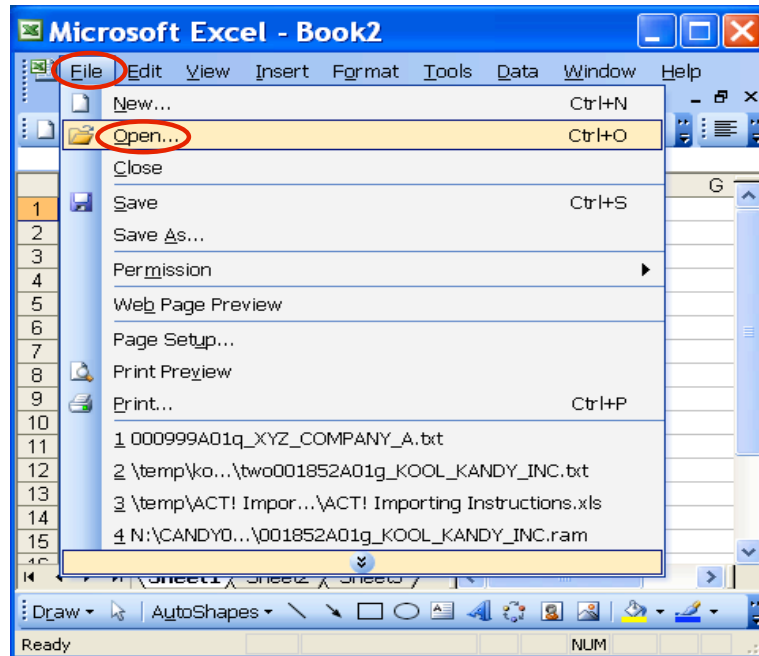


CompuLEAD Data Import Instructions: Microsoft Excel 2003 Text Delimited

Open Excel

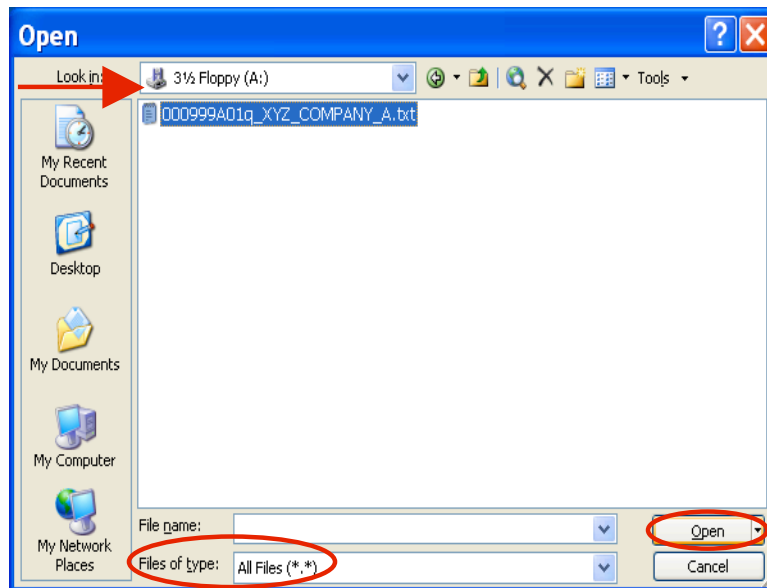
Click File

Click Open



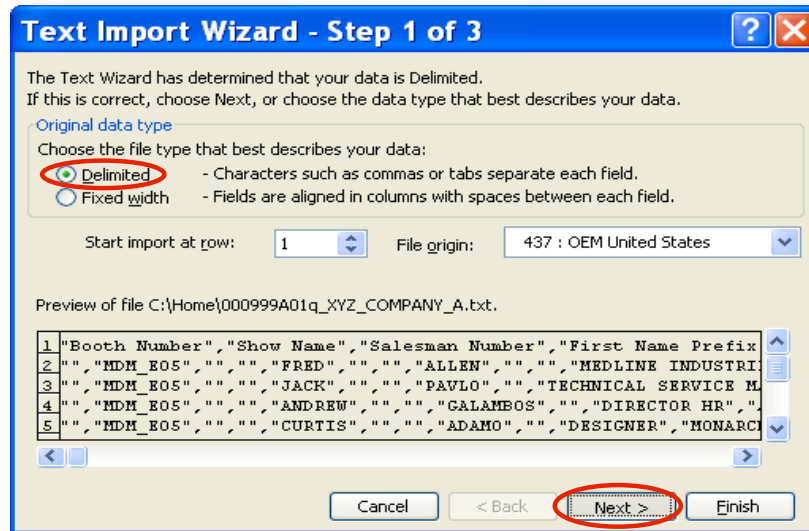
Click Look in: field and locate your file .txt

