

Data Import  
Instructions:

*Change Upper  
Case to Title  
Case*

# Data Import Instructions: Change Upper Case to Title Case

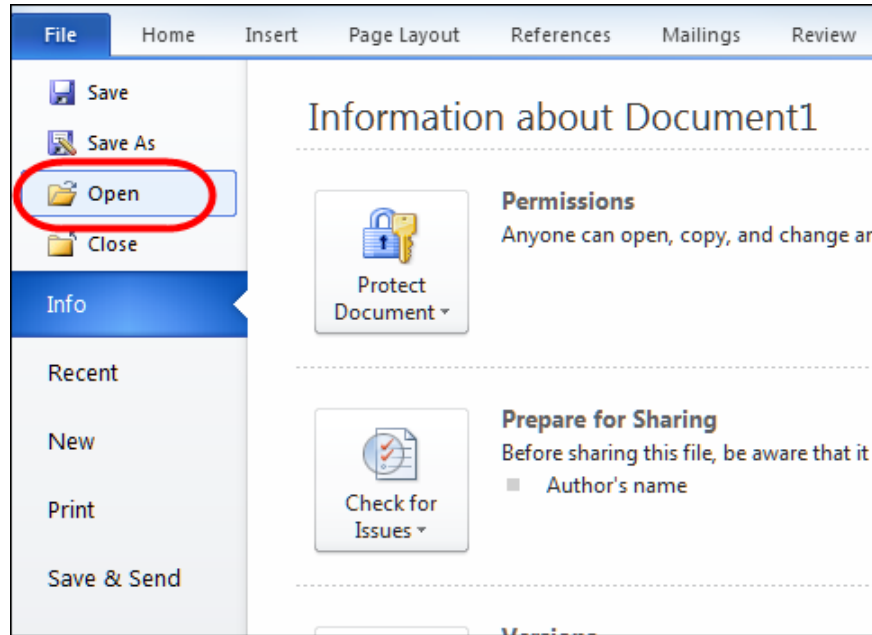
## Instructions

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

Start Microsoft Word.

Click on the **File** tab.

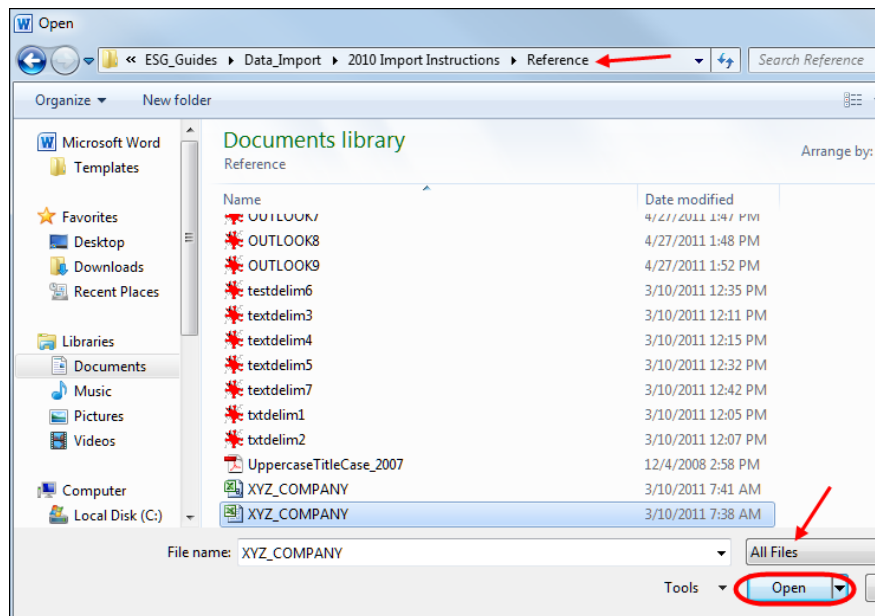
Click on **[Open]**.



The top line shows you where you are in the directory.

Verify you're looking at **All Files**.

Click on the file you want to open (in this example, XYZ\_COMPANY) then click on **[Open]**.



