CompuSystems

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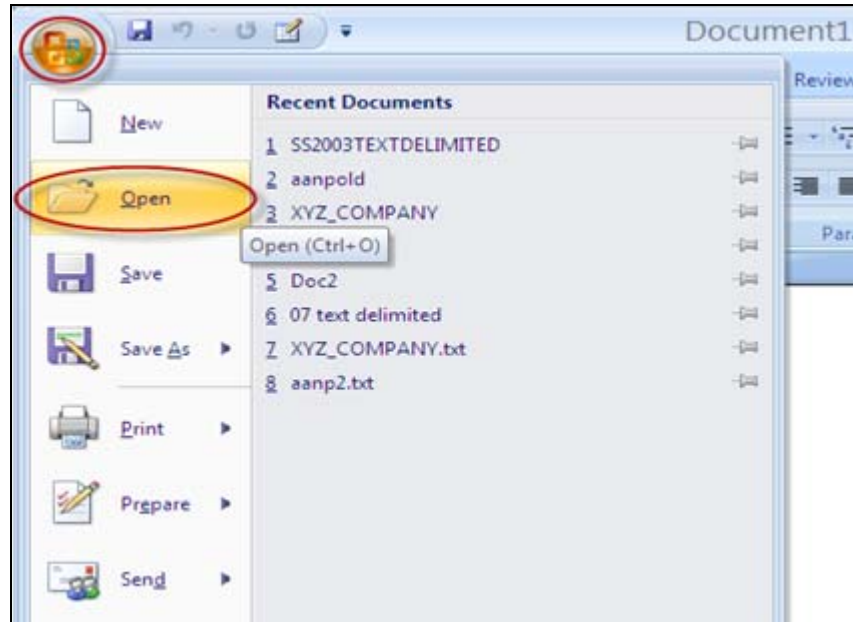# *Change Upper Case to Title Case*

Instructions

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

Click here to import your file into txt format

Start Microsoft Word.
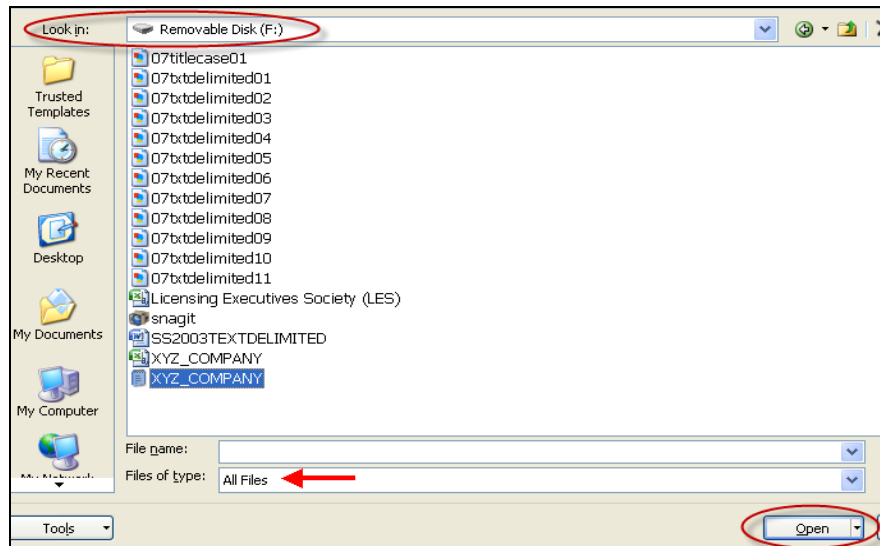
Click on the **[Office]** button.

Click on **[Open]**.

Click in the **Look in** field and locate your .txt file.

Verify the Files of type is: **All Files**.
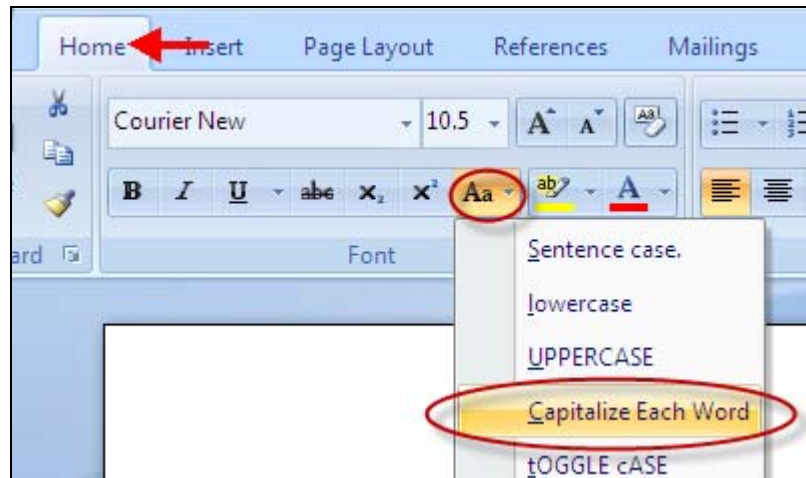
Click on **[Open]**.

Data Import Instructions:
Change Upper Case to Title Case

Press **[Ctrl-A]** to select all text.

