



Data Import Instructions: *Microsoft Word 2007 Letter Format*

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Data Import Instructions: Word 2007 Letter Format

Instructions

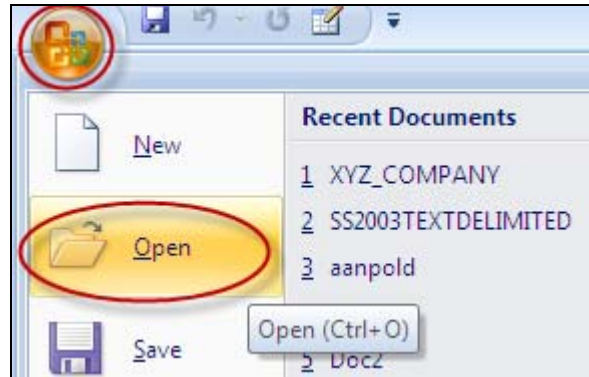
To import data in this format, your data must be in Excel .txt format.

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

Start Microsoft Word.

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

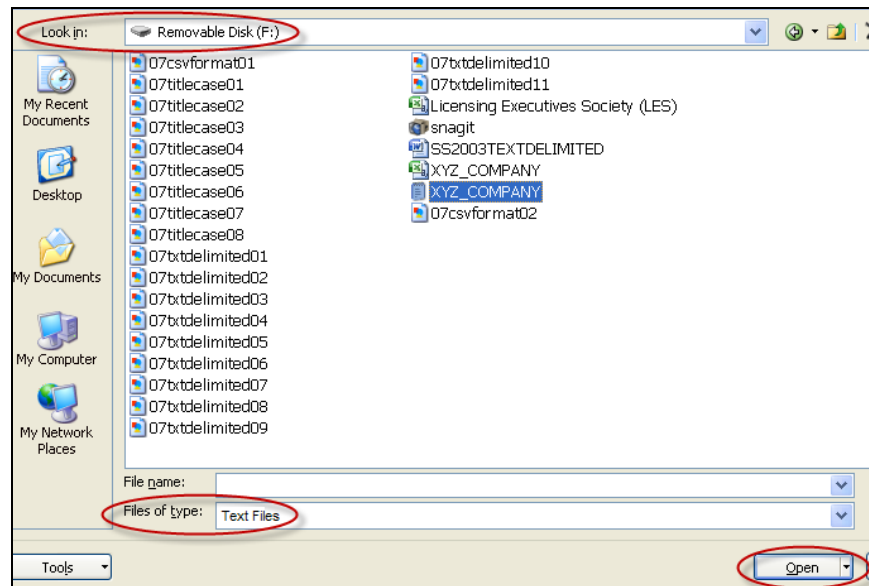
Click on **[Open]**.



Click in the "Look in" field and locate and highlight your .txt file.

Select Files of type: **Text Files** (*.*)

Click on **[Open]**.



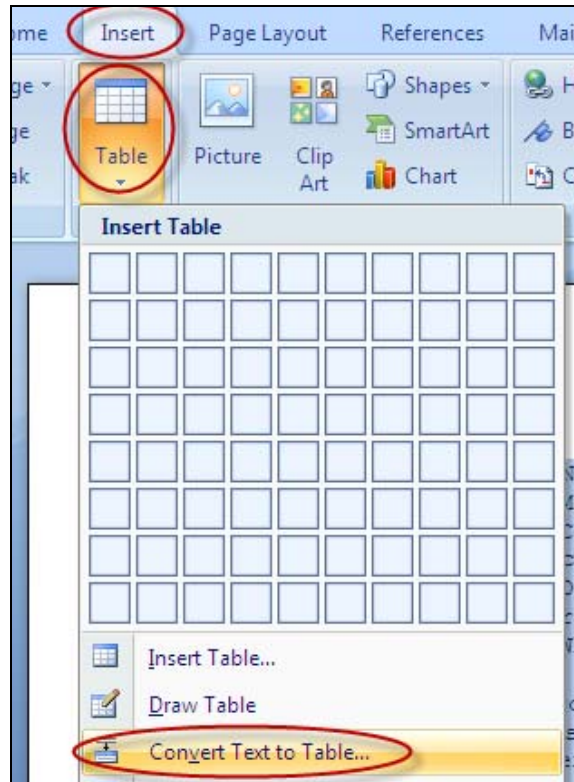
Data Import Instructions: *Word 2007 Letter Format*

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

Click on **[Insert]**.

