



# Data Import Instructions: *Microsoft Word 2007 Label Format*

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# Data Import Instructions: *Word 2007 Label Format*

## Instructions

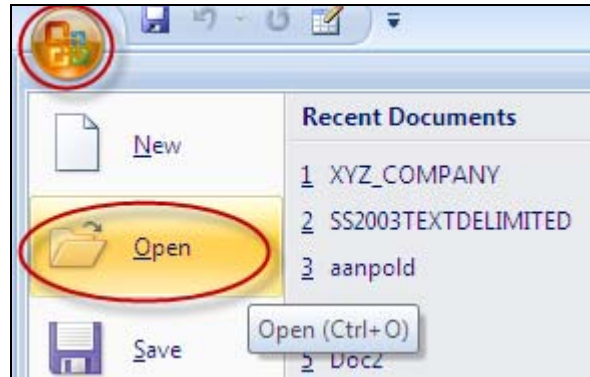
To import data in this format, your data must be in Excel .txt format.

[Click here to import your file into txt format](#)

Start Microsoft Word.

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

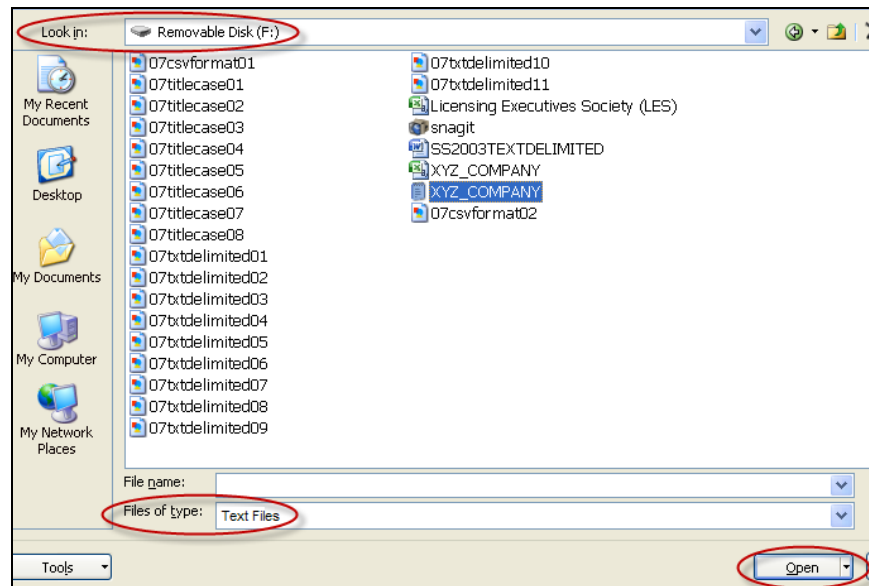
Click on **[Open]**.



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

Select Files of type: **Text Files**

Click on **[Open]**.



## Data Import Instructions: *Word 2007 Label Format*

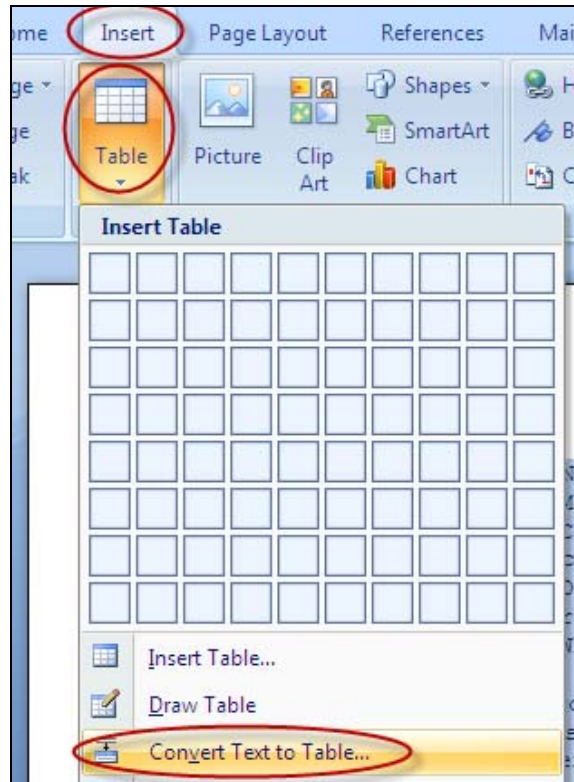
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Press **[Ctrl-A]** to select all data in document.

