

# CompuLEAD Data Import Instructions: Word 2003 Label Format

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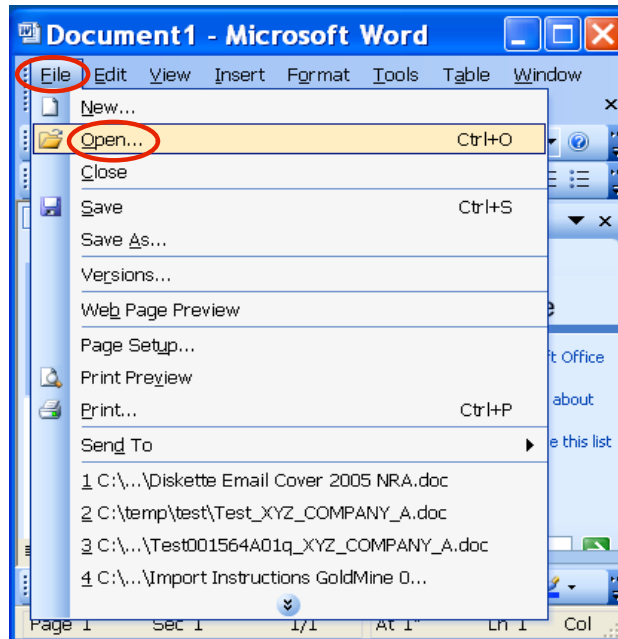
To import MS Word Label your data must be in Excel .txt format.

[Click here to convert to .txt](#)

Start Word

Click File

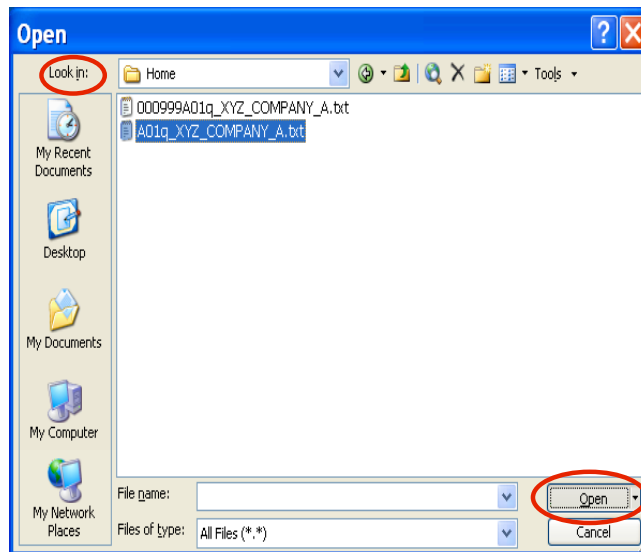
Click Open



Click in Look in: field and locate your .txt file

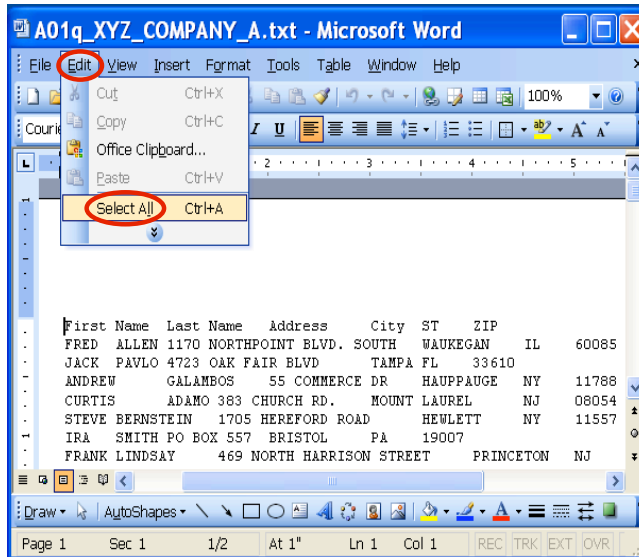
Files of type: All Files (\*.\*)

Click Open



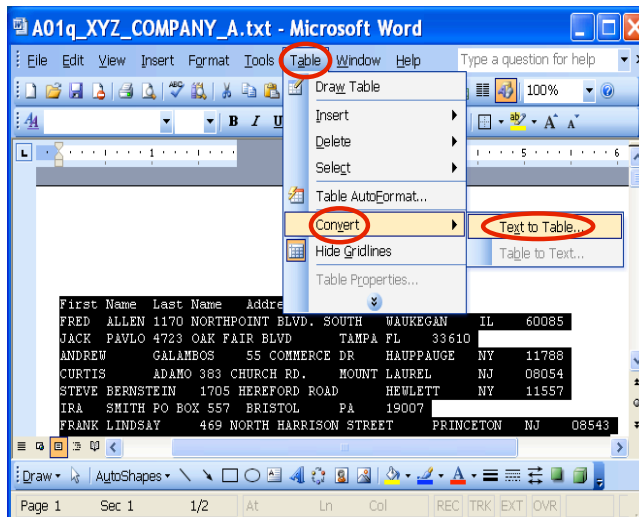
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Click Edit



Click Select All

Click Table on the menu bar



Click Convert  
Click Text to Table...