Click on **[Table]**.

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

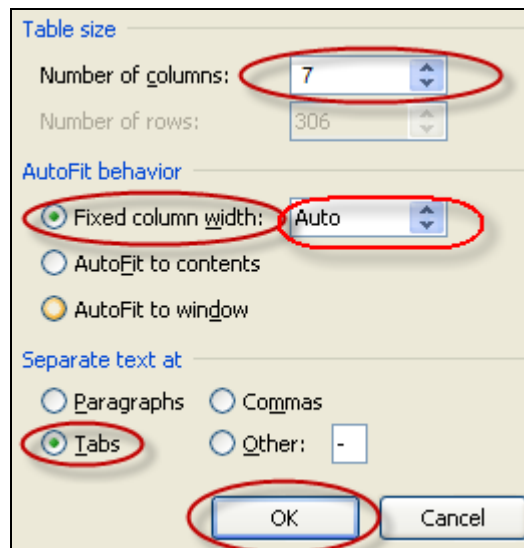


Select the number of columns from the drop-down list.

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

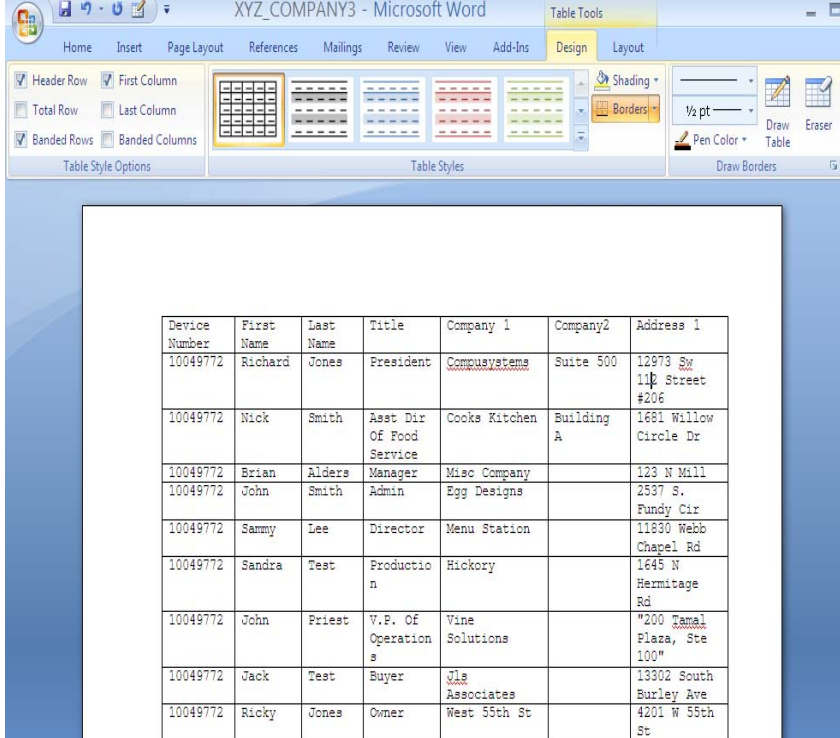
Click on the radio button for **[Tabs]**.

Click on **[OK]**.



Data Import Instructions: Word 2007 Letter Format

Your data should look like this:

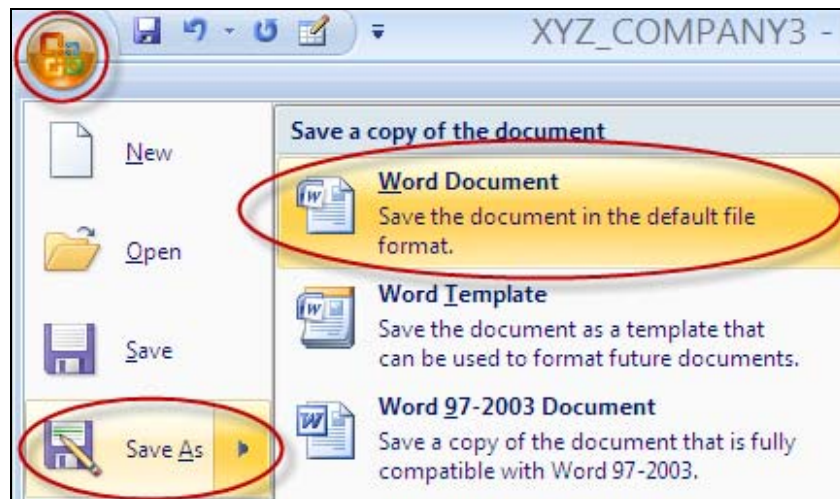


Device Number	First Name	Last Name	Title	Company 1	Company2	Address 1
10049772	Richard	Jones	President	CompuSystems	Suite 500	12973 Sx 11p Street #206
10049772	Nick	Smith	Asst Dir Of Food Service	Cooks Kitchen	Building A	1681 Willow Circle Dr
10049772	Brian	Alders	Manager	Misc Company		123 N Mill
10049772	John	Smith	Admin	Egg Designs		2537 S. Fundy Cir
10049772	Sammy	Lee	Director	Menu Station		11830 Webb Chapel Rd
10049772	Sandra	Test	Productio n	Hickory		1645 N Hermitage Rd
10049772	John	Priest	V.P. Of Operatio s	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 the **[Office]** button.

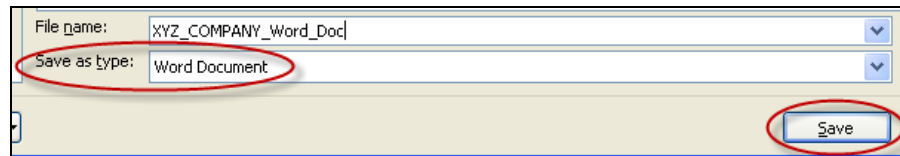
Click on **[Save As]**.

Click on **[Word Document]**.



Data Import Instructions: *Word 2007 Letter Format*

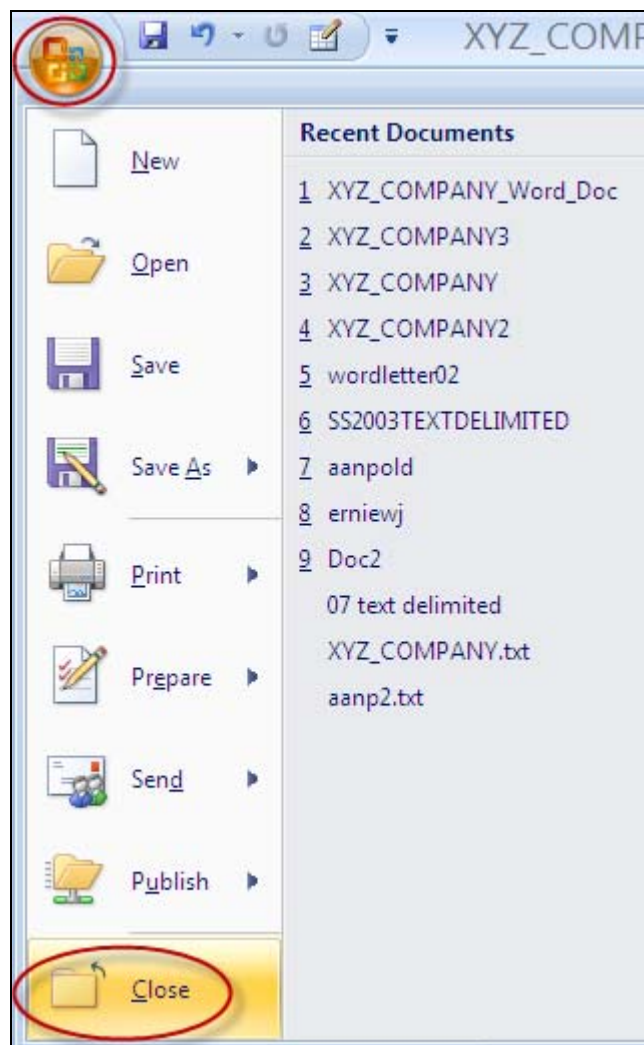
Change the
Save as type to
**Word
Document**
(* .doc).



Click on **[Save]**.

Click the **[Office]**
button.