Click on **[Insert]**.

Click on **[Table]**.

Click on **[Convert Text to Table...]**.

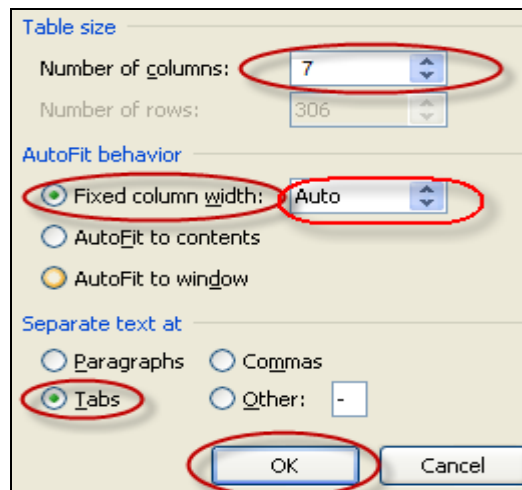


Select the number of columns from the drop-down list.

Click on the radio button for **[Fixed Column Width]** then select **Auto** from the drop-down list.

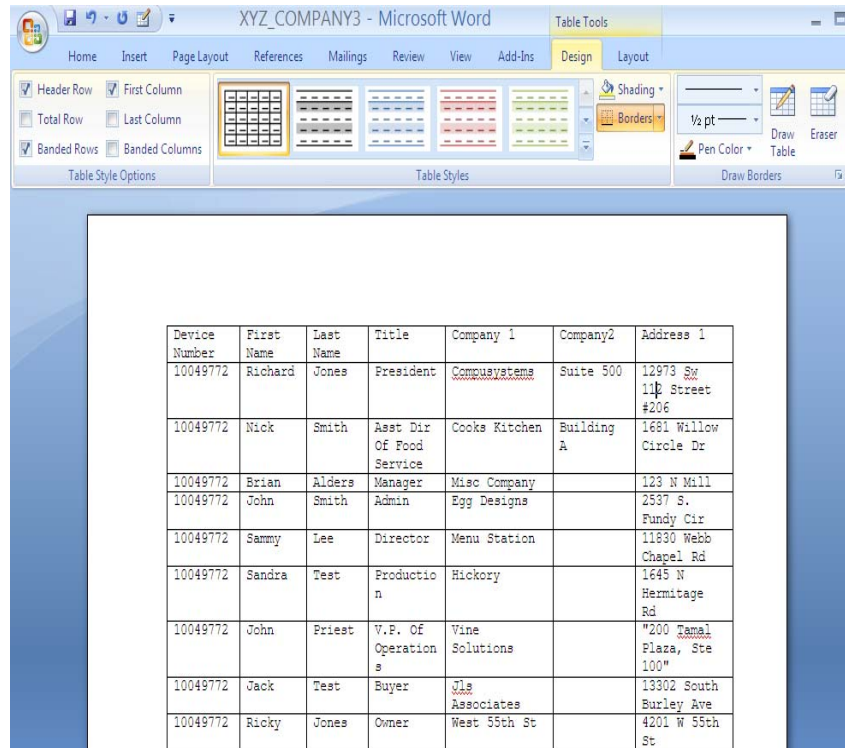
Click on the radio button for **[Tabs]**.

Click **[OK]**.



# Data Import Instructions: Word 2007 Label Format

Your data should look like this:

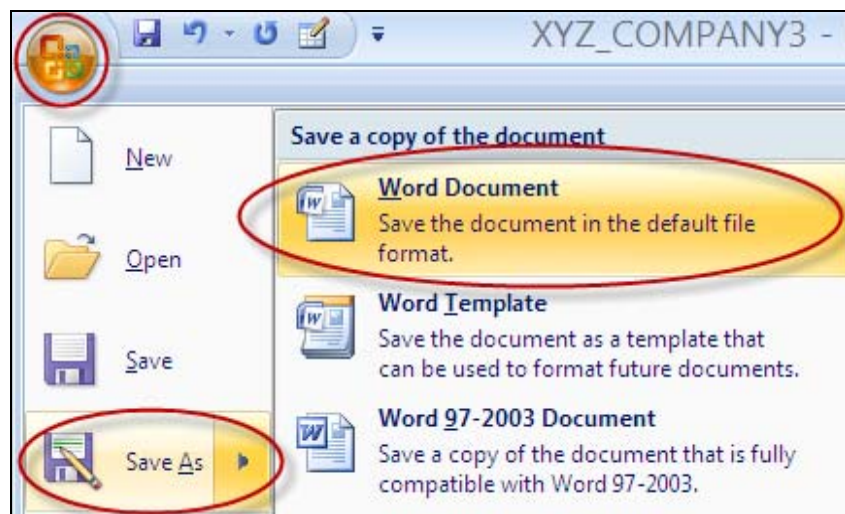


| Device Number | First Name | Last Name | Title                    | Company 1      | Company2   | Address 1                  |
|---------------|------------|-----------|--------------------------|----------------|------------|----------------------------|
| 10049772      | Richard    | Jones     | President                | CompuSystems   | Suite 500  | 12973 So. 11th Street #206 |
| 10049772      | Nick       | Smith     | Asst Dir Of Food Service | Cooks Kitchen  | Building A | 1681 Willow Circle Dr      |
| 10049772      | Brian      | Alders    | Manager                  | Misc Company   |            | 123 N Mill                 |
| 10049772      | John       | Smith     | Admin                    | Egg Designs    |            | 2537 S. Fundy Cir          |
| 10049772      | Sammy      | Lee       | Director                 | Menu Station   |            | 11830 Webb Chapel Rd       |
| 10049772      | Sandra     | Test      | Production               | Hickory        |            | 1445 N Hermitage Rd        |
| 10049772      | John       | Priest    | V.P. Of Operations       | Vine Solutions |            | "200 Tamal Plaza, Ste 100" |
| 10049772      | Jack       | Test      | Buyer                    | Jls Associates |            | 13302 South Burley Ave     |
| 10049772      | Ricky      | Jones     | Owner                    | West 55th St   |            | 4201 W 55th St             |

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

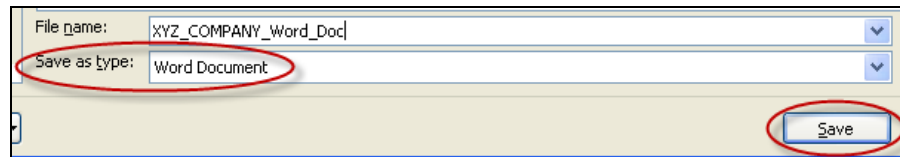
Click on **[Save As]**.

Click on **[Word Document]**.



## Data Import Instructions: *Word 2007 Label Format*

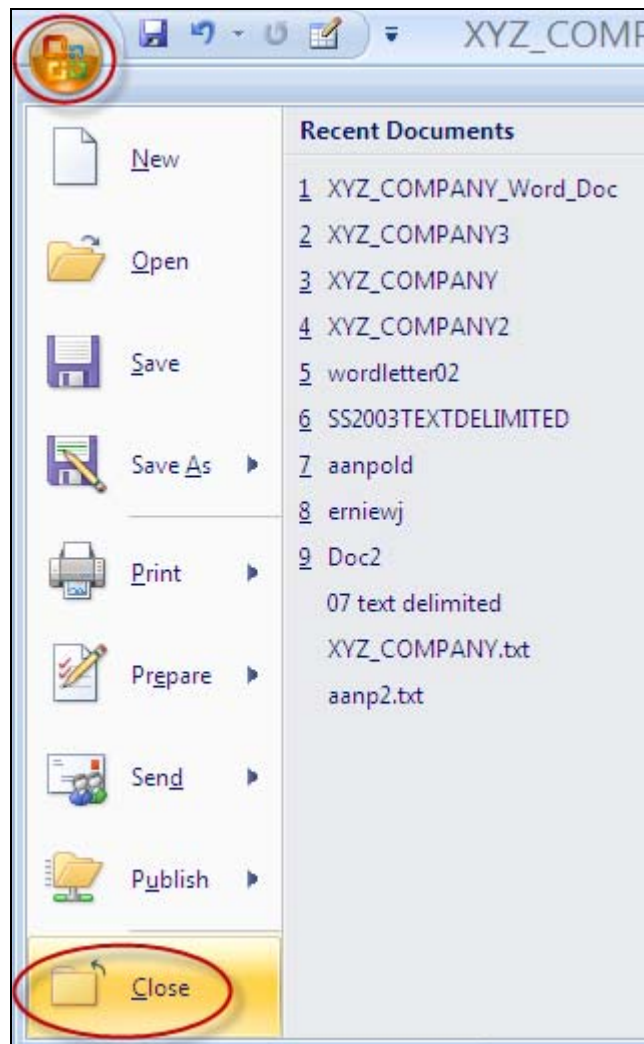
Change the  
Save as type to  
**Word  
Document**  
(\* .doc).