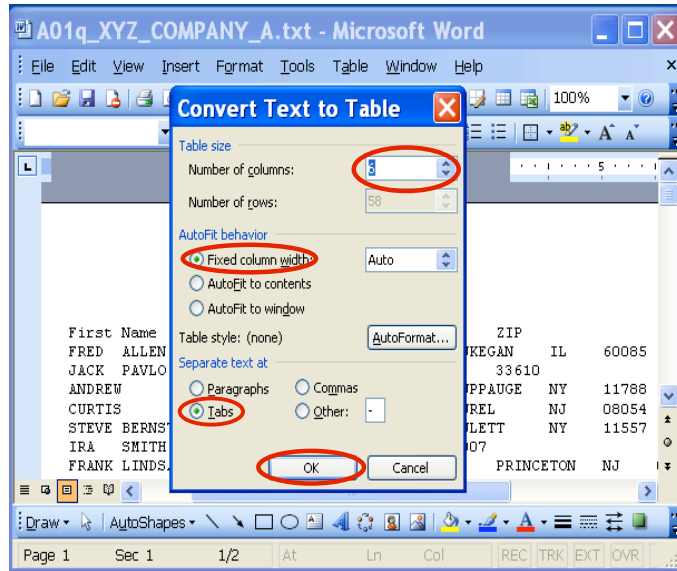
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Type in the Number of columns: Example 6

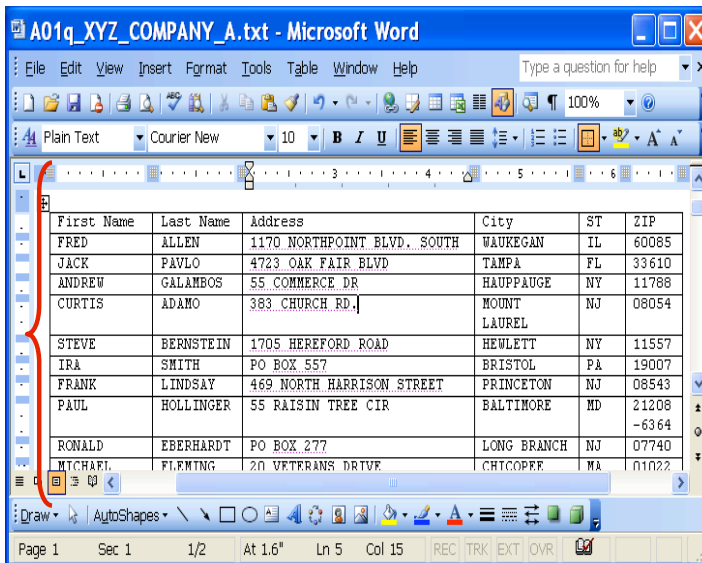
Click Fixed column width:

