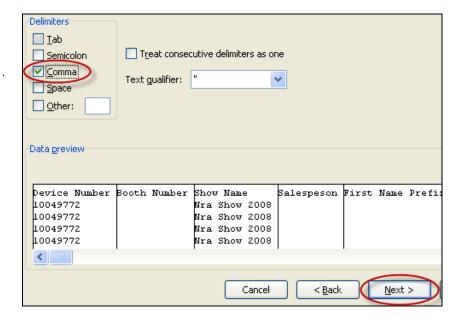# Data Import Instructions:
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Click on the radio button for the **Delimited** option.

Click on **[Next >]**.
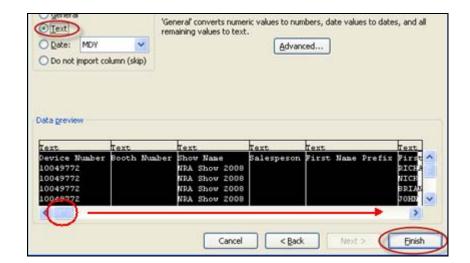

Click on the check box for **Comma**.

Click on **[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.

Click the **Text** radio button in Column data format section.
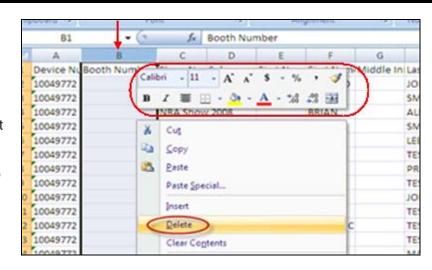
Click on **[Finish]**.

Delete the unwanted data (qualifiers, phone, fax, etc.) and blank fields which will not be included in your merged document.

Highlight the column(s) to be deleted. (*Column B is used here.*)

Right-click your mouse to see a list of options.
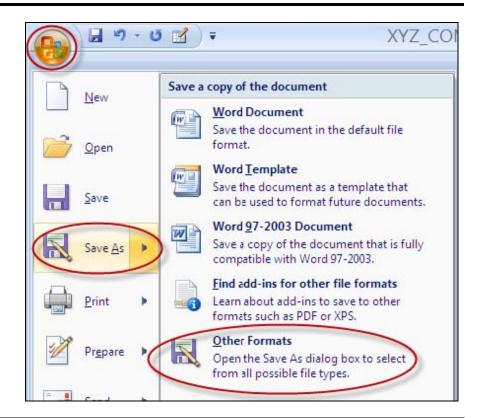
Click on **Delete** to delete the column(s).

Click the **[Office]** button.

Click on **[Save As]**.

Select **Other Formats**.

Type a file name.
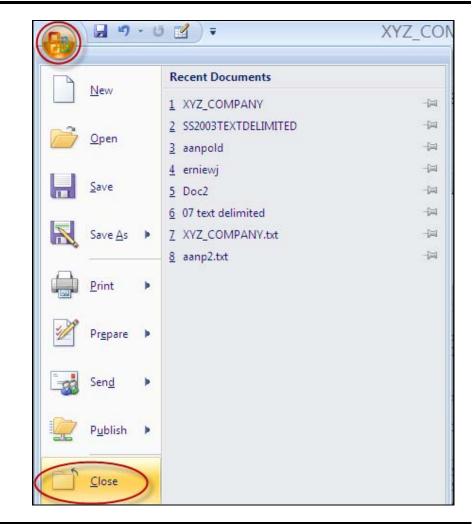
Save as type: **CSV (Comma delimited)**.

Click on **[Save]**.

Click on **[Yes]**.

Click the **Office** button.

Click on **Close**.

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Click on **[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.