

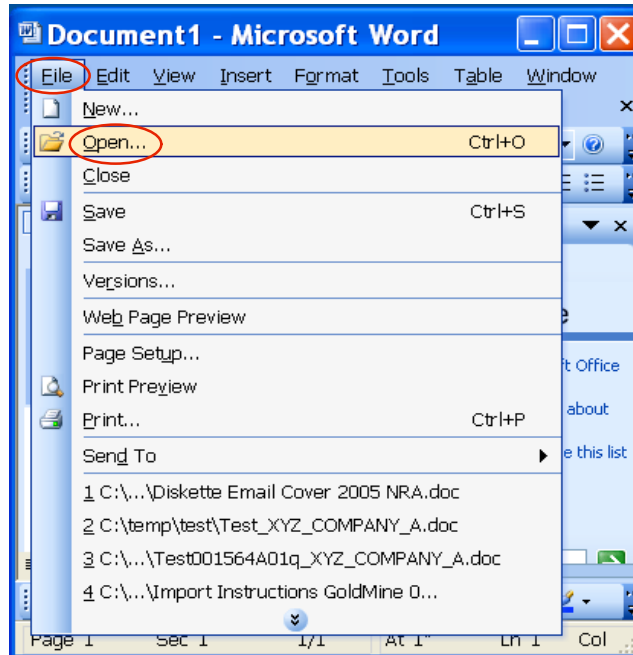
CompuLEAD Data Import Instructions: Microsoft Word Letter

To import MS Word Letter
your data must be in Excel
.txt format.
[Click here to convert to .txt](#)

Start Word

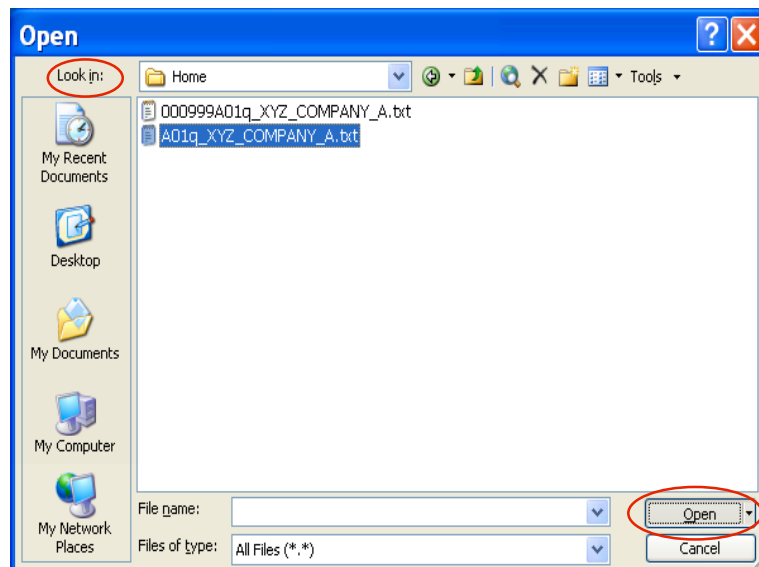
Click File

Click Open



Click in Look in field and
locate your .txt file

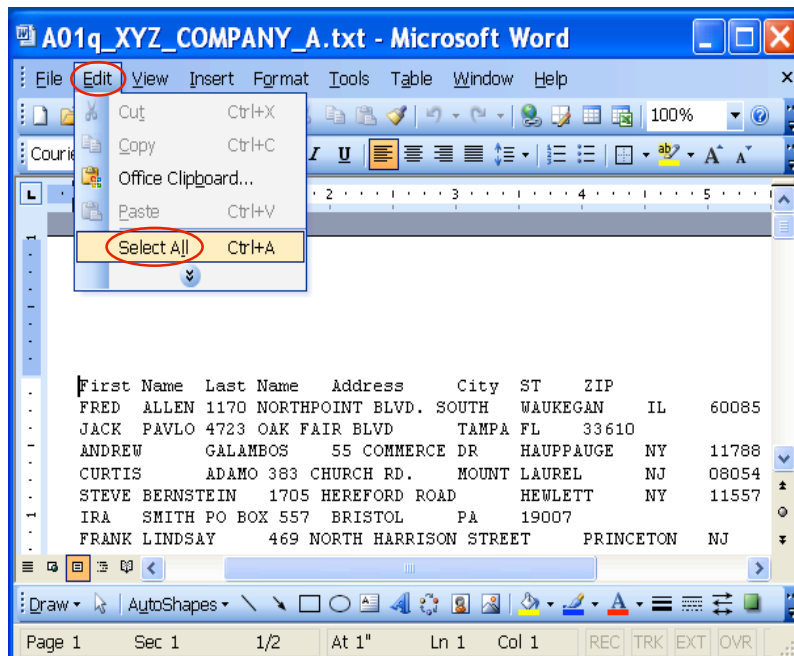
Files of type All Files (*.*)
Click Open