Click on **[Save]**.

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

Click on **[Close]**.

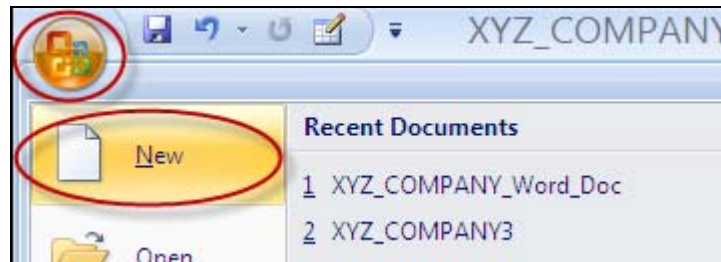


## Data Import Instructions: *Word 2007 Label Format*

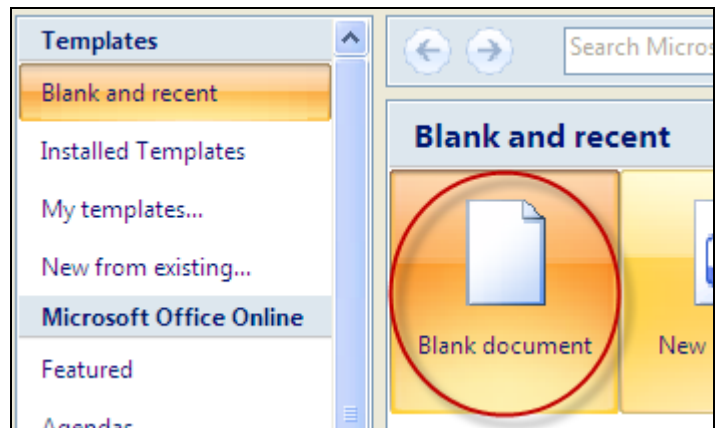
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Click on the **[Office]** button.

Click on **[New]**.



Click on **[Blank document]**.



# Data Import Instructions: Word 2007 Label Format

Click on the **Mailings** tab.

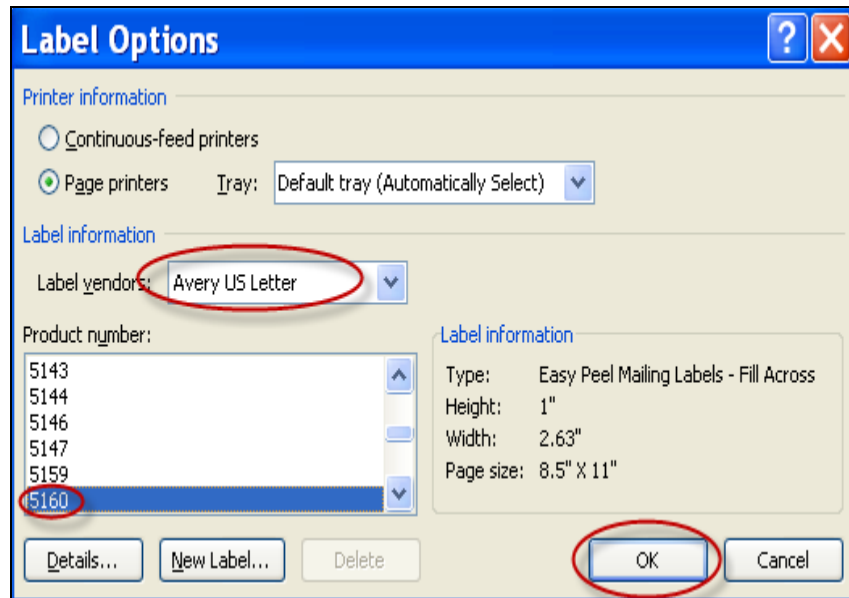
Click on **Start Mail Merge**.

Click on **[Labels...]**.



Choose appropriate label vendor/product number (*in this example, "Avery US Letter" and "5160"*).

