

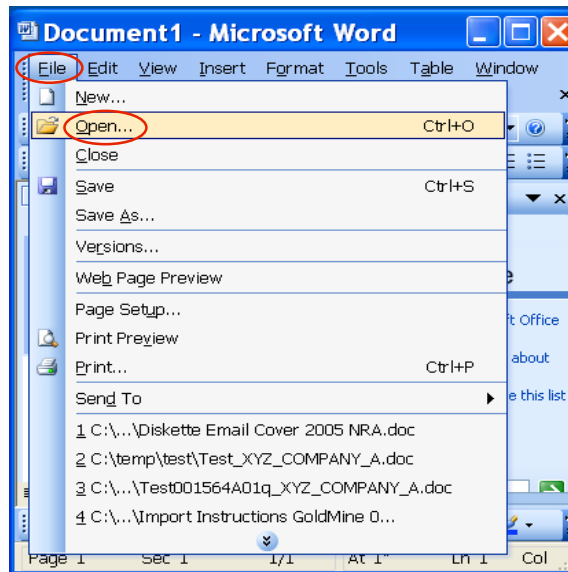
CompuLEAD Data Import Instructions: Change Upper Case to Title Case

To change Upper Case to Title Case your data must be in Excel .txt format.
[Click here to convert to .txt](#)

Start Word

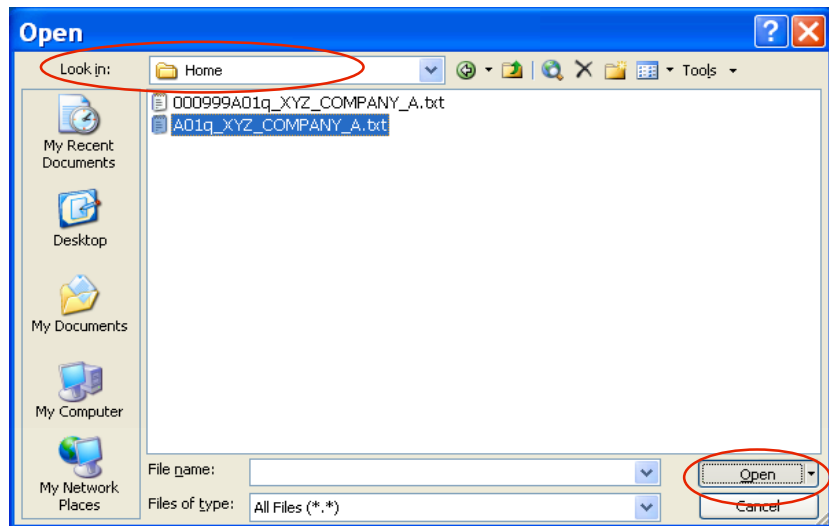
Click File

Click Open



Click in Look in field and locate your .txt file

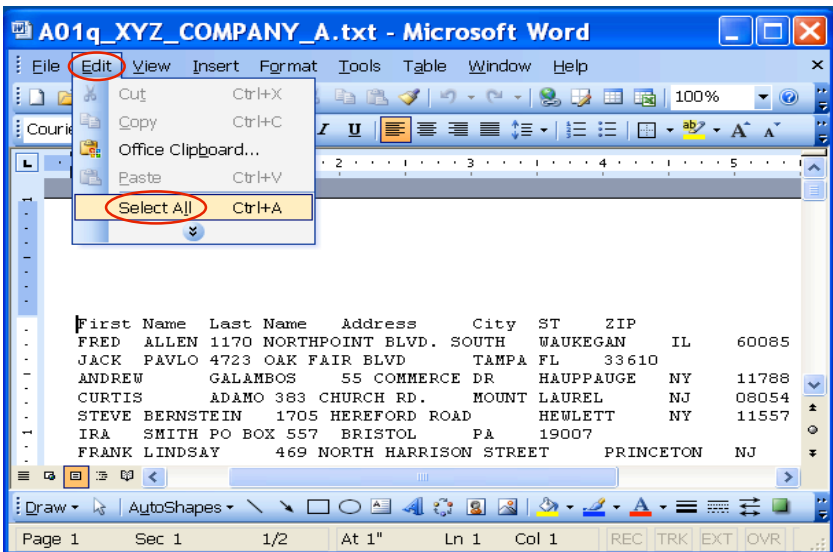
Files of type "All Files (*.*)" Click Open



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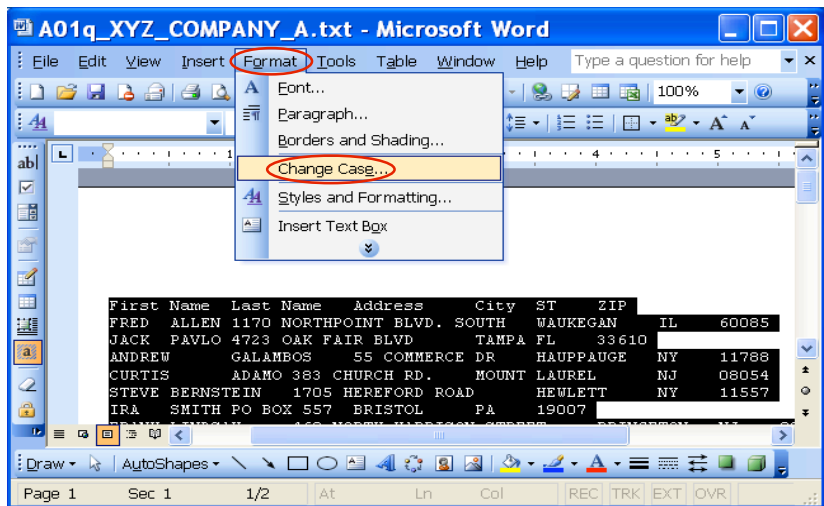
Click Edit

Click Select All



Click Format on the menu bar

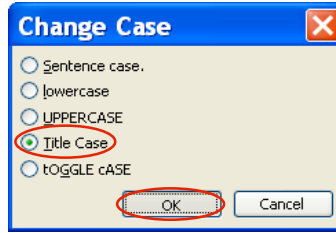
Click Change Case...