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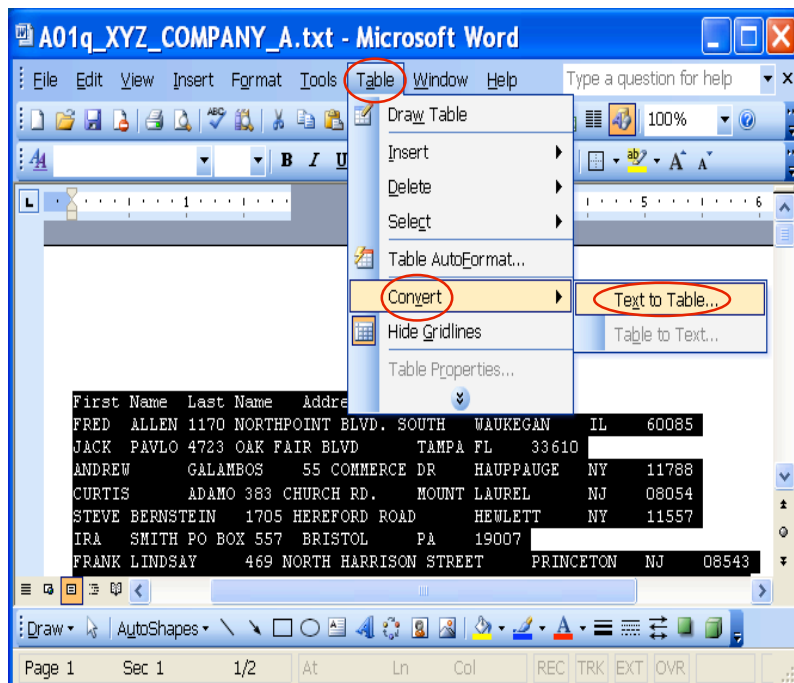
Click Edit

Click Select All



Click Table on the menu bar

Click Convert
Click Text to Table...



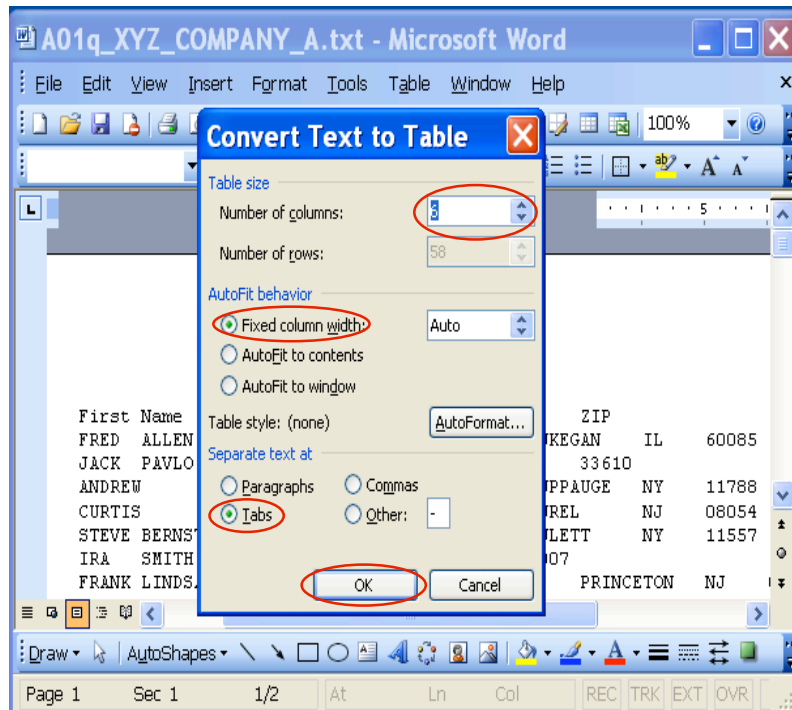
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Type in the Number of columns: Example 6

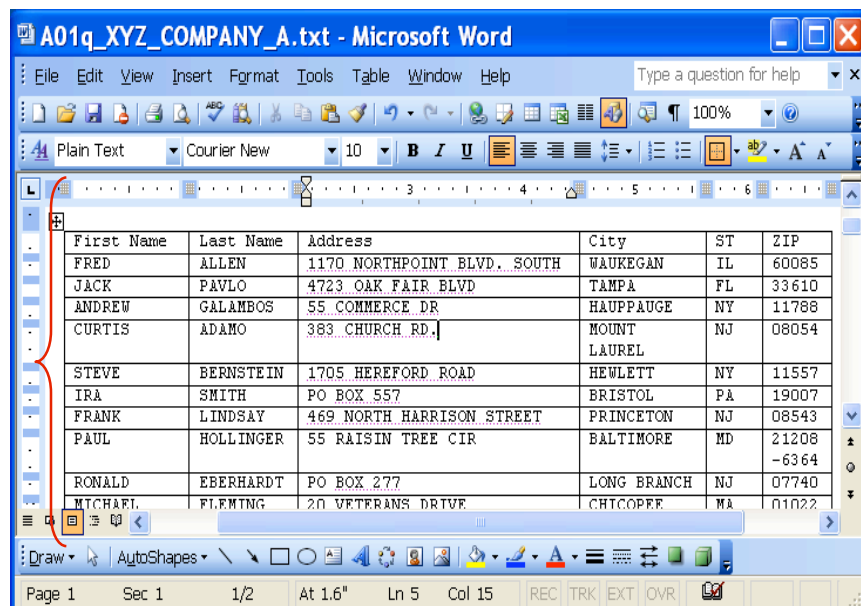
Click Fixed column width:

