## **CompuLEAD Data Import Instructions:** Change Upper Case to Title Case

To change Upper Case to Title Case your data must be in Excel .txt format. Click here to convert to .txt

Start Word

Click File

Click Open





Files of type "All Files (\*.\*)" Click Open



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Click Change Case...

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Change the Save as type: to "Plain Text" (\*.txt)

Click Save

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Jack Pavlo	4723 Oak Fair Blvd Tampa	Fl	33610				
Andrew Galambo	s 55 Commerce Dr	Hauppau	ge	Ny	11788		
Curtis Adamo	383 Church Rd. Mount L	aurel	Nj	08054			
Steve Bernsteir	a 1705 Hereford Road	Hewlett	Ny	11557			
Ira Smith	Po Box 557 Bristol	Pa	19007				
Frank Lindsay	469 North Harrison Street	Princeton	Nj	08543			
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#### Click Exit

#### 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.