CompuLEAD Data Import Instructions: Microsoft Excel 2003 Text Delimited

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Click Look in: field and locate your file .txt

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

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	Text Import Wizard - Step 1 of 3
Click Delimited	The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: Delimited Characters such as commas or tabs separate each field. Fixed width Fixed width Fixed width
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Click Next >	Cancel < Back <u>Next</u> > <u>Finish</u>

	Text Import Wizard - Step 2 of 3
	This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
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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

 Click Text in Column data format section.
 Click Finish

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

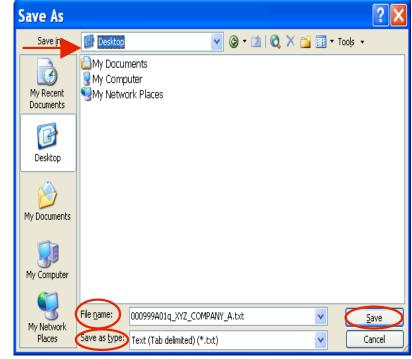
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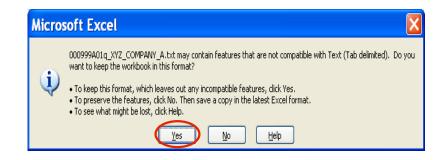
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Click in Save in: field and locate the folder where you want to save your .txt file.



Type File name:

Save as type: CSV (Comma delimited) *.csv Click Save



Click Yes

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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.