Click Tabs

Click OK



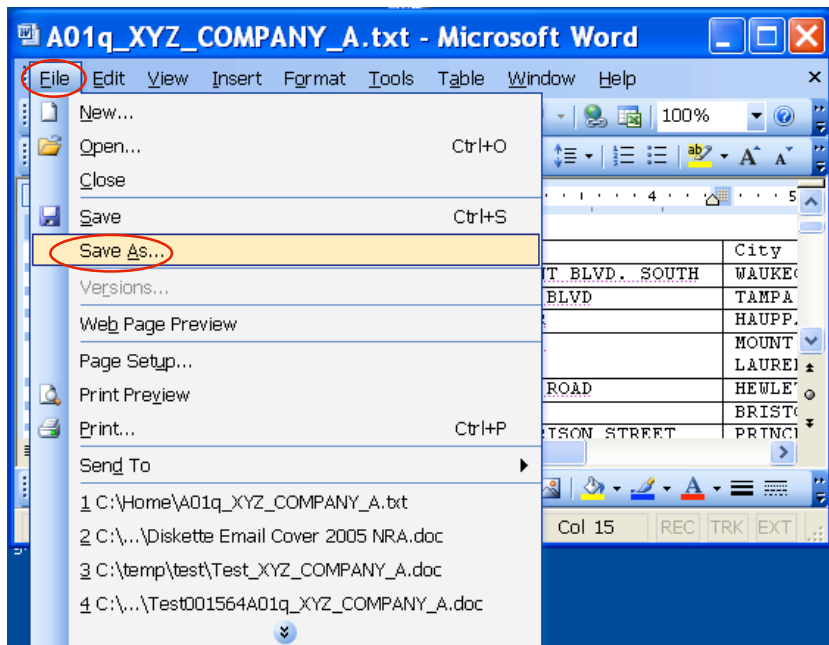
Your data should look like this



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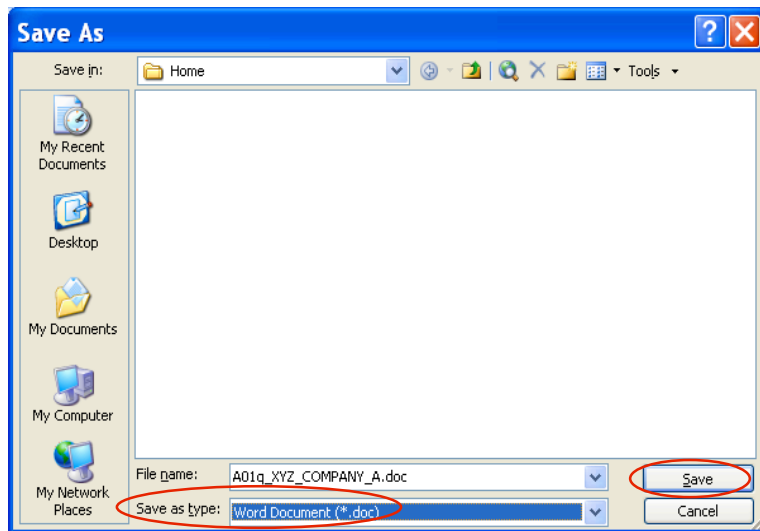
Click File

Click Save As...



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

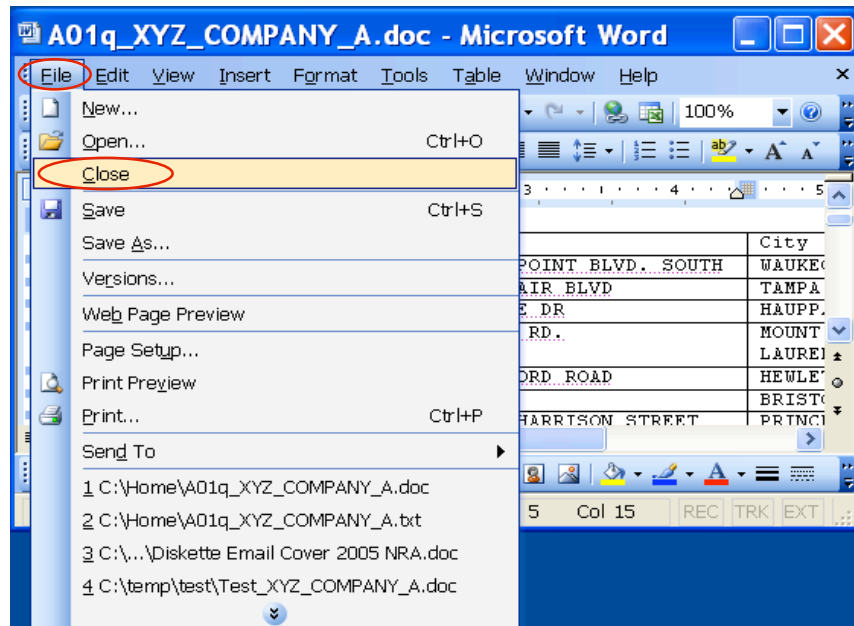
Click Save



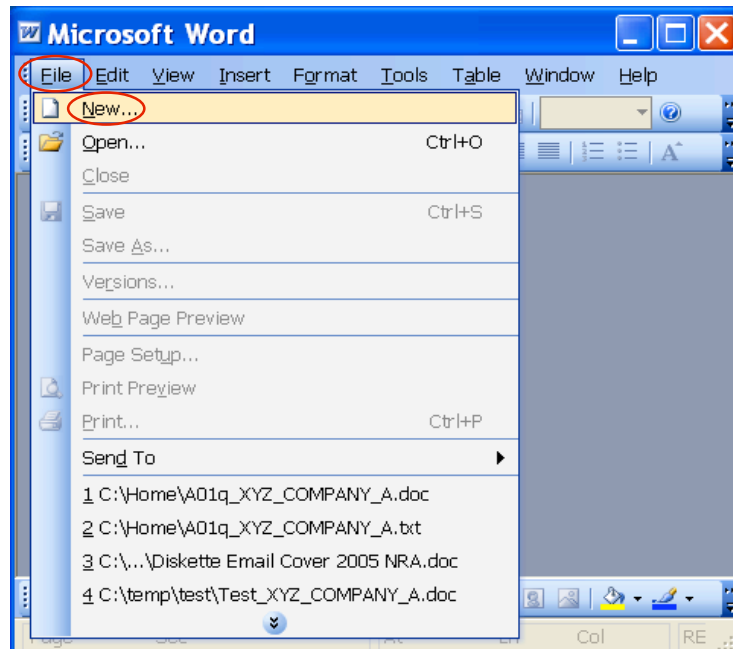
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Click File