# Data Import Instructions: Change Upper Case to Title Case

Press **[Ctrl-A]** to select all of the text in the document.

```
reader id,booth number, show name, first name, middle initial, last name,
title, company 1, company 2, address 1 number, address 2,email address,
city,"state,province",postal code,country, phone, fax,badge
number,date,time,what is your purchasing role?,what segment describes
your dealer/distributor operation?,which segment describes your
supplier/affiliate operation?,are you at least 21 years of age?,a-lead,b-
lead,c-lead,influencer,decision maker,e-mail info,mail info,have rep
call,gave literature,gave demo
18001128,196456,your1,dive,,thonis,,wendys internitionil,,106 s
ive,,,nitick,ca,11111,,508 6698888,708 6444444,242930,23-jun-07,10:11
am,specify products/services,,,yes,,,,,,mail info,,
```

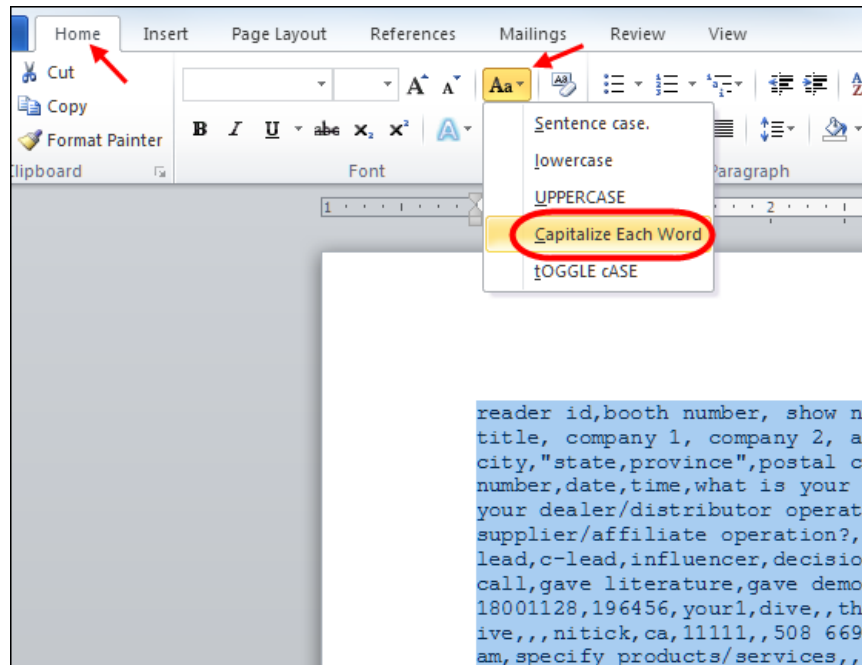
The text will be highlighted.

```
reader id,booth number, show name, first name, middle initial, last name,
title, company 1, company 2, address 1 number, address 2,email address,
city,"state,province",postal code,country, phone, fax,badge
number,date,time,what is your purchasing role?,what segment describes
your dealer/distributor operation?,which segment describes your
supplier/affiliate operation?,are you at least 21 years of age?,a-lead,b-
lead,c-lead,influencer,decision maker,e-mail info,mail info,have rep
call,gave literature,gave demo
18001128,196456,your1,dive,,thonis,,wendys internitionil,,106 s
ive,,,nitick,ca,11111,,508 6698888,708 6444444,242930,23-jun-07,10:11
am,specify products/services,,,yes,,,,,,mail info,,
```

Click on the **Home** tab.

Click on the **[Aa]** icon; you'll see a drop-down list.

From the drop-down list, select **Capitalize Each Word**.



