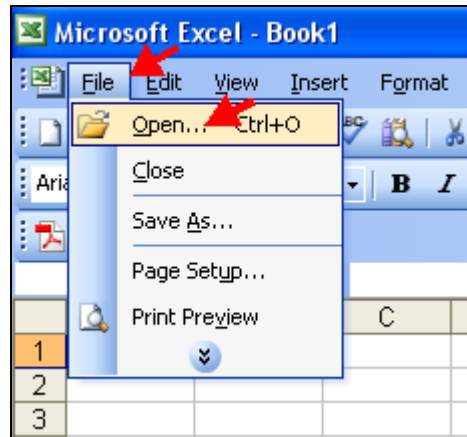# CompuSystems

Data Import Instructions:

Microsoft Excel 2003 Text Delimited

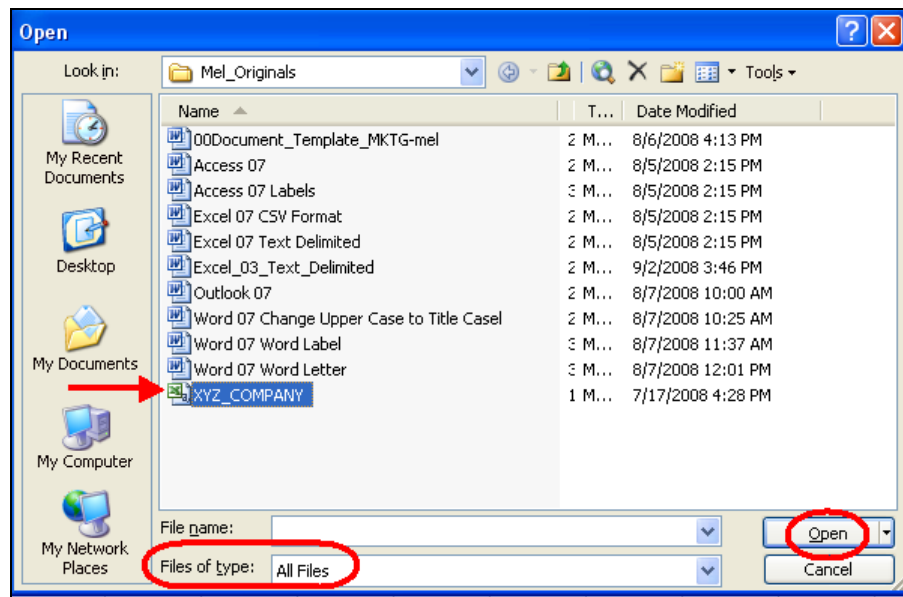## Contents

Instructions

Start Microsoft
Excel.

Click on **[File]**.

Click on **[Open]**.

Change the
Files of type: to
All Files.

Locate and
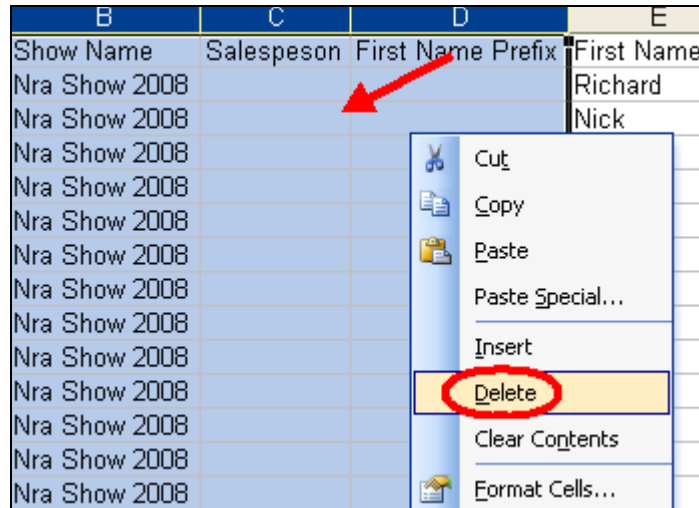select your CSV
file.

Click on
[Open].

Delete the unwanted data and blank fields which will not be included in your merged document, such as qualifiers, phone, fax, etc.
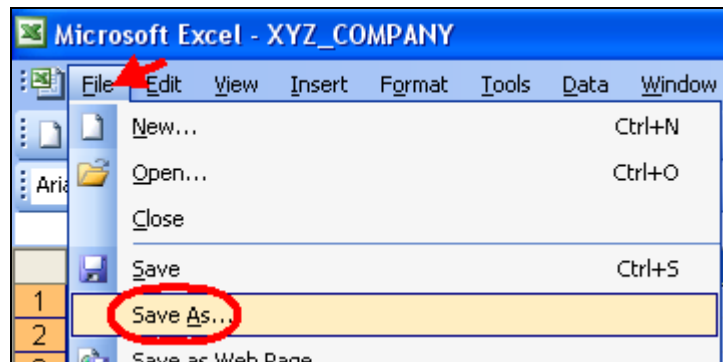
Highlight the unwanted columns.