Click Close

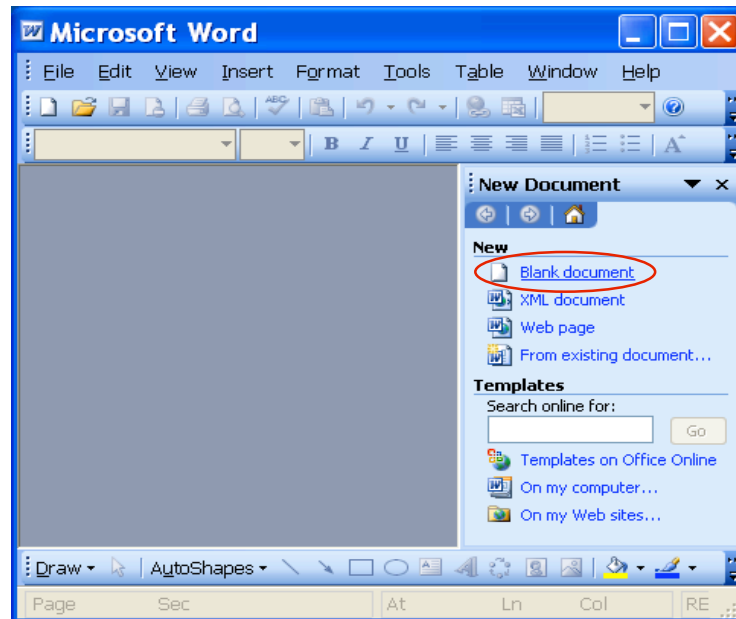


Click File
Click New



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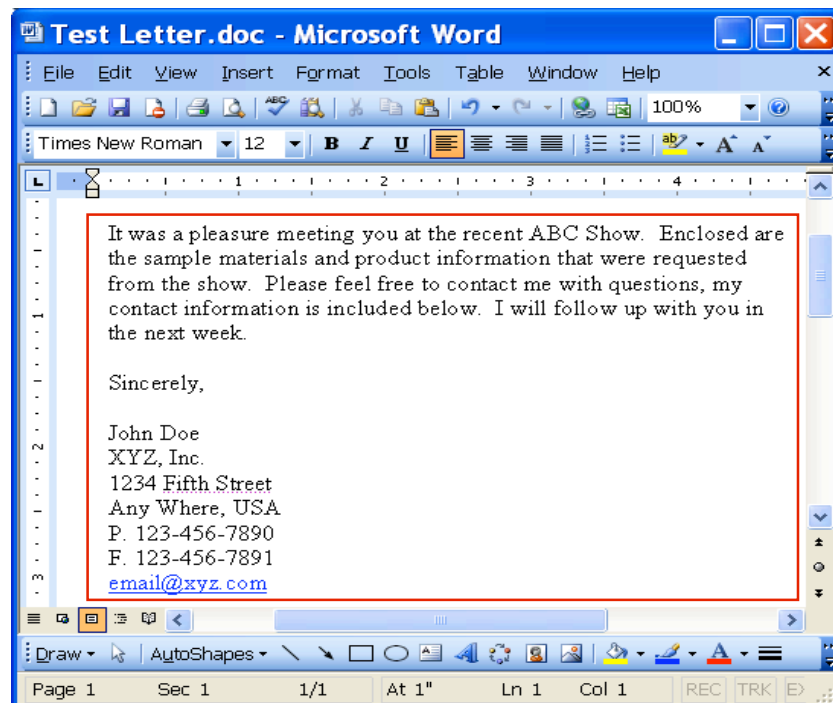
Click Blank document



Hit the enter key 4-5 times

Type your letter

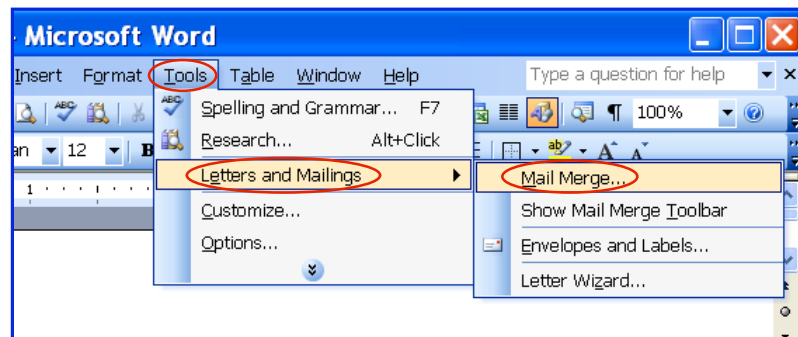
Press Ctrl+Home



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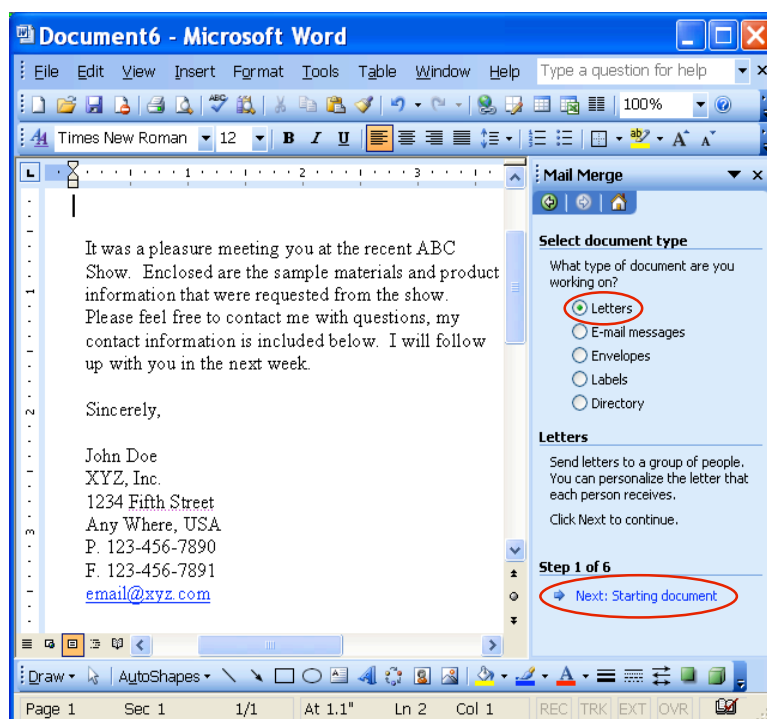
Click Tools

Click Letters and Mailings
Click Mail Merge...



