



CompuLEAD Data Import Instructions: Microsoft Works 4.0 and Windows 95

1. Within Works 4.0, click on FILE, then OPEN. Choose the file on floppy drive (make sure the file type field at the bottom of the window reads 'Text'), then click OK.
2. Check the box 'Text for DOS', and click on OPEN FILE AS DATABASE.
3. You now have a database made of your file. Be sure to click on FILE, SAVE AS before exiting.