Right-click your mouse to see a list of options.

Click on **[Delete]** to remove the unwanted columns.
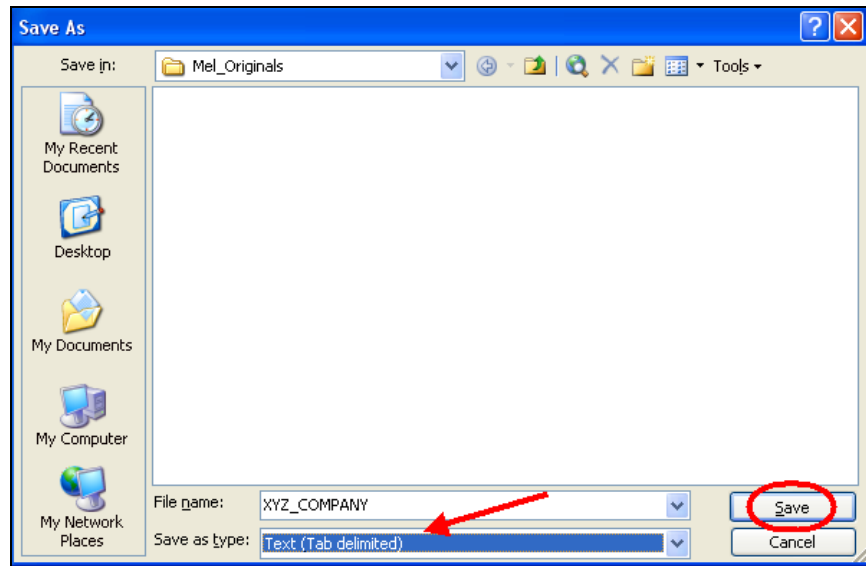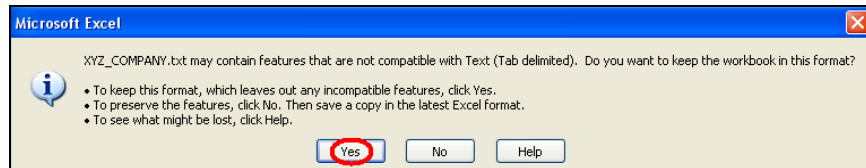
Click on **[File]**.

Click on **[Save As]**.

Save as type:
Text (Tab delimited).

Click on **[Save]**.
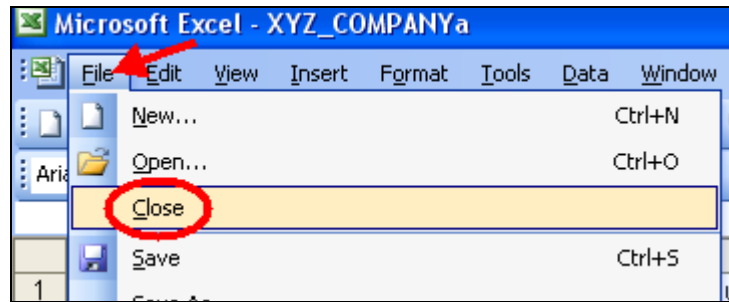

You'll see a message informing you that some features may not be compatible with the tab delimited file type.

Click on **[Yes]**.
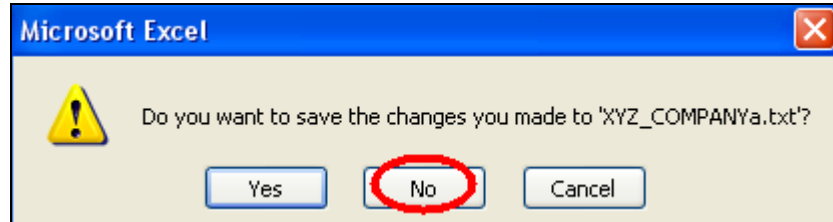
Click on **[File]**.

Click on **[Close]**

At the prompt,
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.

Document Information

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                  Linda Hyerdall, Scott Buckley
Sign-off: x

Date	Version	Description
26-Aug 2008	0.1	First draft.
02-Sep 2008	0.2	Scott's updates.

Versions beginning in 0 indicate a draft status; versions beginning in 1 or later indicate published versions.