CompuLEAD Data Import Instructions: Microsoft Word Letter

To import MS Word Letter 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

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Press Ctrl+Home

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Test Letter.doc - Microsoft Word

Click Tools

Click Letters and Mailings Click Mail Merge...

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Click Use an existing list

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Click Open

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

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Click Next: Preview your letters

The preview should look something like this

You can preview the next recipient by select 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.