Click on **[Home]**.
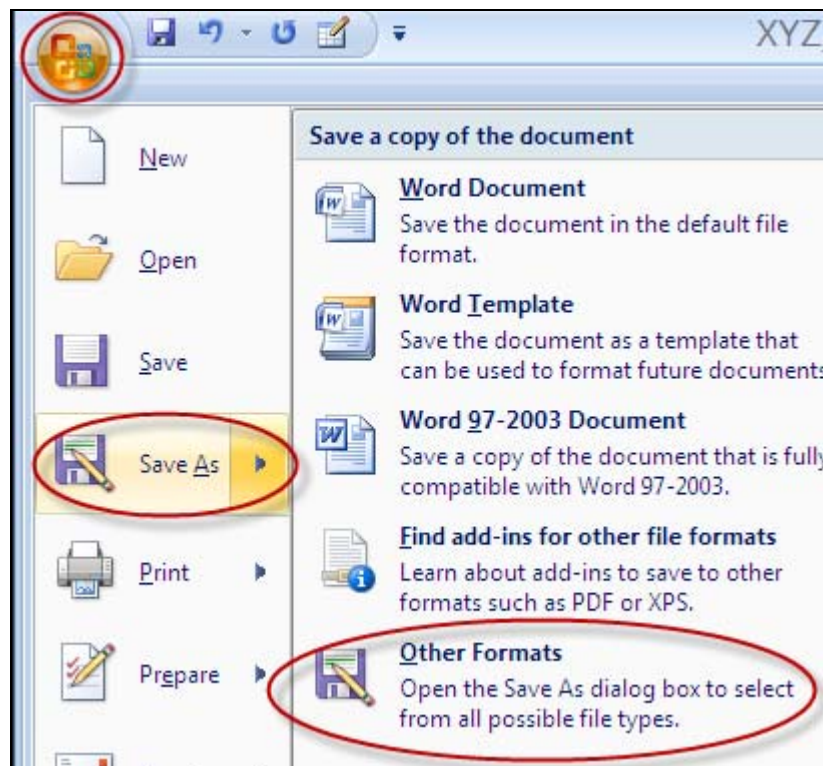
Click on the **[Aa]** button.

Select **[Capitalize Each Word]**.

Click the **[Office]** button.
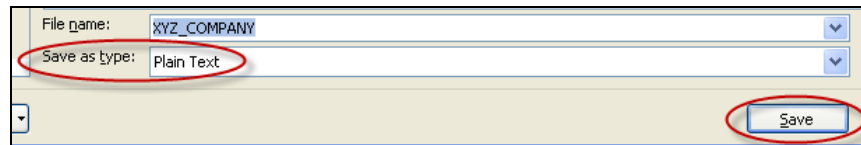
Click on **[Save As]**.
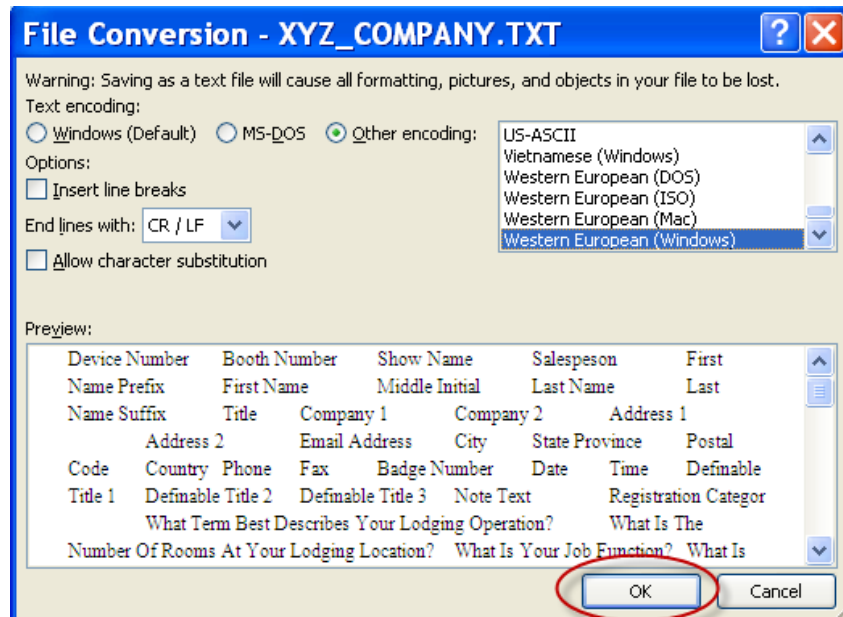
Click on **[Other Formats]**.

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

Click on **[Save]**.

File name:	XYZ_COMPANY
Save as type:	Plain Text

[Save]

Click **[OK]**.

File Conversion - XYZ_COMPANY.TXT

Warning: Saving as a text file will cause all formatting, pictures, and objects in your file to be lost.

Text encoding:

○ Windows (Default)   ○ MS-DOS   ● Other encoding:

US-ASCII
Vietnamese (Windows)
Western European (DOS)
Western European (ISO)
Western European (Mac)
Western European (Windows)

Options:

☐ Insert line breaks

End lines with: CR / LF

☐ Allow character substitution

Preview:

Device Number   Booth Number   Show Name   Salespeson   First
Name Prefix   First Name   Middle Initial   Last Name   Last
Name Suffix   Title   Company 1   Company 2   Address 1
    Address 2   Email Address   City   State Province   Postal
Code   Country Phone   Fax   Badge Number   Date   Time   Definable
Title 1   Definable Title 2   Definable Title 3   Note Text   Registration Categor
    What Term Best Describes Your Lodging Operation?   What Is The
Number Of Rooms At Your Lodging Location?   What Is Your Job Function? What Is

OK   Cancel

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

Click on **[Close]**.

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.