Click Tabs

Click OK



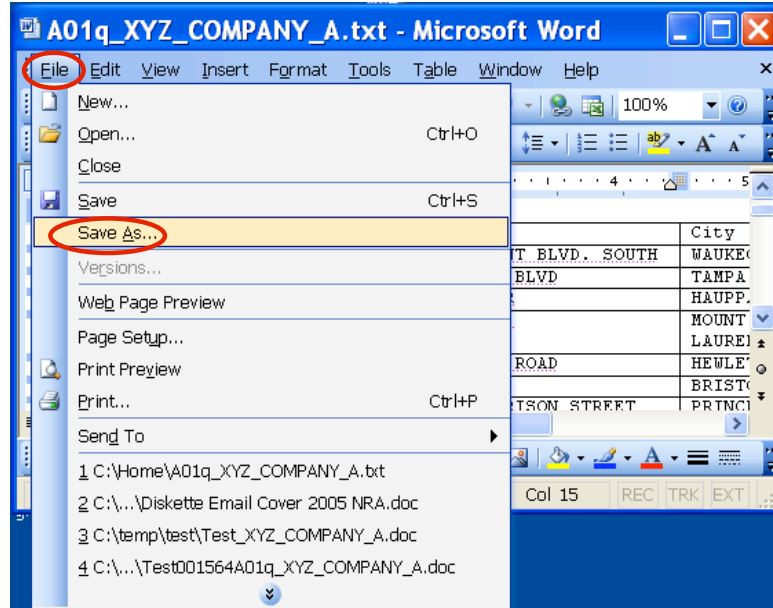
Your data should look like this



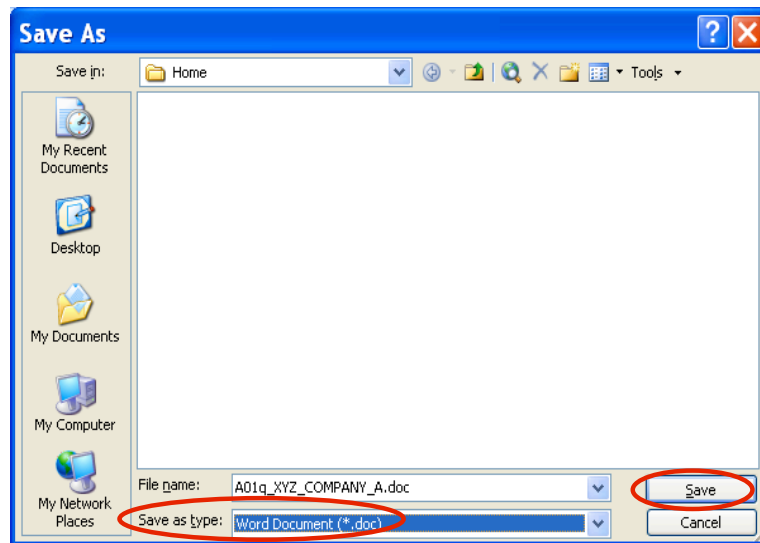
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Click File

Click Save As...



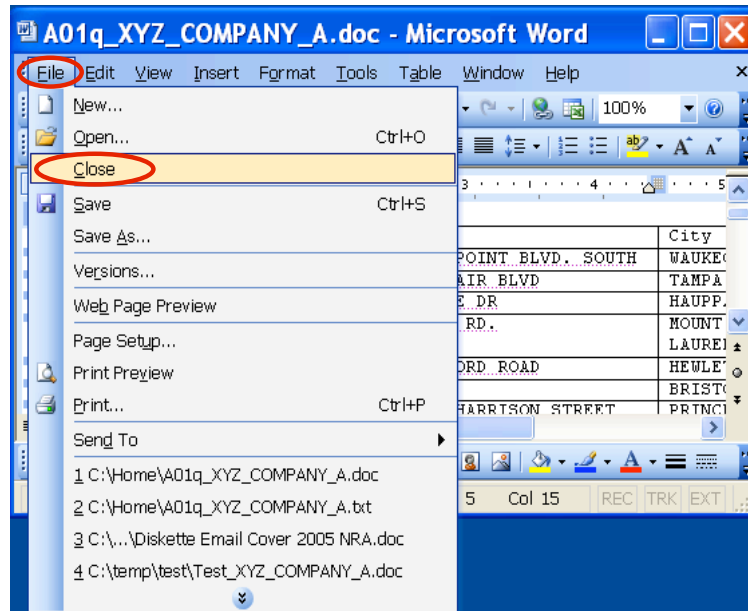
Change the Save as type: to Word Document (\*.doc)  
Click Save



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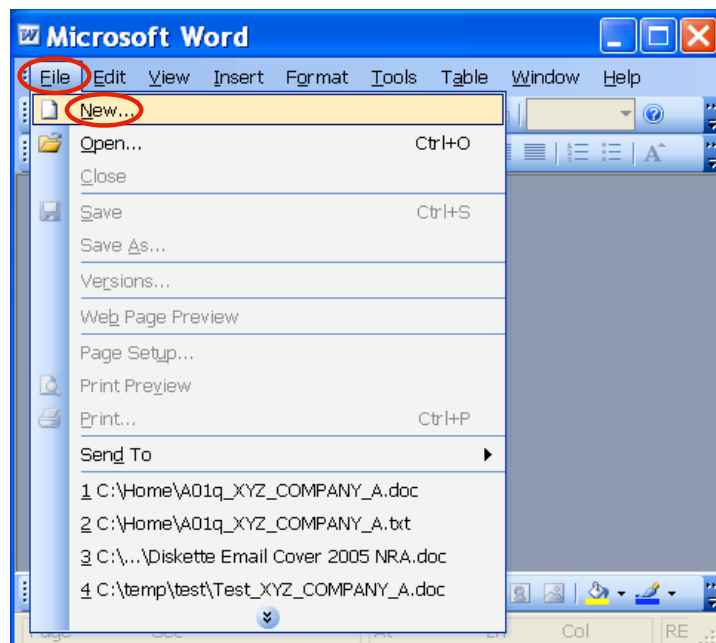
Click File