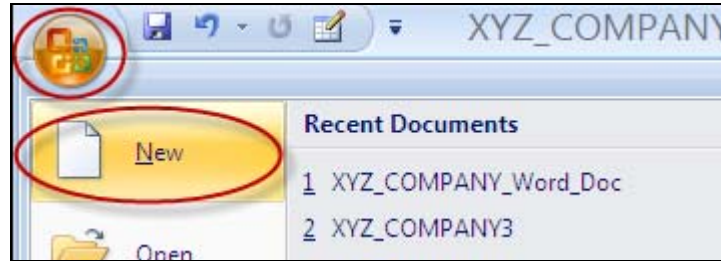
Click on **[Close]**.



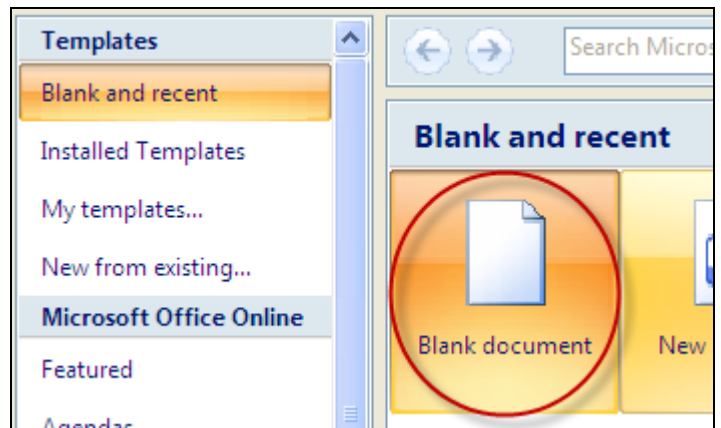
Data Import Instructions: *Word 2007 Letter Format*

Click the **[Office]** button.

Click on **[New]**.

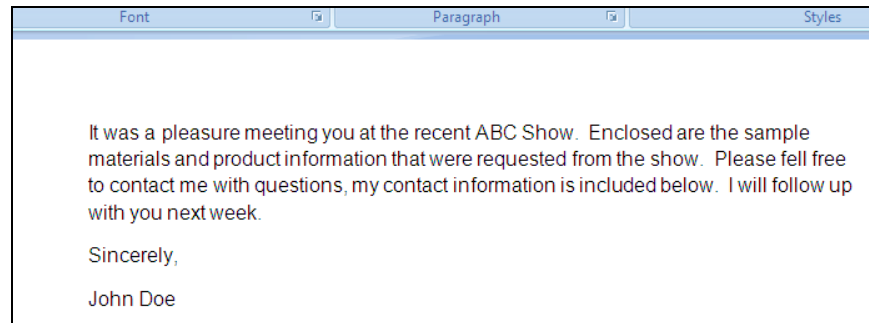


Click on **[Blank Document]**.



Data Import Instructions: *Word 2007 Letter Format*

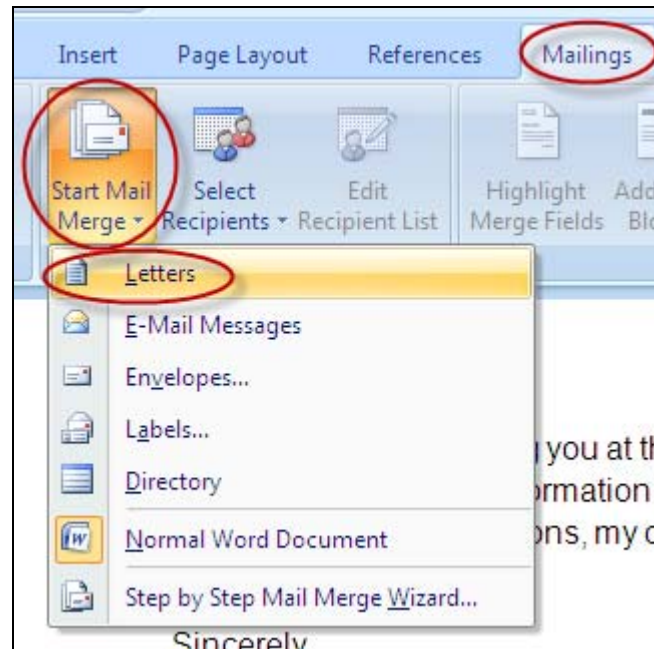
Type your letter.