# Data Import Instructions: Change Upper Case to Title Case

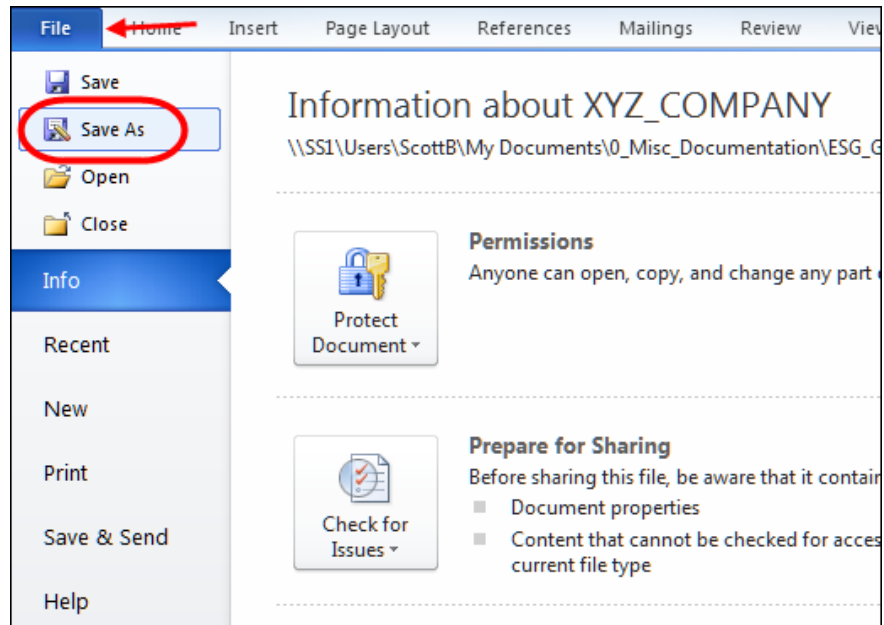
The text will now show each word beginning with a capital letter.

*(Some of these may not be in your dictionary so they'll appear with a squiggly red line underneath – this isn't a problem.)*

```
Reader Id,Booth Number, Show Name, First Name, Middle Initial, Last Name, Title, Company 1, Company 2, Address 1 Number, Address 2,Email Address, City,"State,Province",Postal Code,Country, Phone, Fax,Badge Number,Date,Time,What Is Your Purchasing Role?,What Segment Describes Your Dealer/Distributor Operation?,Which Segment Describes Your Supplier/Affiliate Operation?,Are You At Least 21 Years Of Age?,A-Lead,B-Lead,C-Lead,Influencer,Decision Maker,E-Mail Info,Mail Info,Have Rep Call,Gave Literature,Gave Demo
18001128,196456,Your1,Dive,,Thonis,,Wendys Internitionil,,106 S Ive,,Nitick,Ca,11111,,508 6698888,708 6444444,242930,23-Jun-07,10:11 Am,Specify Products/Services,,,Yes,,,,,Mail Info,,,
18001128,196456,Your1,Nhris,,Deselns,,Eurostein-Vipor Cleining Systems Sw Wi,,,,,New York,Ma,,Usa,,17613765,23-Jun-07,10:58 Am,Influence Decisions,,,Yes,A-Lead,,,Influencer,,,Have Rep Call,,
18001128,196456,Your1,Nhris,,Deselns,,Eurostein-Vipor Cleining Systems Sw Wi,,,,,New York,Mo,,Usa,,17631000,23-Jun-07,11:08 Am,Specify Products/Services,,,Yes,A-Lead,,,,,,
18001128,196456,Your1,Roxinne,N,Costello,President/Owner,Heningwiys Of Sinti Rosi Beinh,,8449 E County Hwy 60i Unit 6,,Birroxkey@Cybertron.Con,Pinini City Beinh,In,69416,,850 961-9405,850 961-1960,14577306,23-Jun-07,11:18 Am,Influence Decisions,,,Yes,A-Lead,,,,,Mail Info,,,
18001128,196456,Your1,Thonis,,Bikise,,True Discount Restiurint Supply,,7509 E Broidwiy Ive,,Tinpi,In,66619,,816 6915869,,14577306,23-Jun-07,11:18 Am,Make Decisions,,,Yes,A-Lead,,,,,Mail Info,,,
18001128,196456,Your1,Wisef,S,Nittir,President,Tirbounhe,,5109 Grinont Ive,,Wisef8@Hotnail.Con,Boston,Pa,69819,,407 8519686,,424645,23-Jun-07,11:22 Am,Make Decisions,,,Yes,A-Lead,,,,,
```

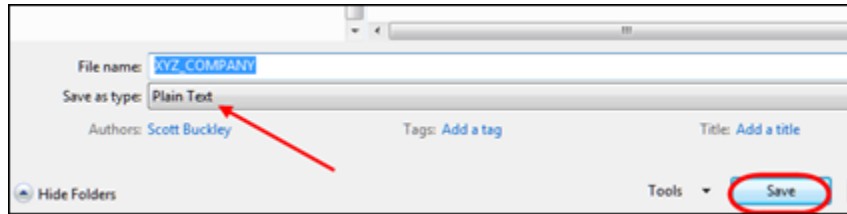
Click the **File** tab.