Click Close



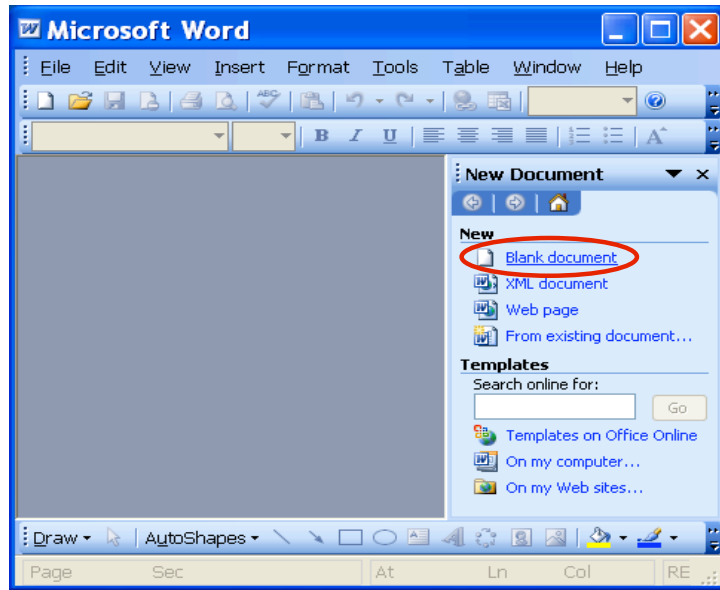
Click File

Click New



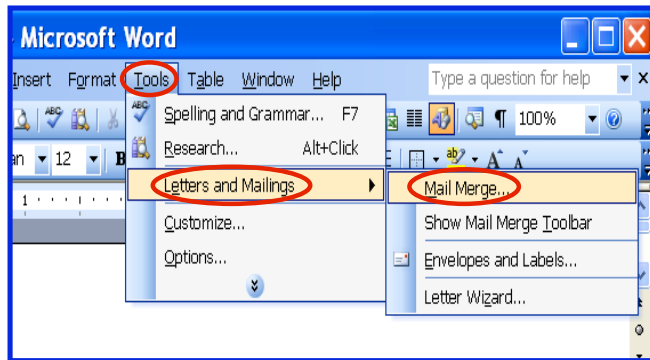
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Click Blank document



Click Tools

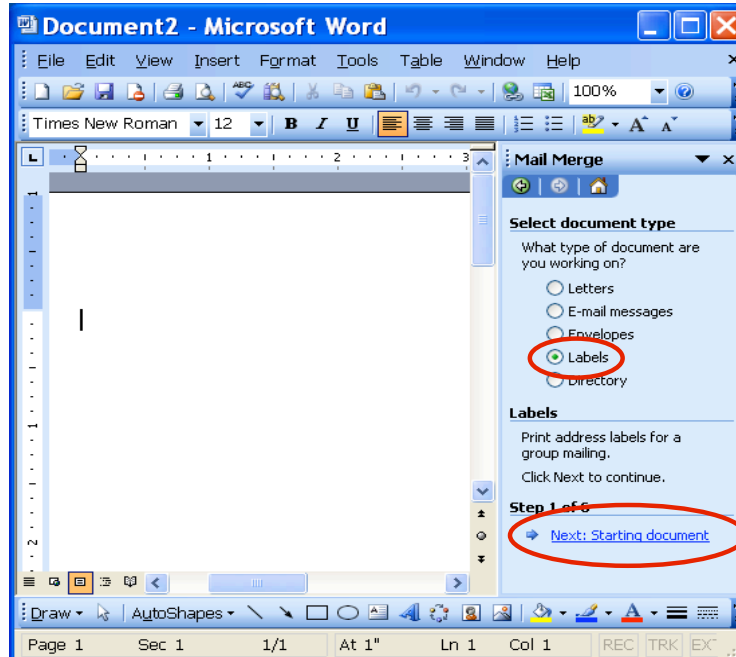
Click Letters and Mailings  
Click Mail Merge...