Change the Files of type: to All Files (*.*)
Click Open



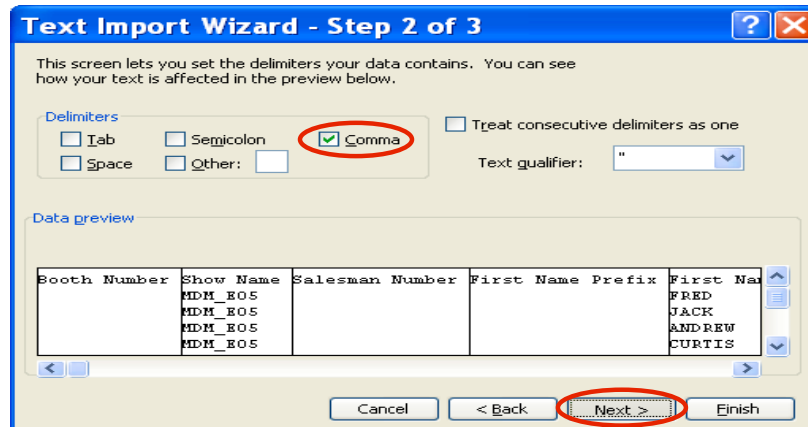
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708.786.5565

Click Delimited



Click Next >

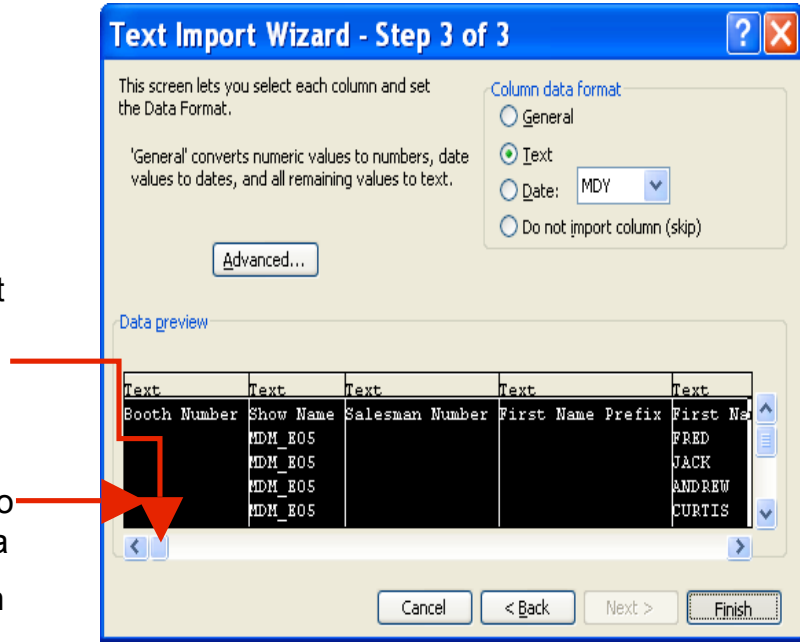
Select Comma



Click Next >

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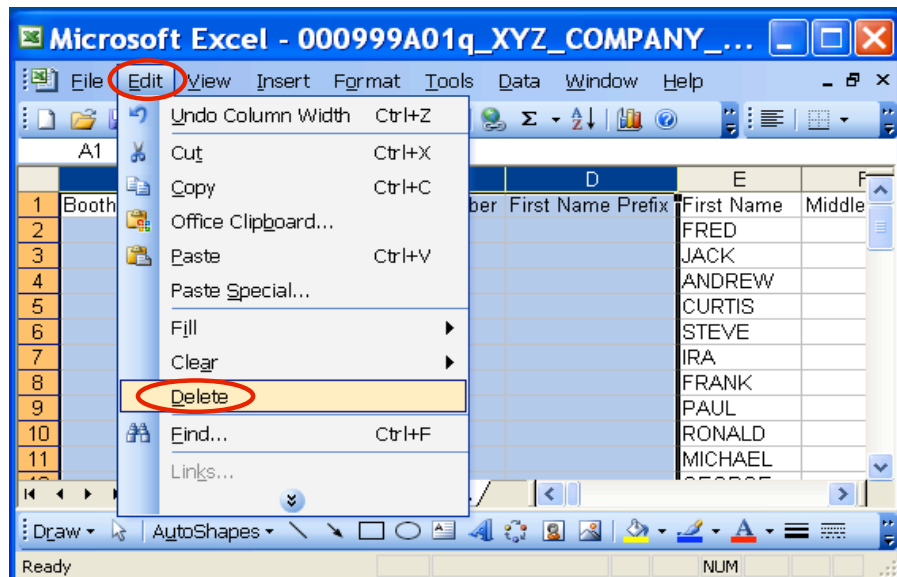
1. Move the scroll bar to all the way to right at the bottom of the Data preview window
2. Hold down the shift key and click in the Data preview window to highlight the entire data