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

Click on **[Start Mail Merge]**.

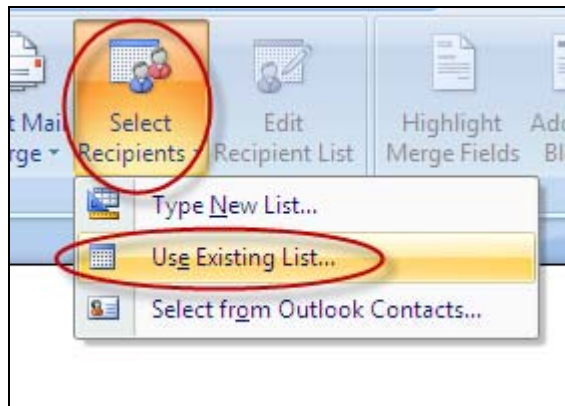
Click **[Letters]**.



Data Import Instructions: *Word 2007 Letter Format*

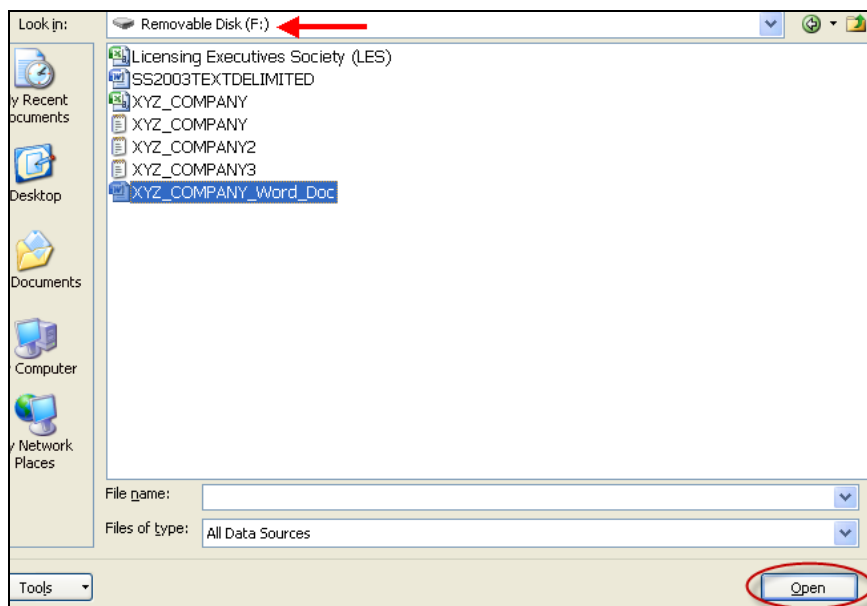
Click on **[Select Recipients]**.

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



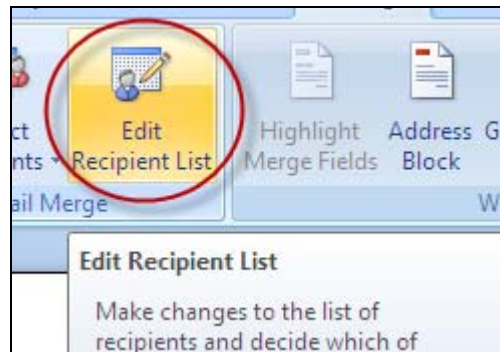
Click in the "Look in" field and locate and highlight your Word file.

Click on **[Open]**.