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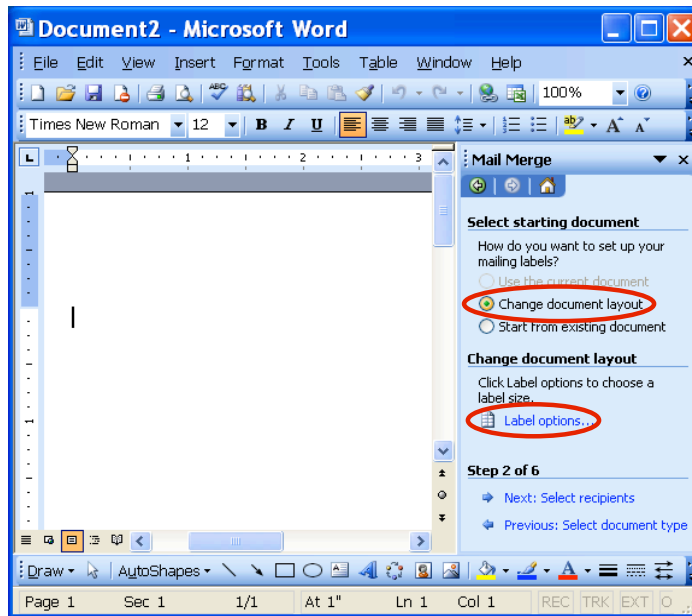
Click Labels

Click Next: Starting document



Click Change document layout

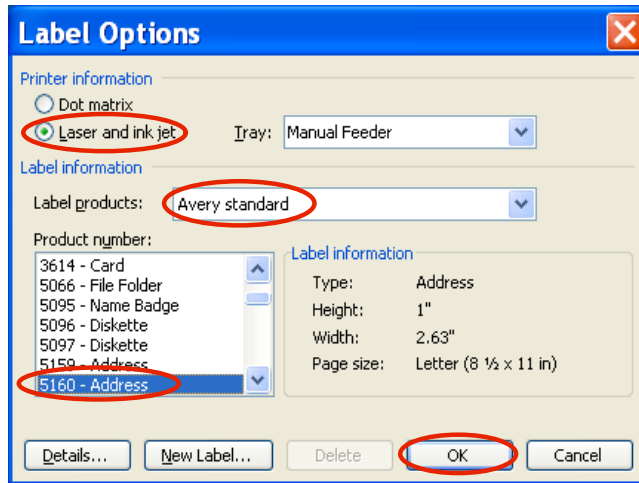
Click Label options...



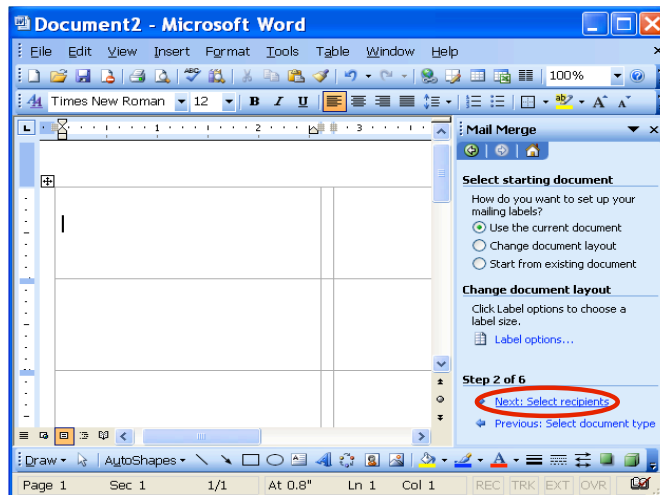
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Label Products:  
Select Avery standard