3. Click Text in Column data format section.
4. Click Finish



Delete the unwanted data and blank fields which will not be included in your merged document, such as qualifiers, phone, fax etc.

Highlight the column(s)
Click Edit

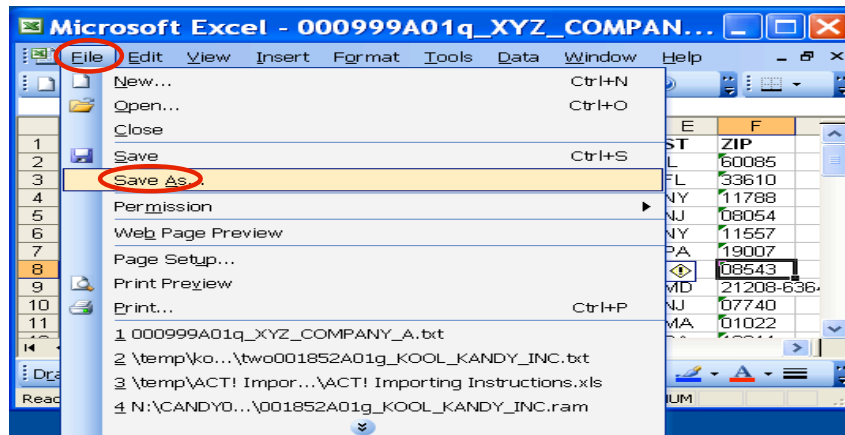
Click Delete to delete the column(s)



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Click File

Click Save As...



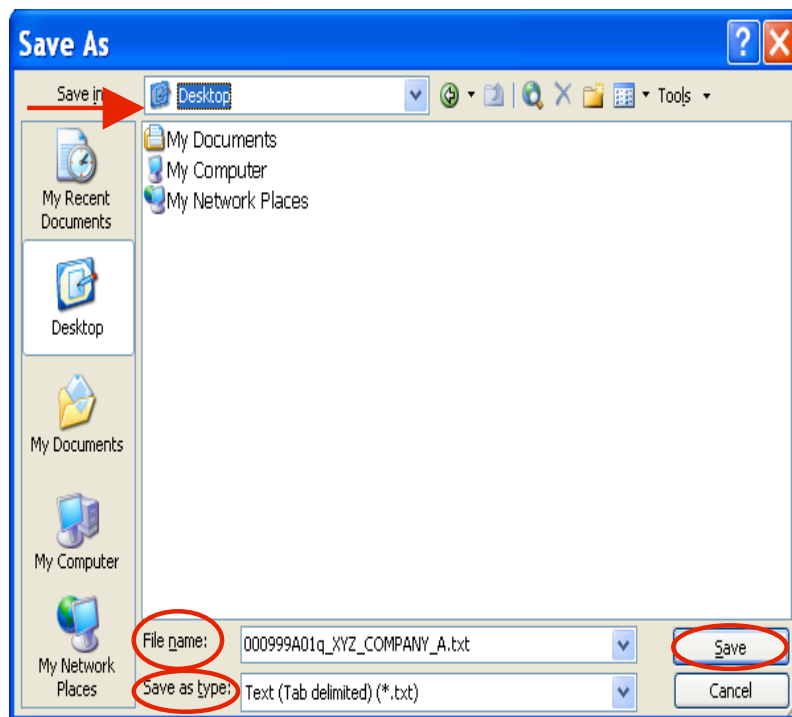
Click in Save in: field and locate the folder where you want to save your .txt file.

