



## **CompuLEAD Data Import Instructions: Lotus 123**

1. Insert your CompuSystems provided diskette into your correct drive.
2. Press the \ key to display the command menu.
3. Press the F key to select the 'File' menu.
4. Press the I key to select the 'Import' menu.
5. Press the N key to select the 'Numbers' menu.
6. Enter the name of the data file (and path if necessary) to be imported.
7. From this point please consult your manual for instructions on how to use and manipulate the data.