Select 5160 - Address  
Click OK



Click Next: Select recipients

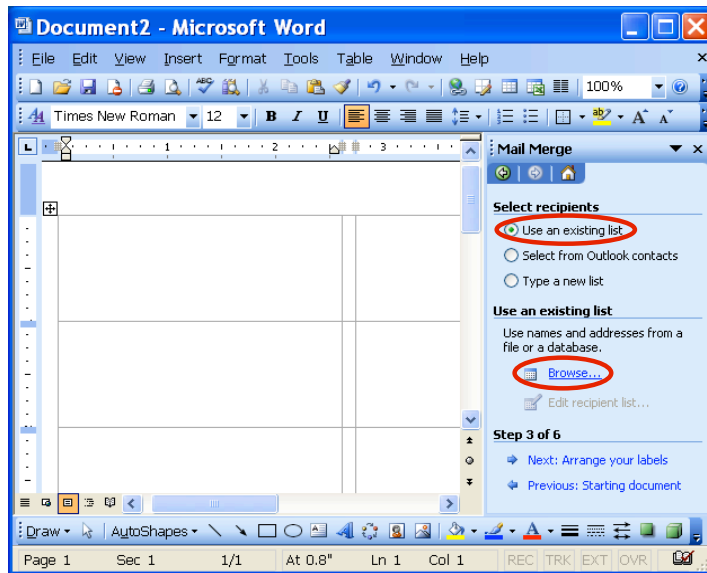


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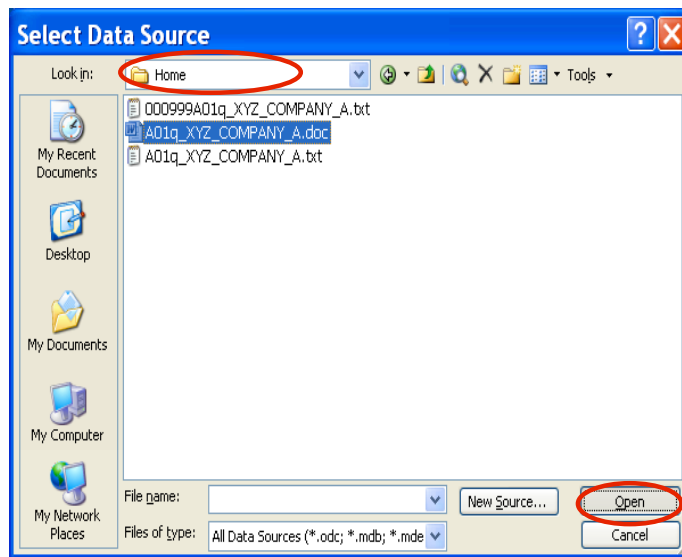
Click Use an existing list

Click Browse...



Click in Look in: box and locate the word file you have created.

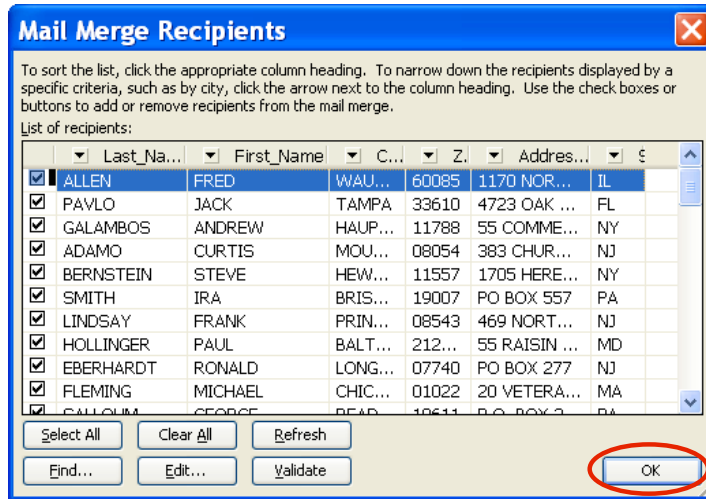
Click Open



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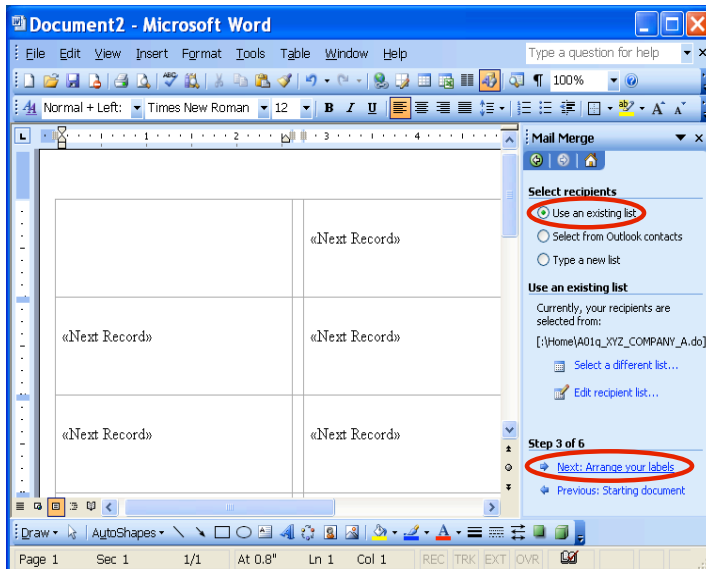
Uncheck any Recipients that you don't want to sent letter to