Click Letters

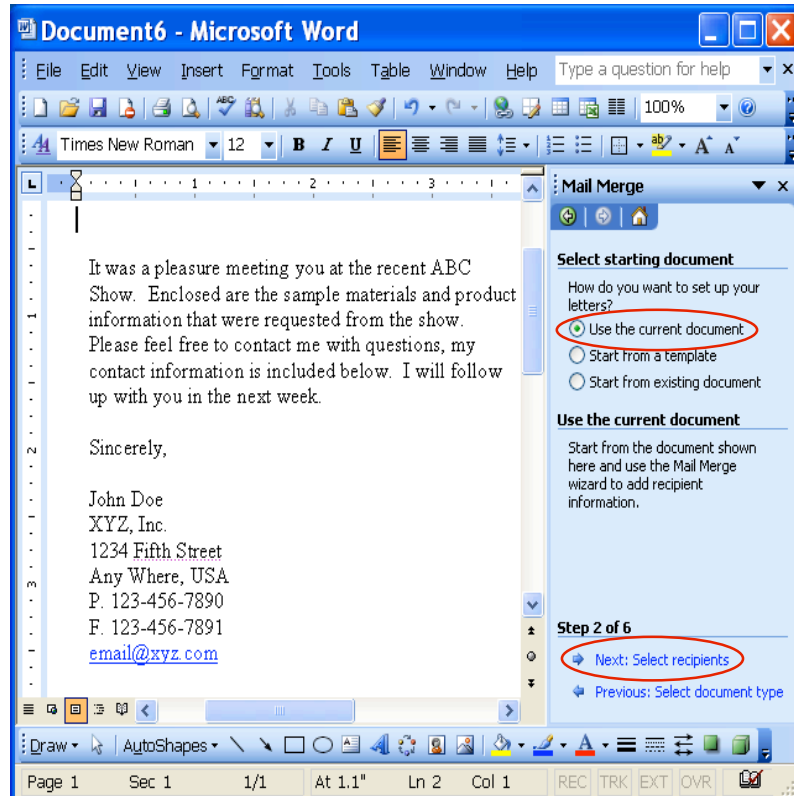
Click Next: Starting document



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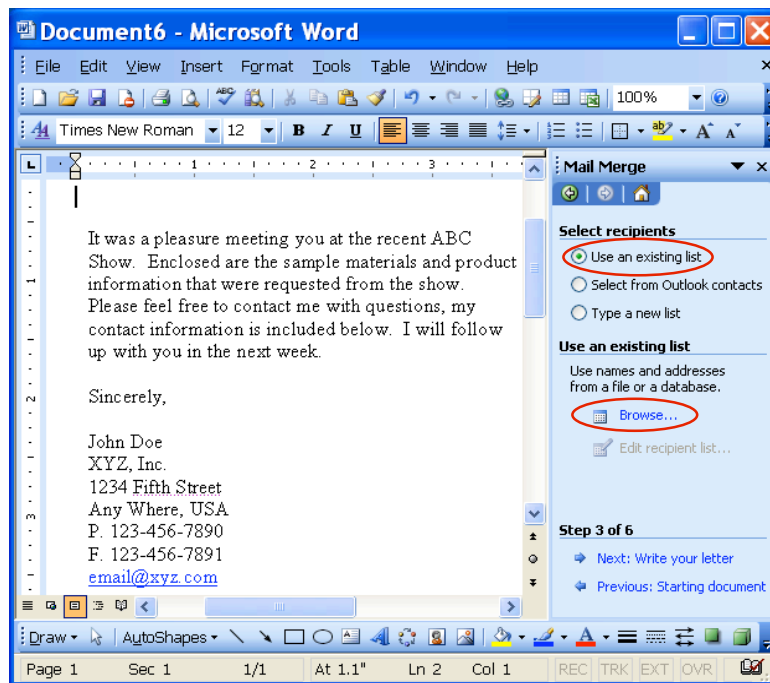
Click Use the current document

Click Next: Select recipients



Click Use an existing list

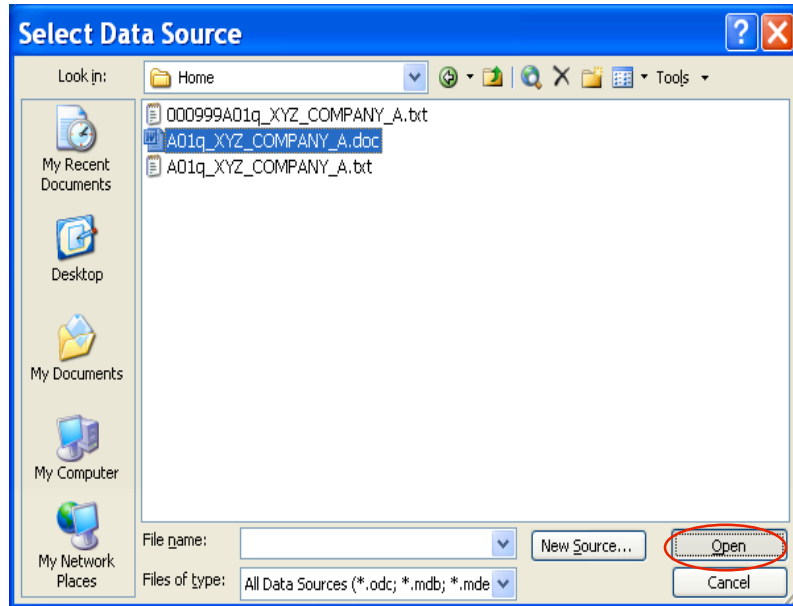
Click Browse...