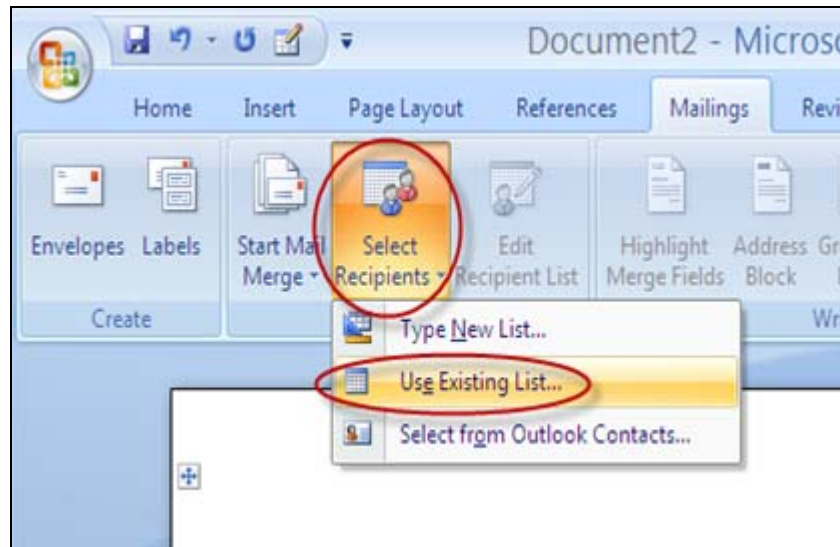
Click on **[OK]**.



# Data Import Instructions: *Word 2007 Label Format*

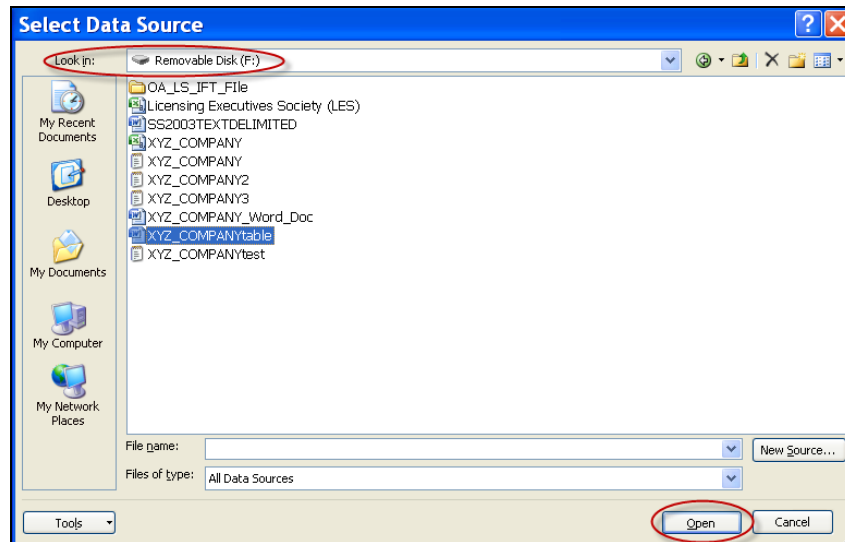
Click on **[Select Recipients]**.

Click on **[Use Existing List...]**.



Click in the "Look in" field to locate and highlight the Word.doc you just created.

Click on **[Open]**.