Click OK



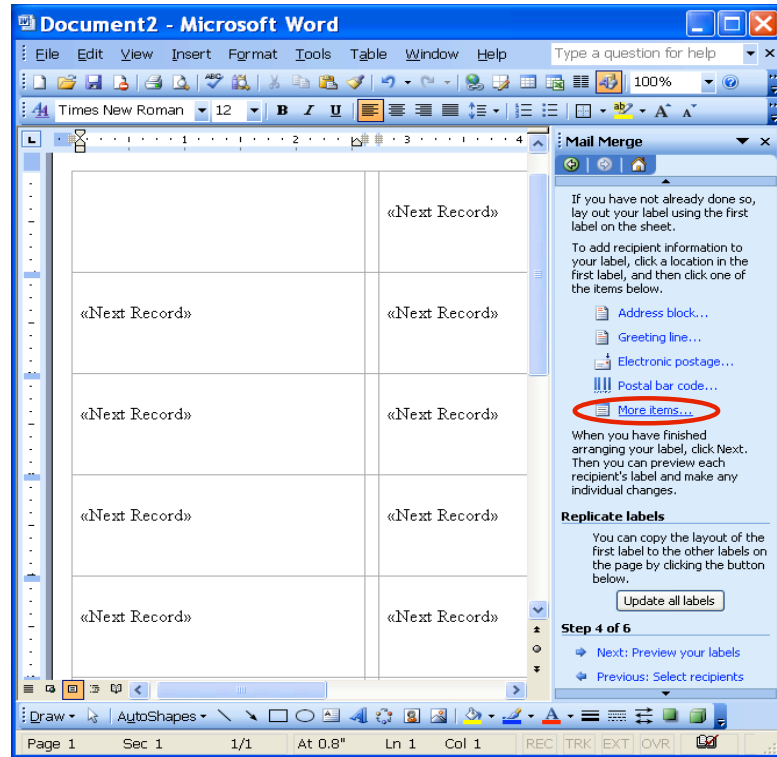
Click Use an existing list

Click Next: Arrange your labels



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Click More items...



Click Database Fields  
Click First\_Name  
Click Insert and Close  
Press the space bar once to  
add a space between the fields

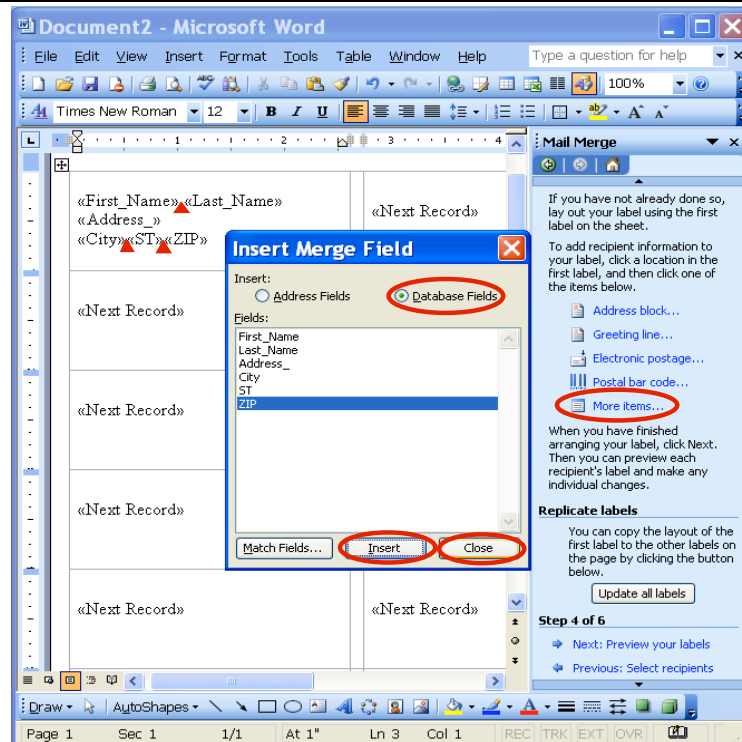
Click More Items...

Click Last\_Name  
Click Insert and Close  
Hit the Enter Key

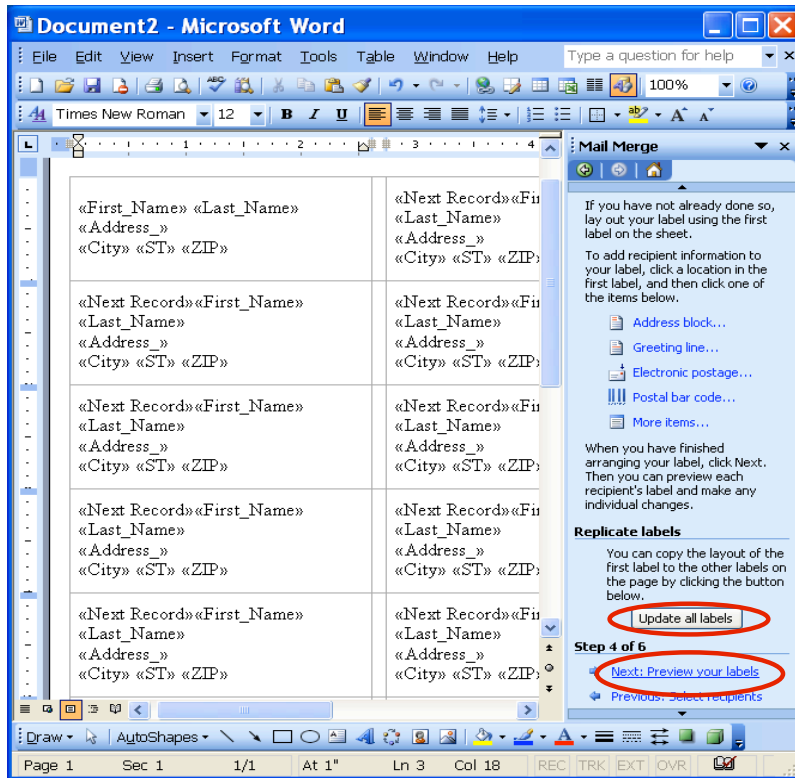
Click More items...