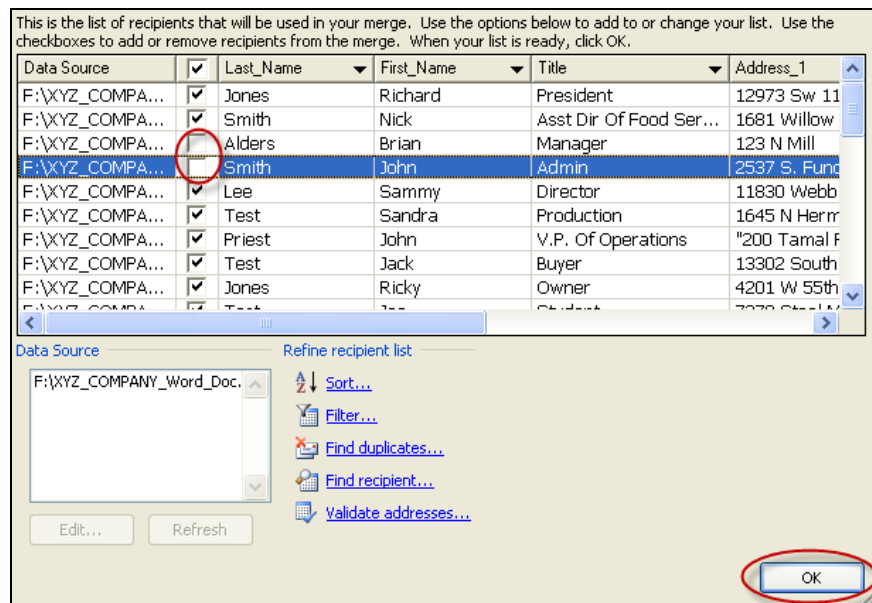
Data Import Instructions: *Word 2007 Letter Format*

Click on **[Edit Recipient List]**.



Uncheck any recipients that you don't want to send a letter to.

Click on **[OK]**.

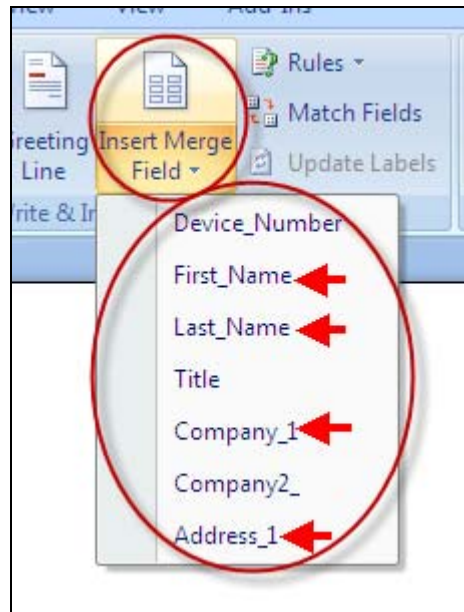


Data Import Instructions: *Word 2007 Letter Format*

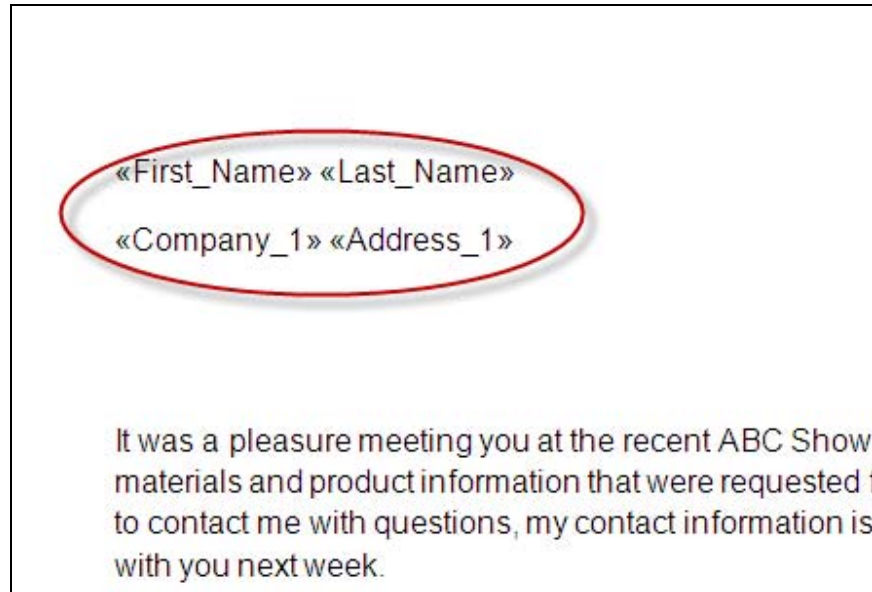
Click on **[Insert Merge Field]**.

Select the fields that will be used in your letter.

The fields you select will be shown on document.