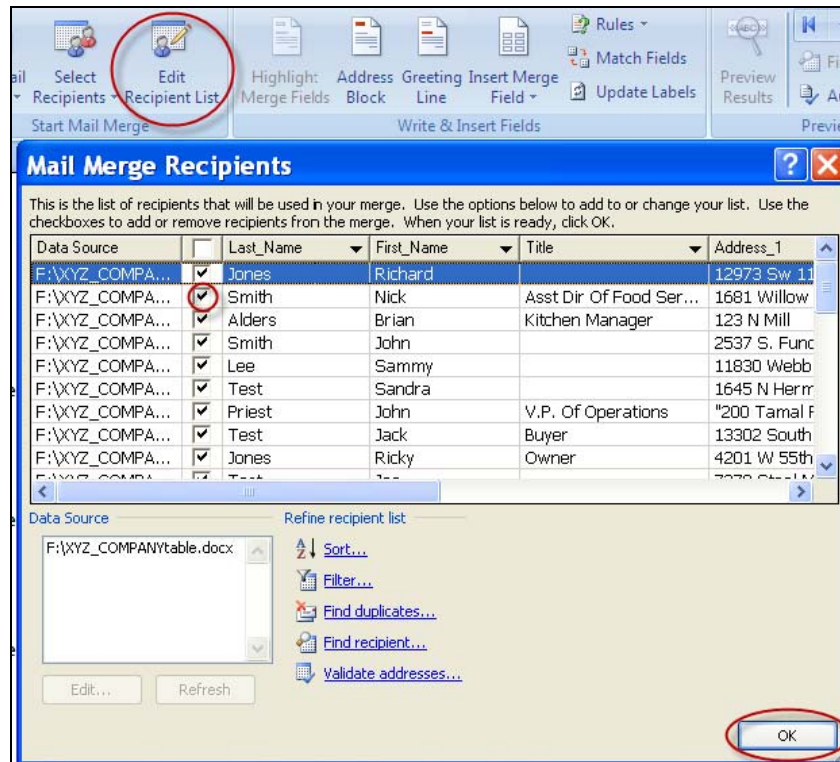


# Data Import Instructions: Word 2007 Label Format

Click on **Edit Recipient List**.

Uncheck any recipients who should not receive a label.

Click **[OK]**.

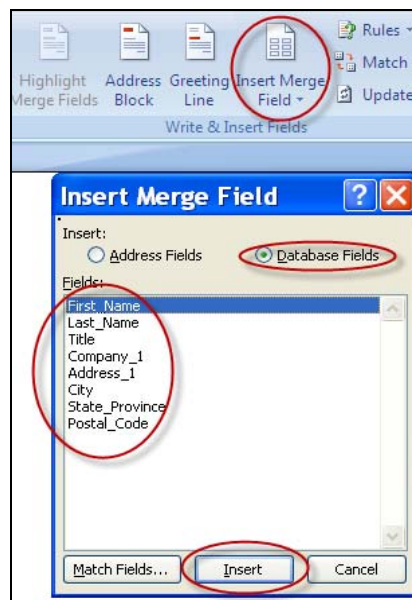


Click on **[Insert Merge Field]**.

Select the radio button for **Database fields**.

Highlight the field(s) you want to insert.

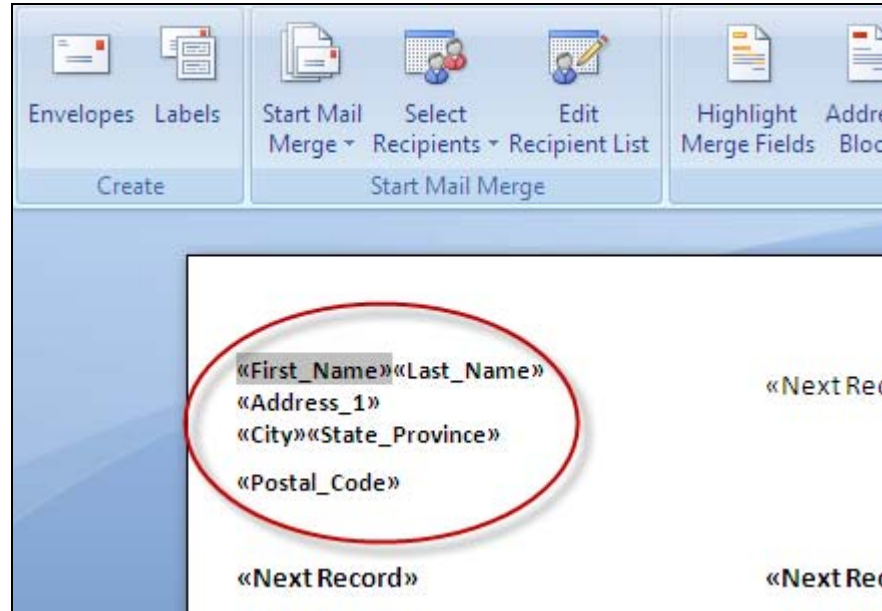
Click on **[Insert]**.