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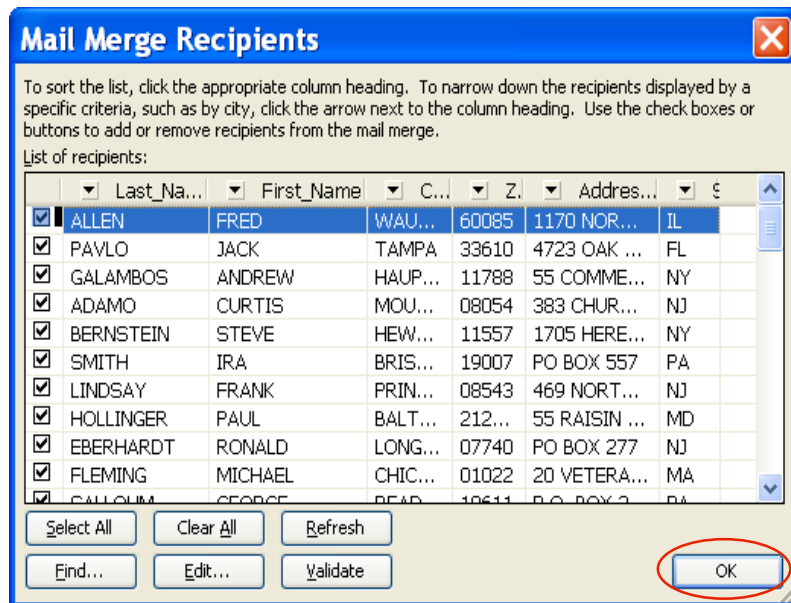
Click in Look in: box and locate the Word file you have created.

Click Open



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

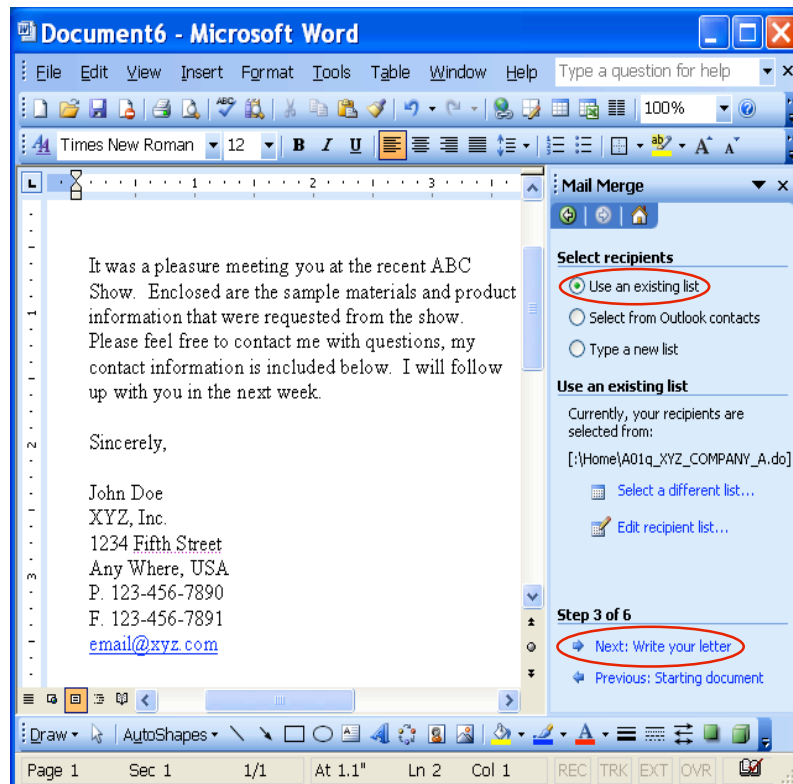
Click OK



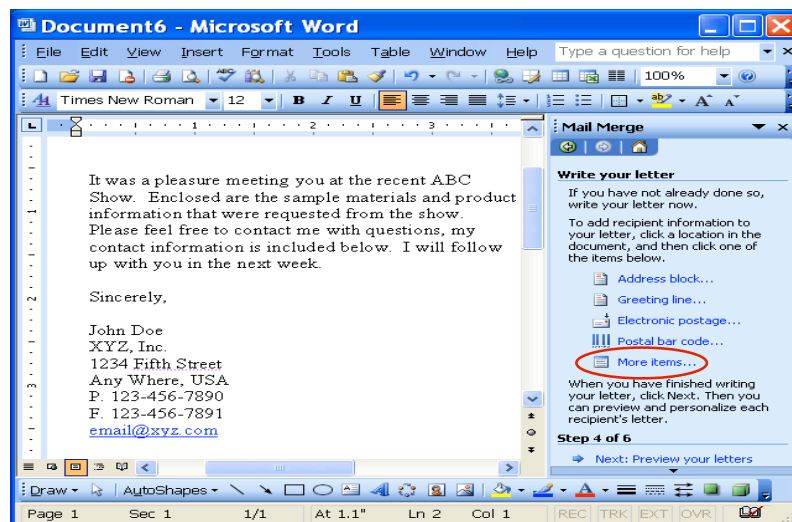
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Use an existing list

Click Next: Write your letter



Click More items...