Click Address  
Click Insert and Close  
Hit the Enter Key

Click More Items...  
Insert City, ST and Zip  
Click Close and add a space  
where needed



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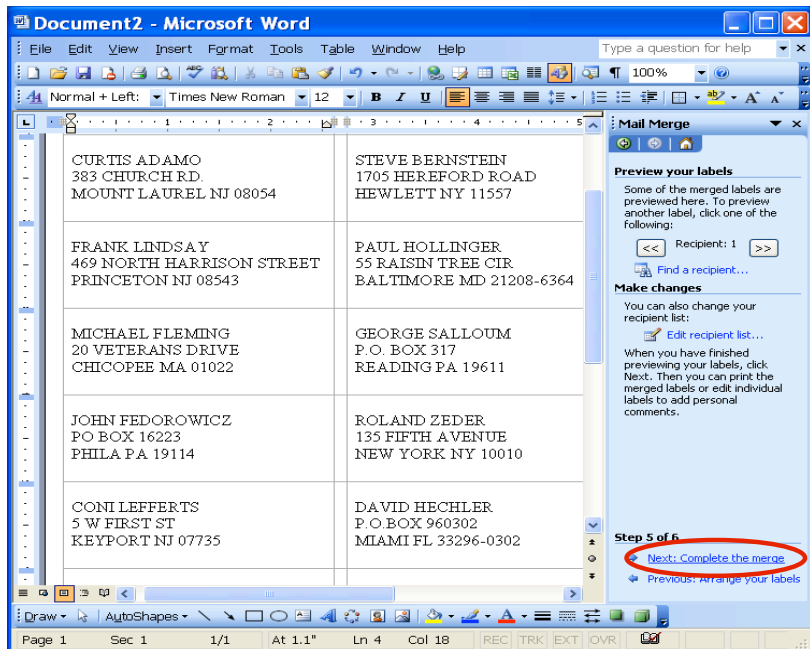
Click Update all labels

Click Next: Preview your labels

The preview should look something like this

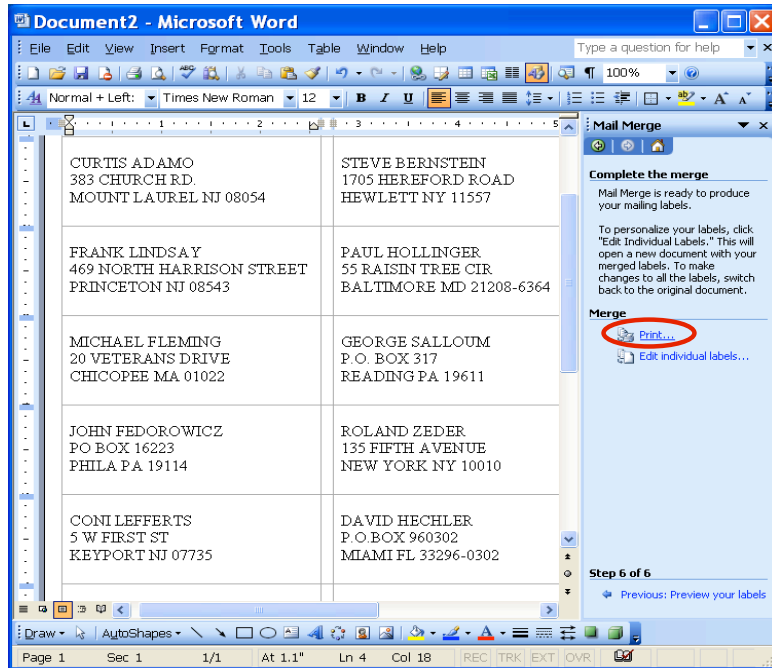
You can preview the next recipient by selecting the >> button

Click Next: Complete the merge



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Click Print...



You can make any changes to individual letters.

**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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