# Data Import Instructions: Word 2007 Label Format

Your screen should look like this:

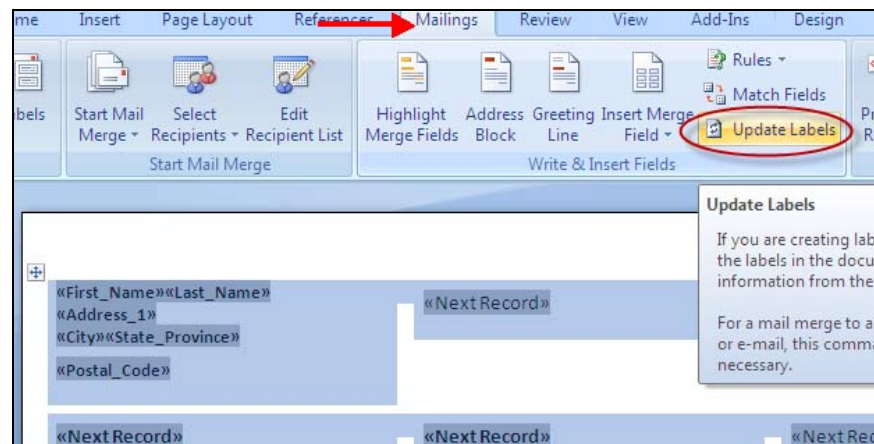
(Make sure there are spaces in between fields and that the fields are laid out to your satisfaction.)



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

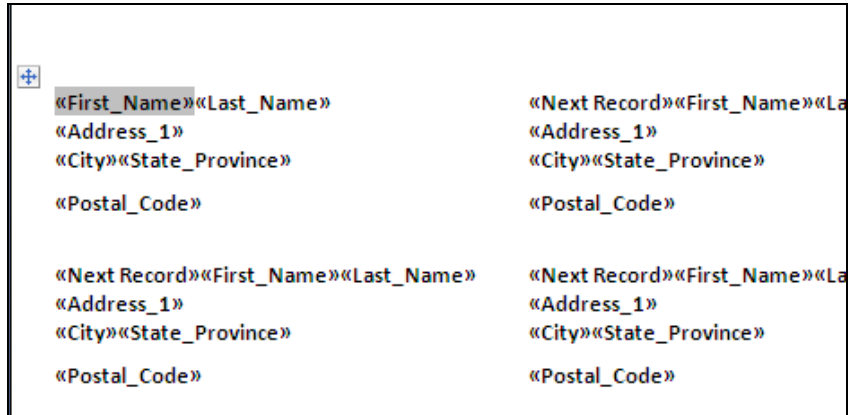
Click on the **[Mailings]** tab.

Click on **[Update Labels]**.



# Data Import Instructions: *Word 2007 Label Format*

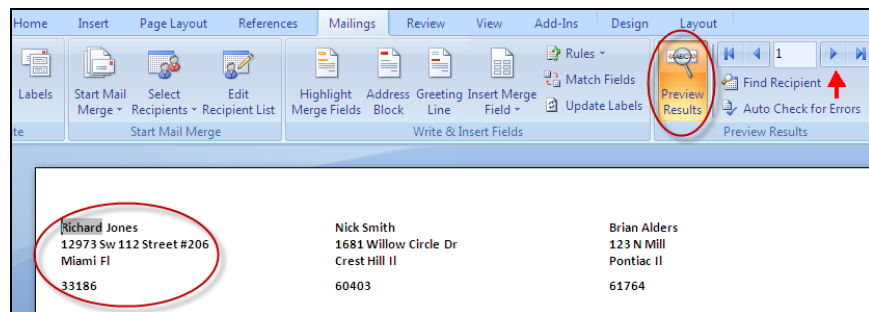
Verify all labels are updated with the appropriate fields.



Click on [**Preview Results**].

The field names should now represent your data.

You can preview other entries by clicking the [**>**] button.

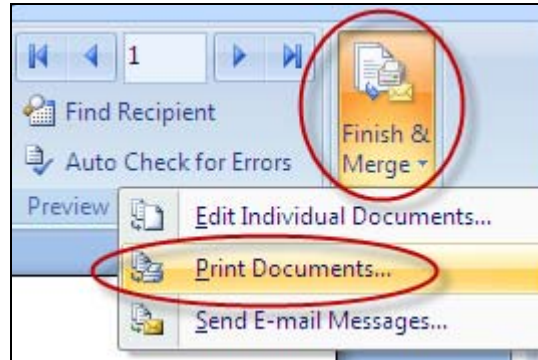


## Data Import Instructions: *Word 2007 Label Format*

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Click on **[Finish & Merge]**.

Click on **[Print Documents...]**.



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.