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

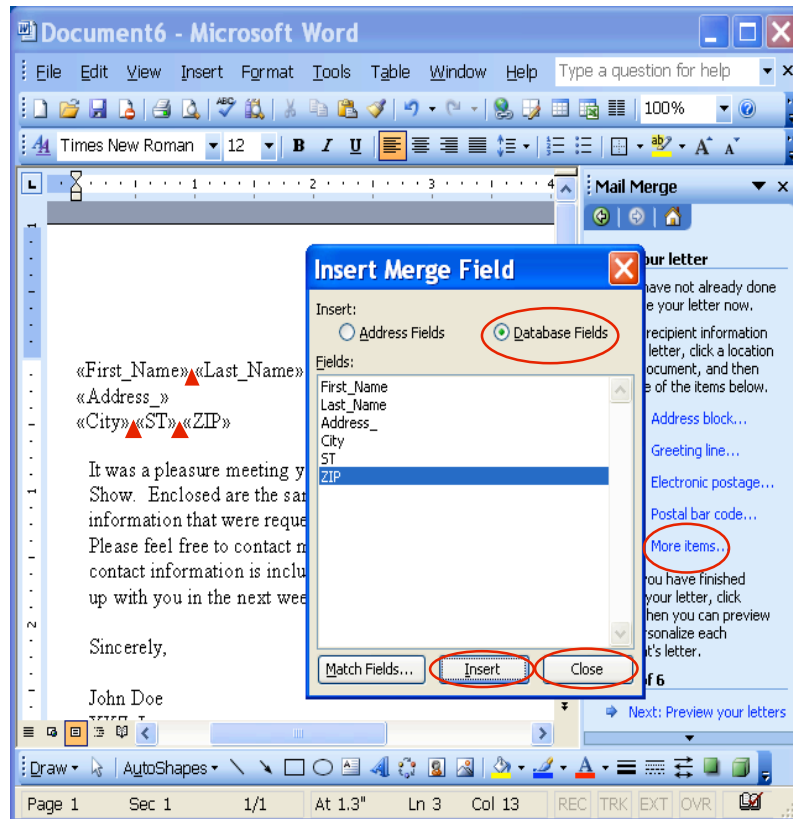
Click More Items...

Click Last_Name
 Click Insert and Close
 Hit the Enter Key

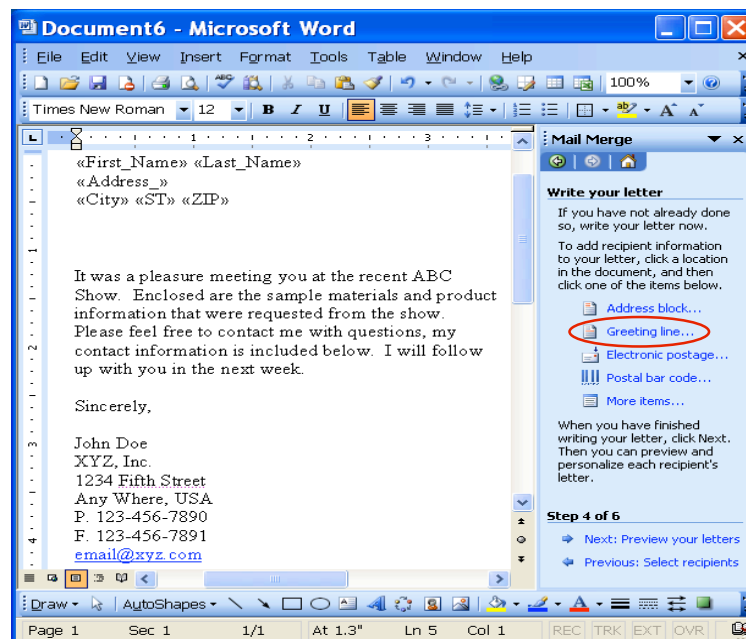
Click More items...

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
 Hit Enter Key 2 times



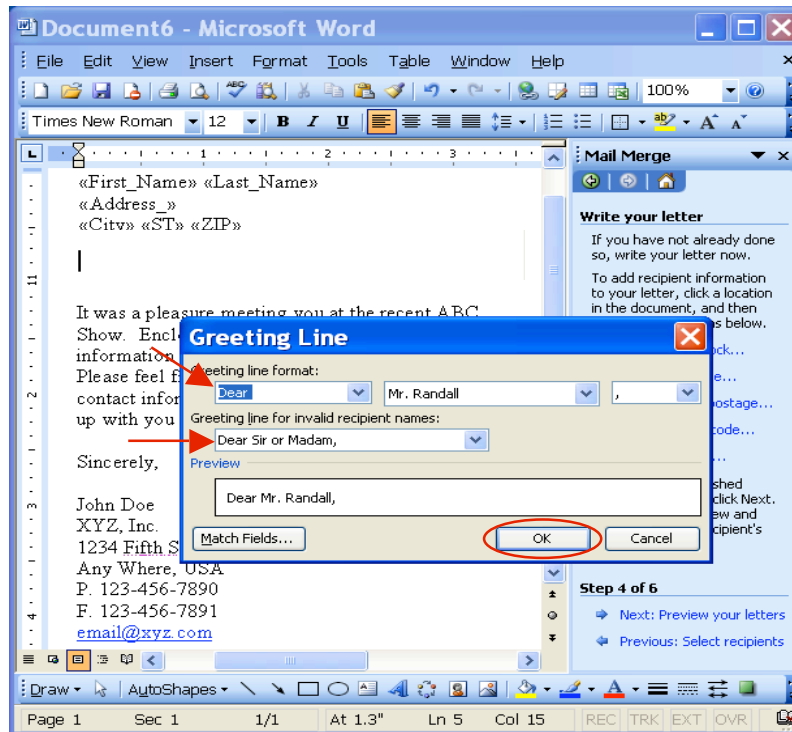
Click Greeting line...