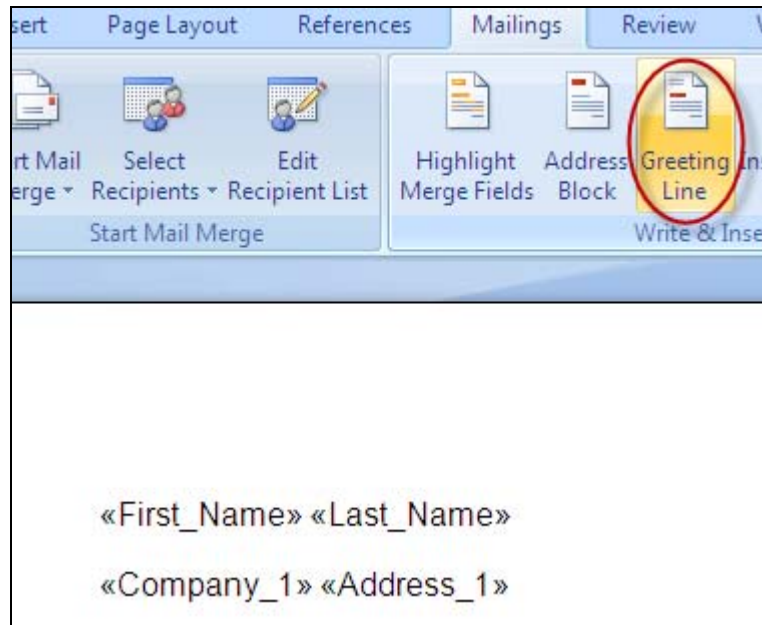


Here is an example of the field entries with First Name, Last Name, Company 1, and Address 1 selected in the preceding step:



Data Import Instructions: Word 2007 Letter Format

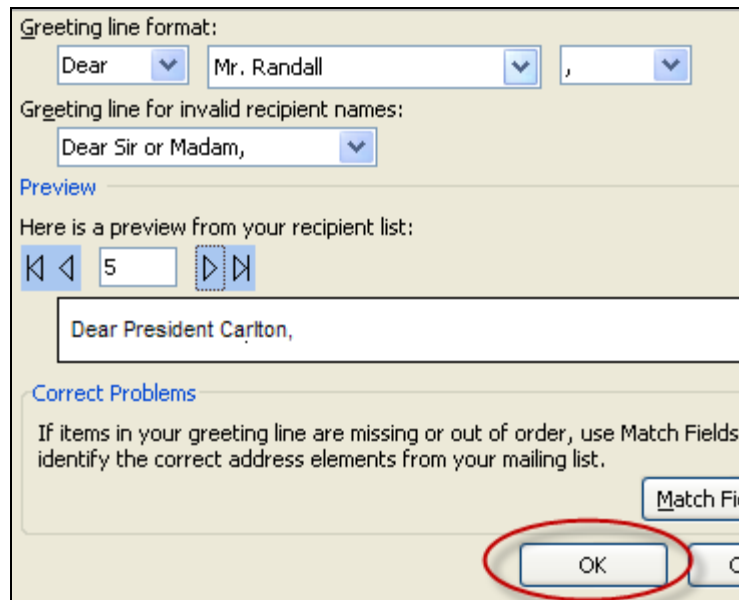
Click on **[Greeting Line]**.



Modify your data to your greeting line format.

Verify that the information displays properly in Preview.

Click on **[OK]**.



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Click **[Preview Results]** to see final letter.

Jeff Calton
Prime Burgers And Fries 61 Wilbur Lane

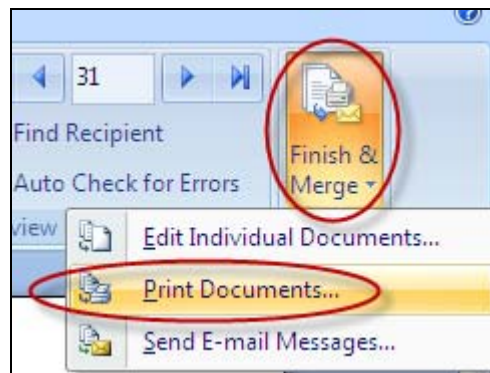
Dear President Calton,

It was a pleasure meeting you at the recent AB materials and product information that were re to contact me with questions, my contact infor

If you are satisfied with the results of your letter, click on **[Finish & Merge]**.

You can make any individual changes to each record as needed

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.