Click on **Save As**.



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

You'll see a window that shows the file path for your file.

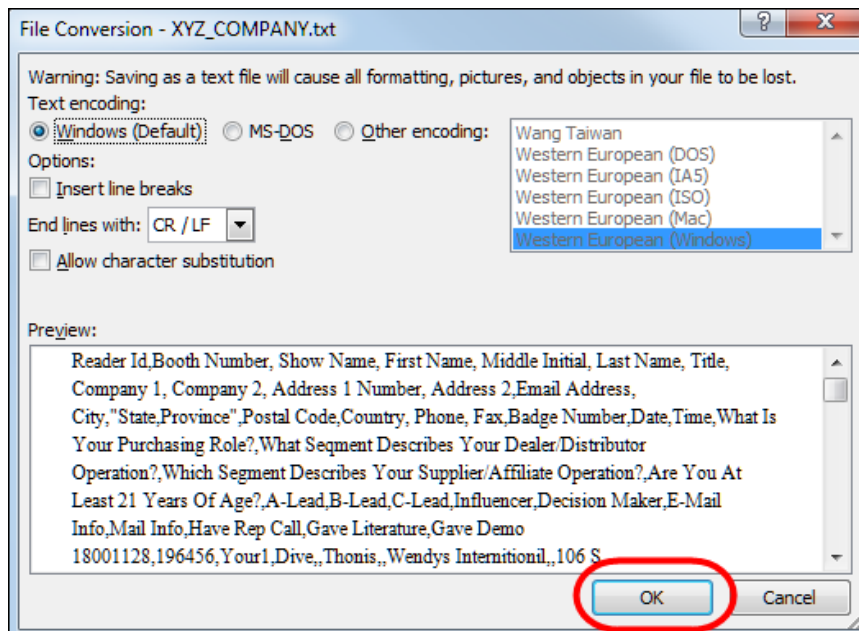


Ensure that you're saving the file as **Plain Text** (this will save the file in ".txt" format).

Click on **[Save]**.

You'll see a File Conversion window.

Click **[OK]**.

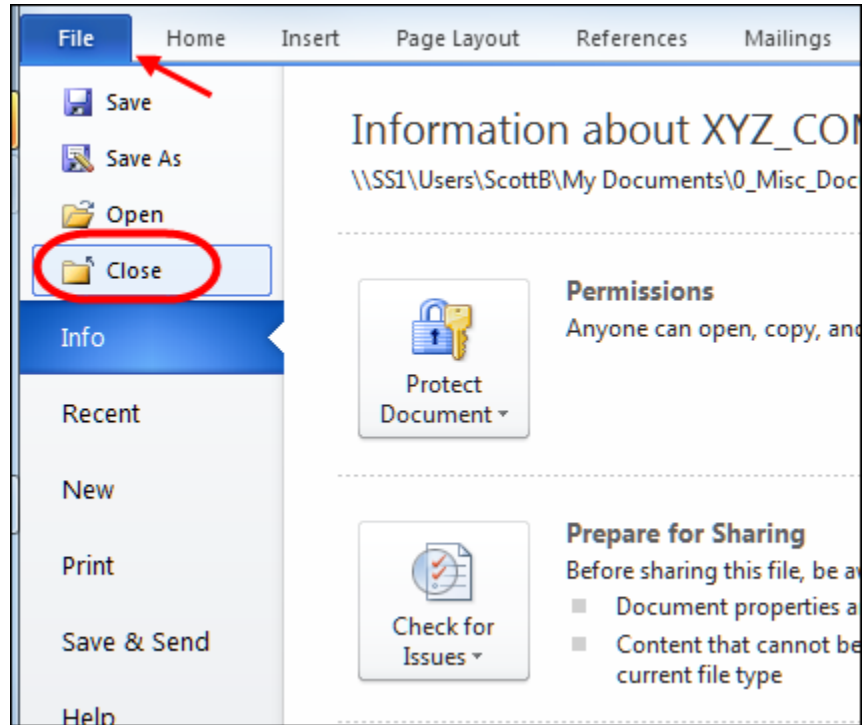


## Data Import Instructions: *Change Upper Case to Title Case*

---

Click on the **File** tab.

Click on **[Close]**.



---

### **You're 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**.