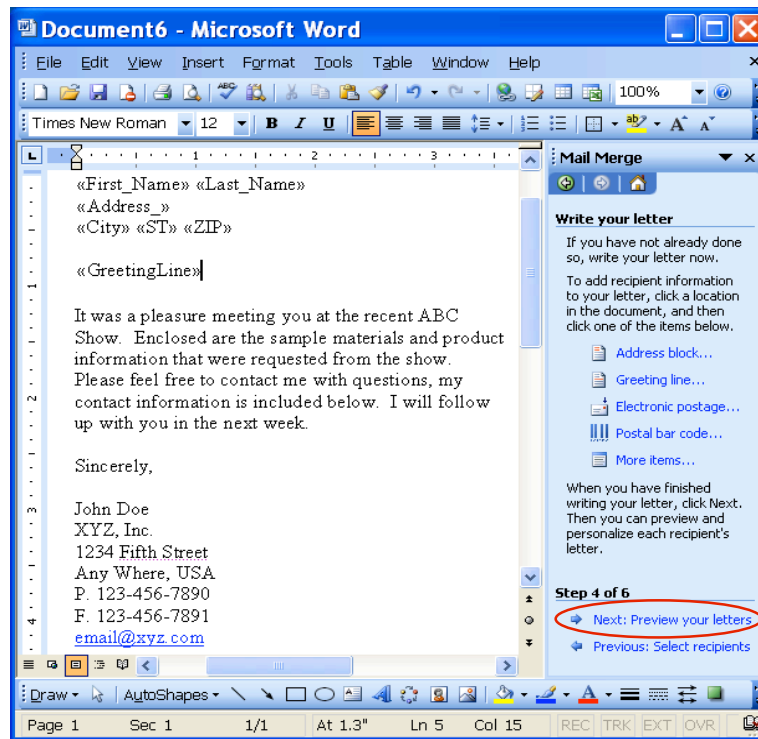
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Select your greeting line.

Click OK



Click Next: Preview your letters

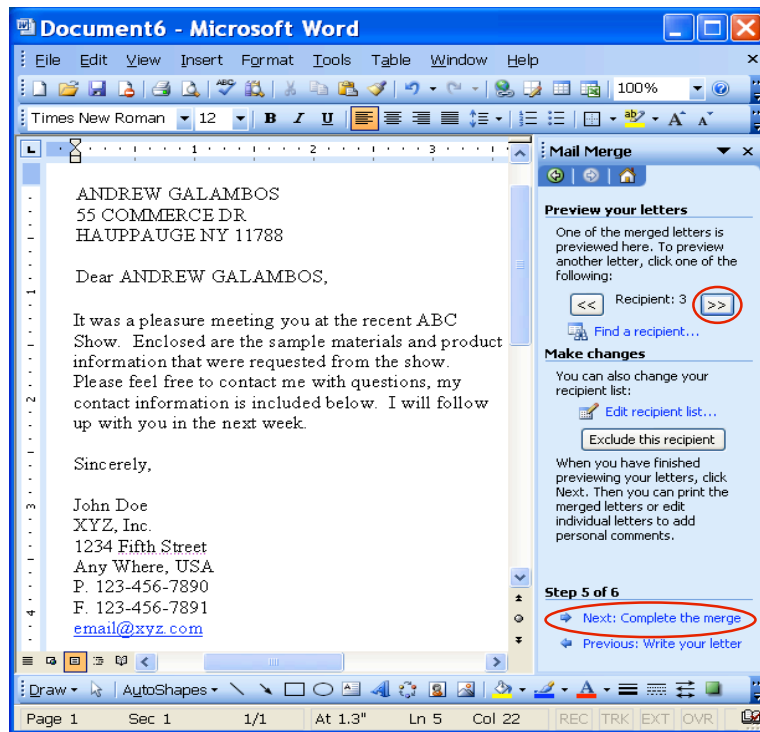


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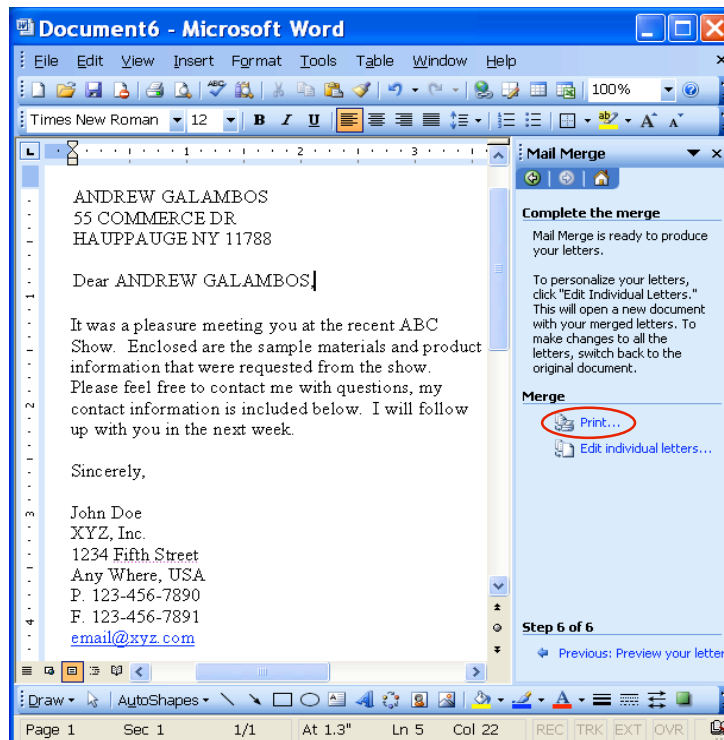
The preview should look something like this

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

Click Next: Complete the merge



Click Print...



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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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