Type File name:

Save as type: CSV
(Comma delimited)

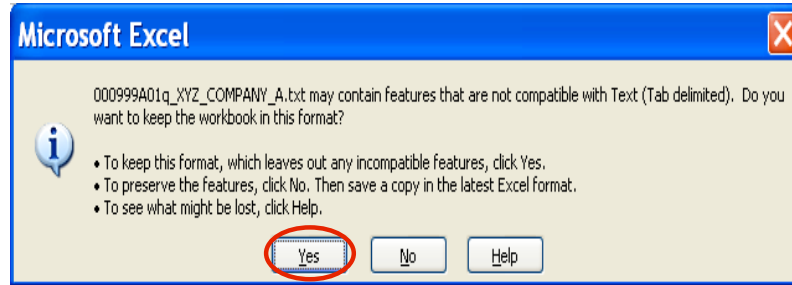
*.csv

Click Save



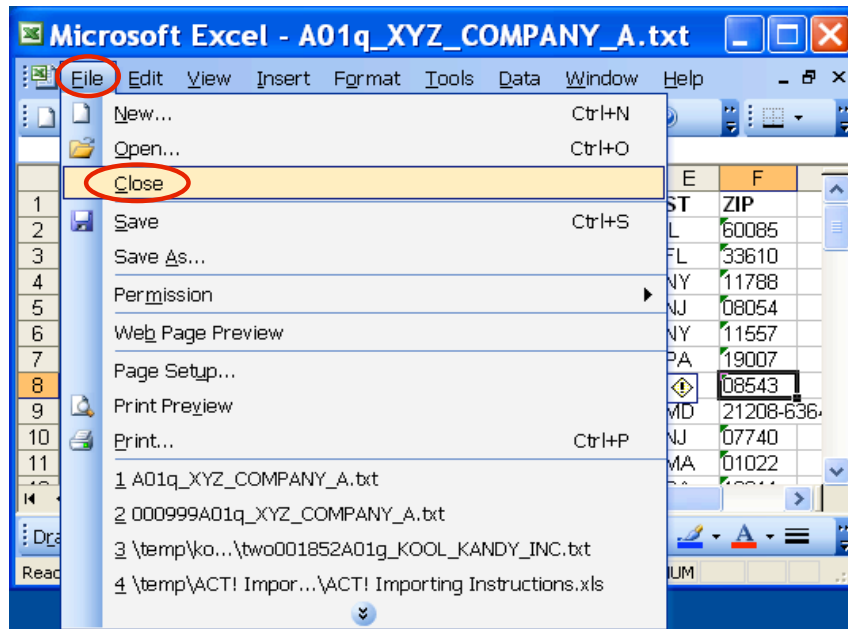
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Click Yes



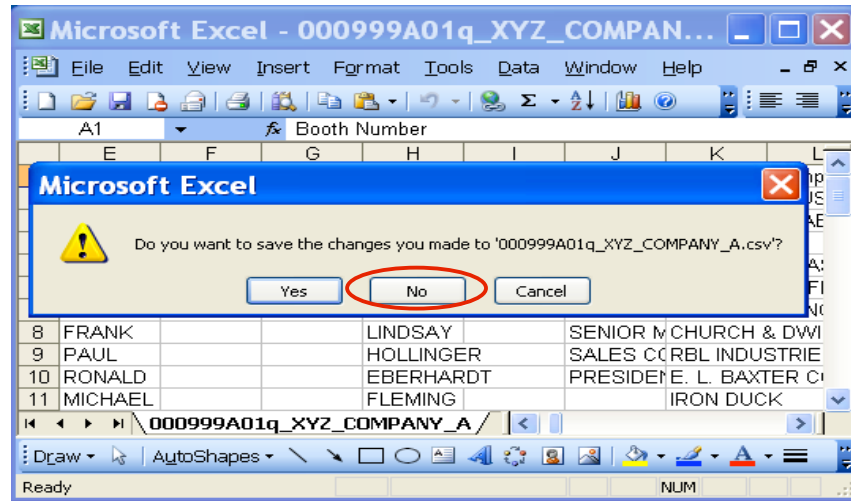
Click File

Click Close



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Click No



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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