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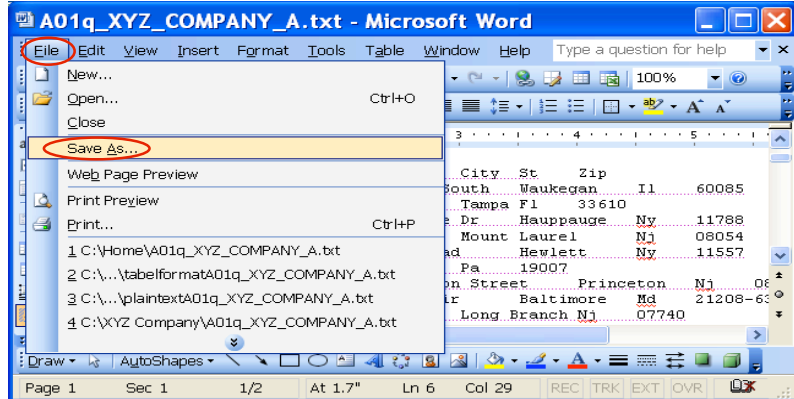
Click Title Case

Click OK



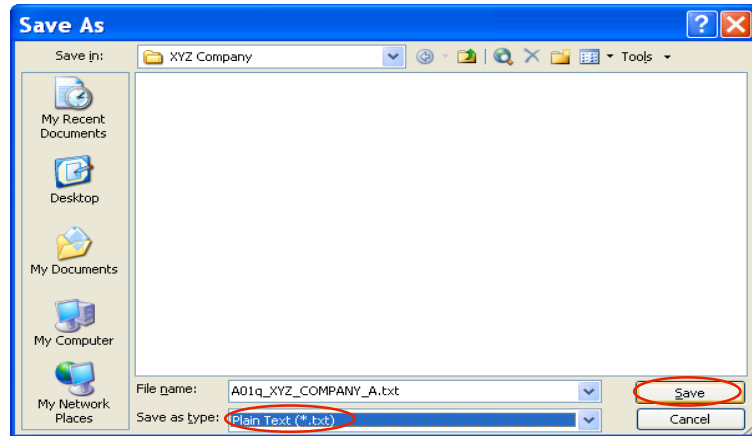
Click File

Click Save As...

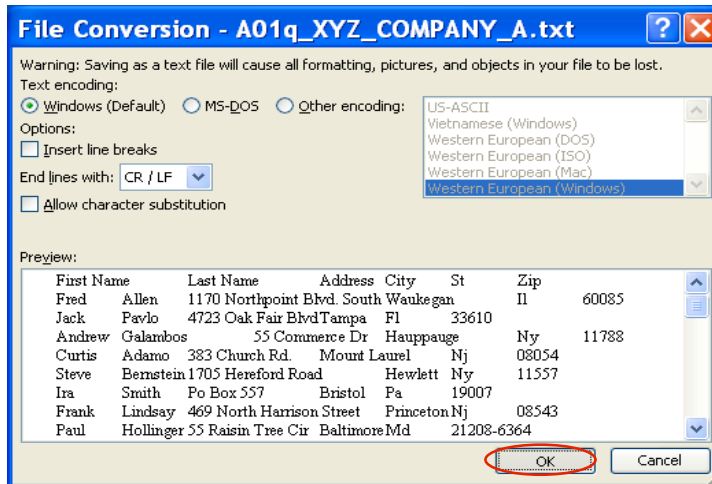


Change the Save as type:
to "Plain Text" (*.txt)

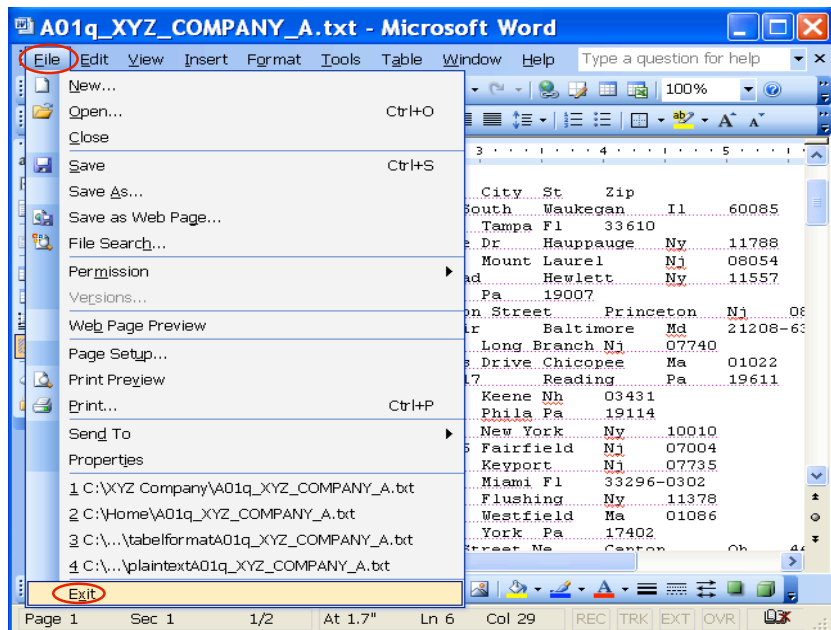
Click Save



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Click OK



Click File

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.

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