



Data Import Instructions: *Microsoft Excel 2007 CSV Format*

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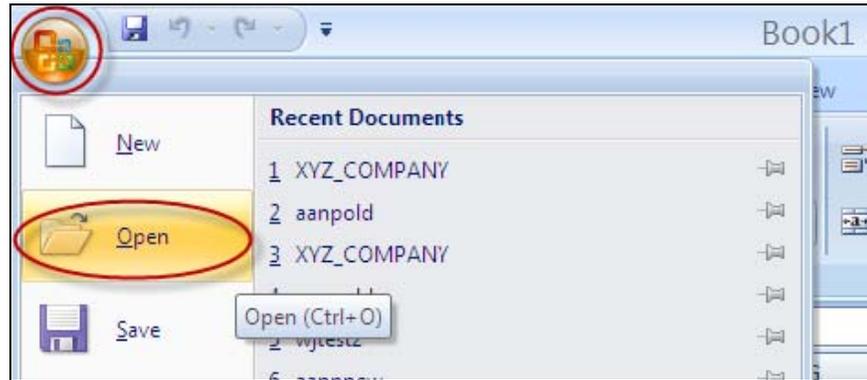
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Instructions

Open Microsoft Excel.

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

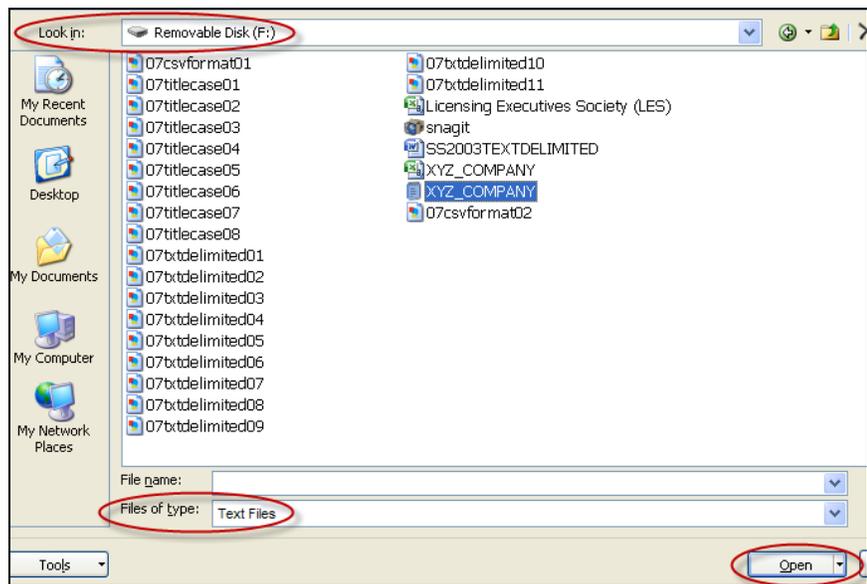
Click on **[Open]**.



Locate the .txt file in the "Look in:" field.

Select files of type: **Text Files**.

Click on **[Open]**.



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Click on the radio button for the **Delimited** option.

Click on **[Next >]**.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file F:\XYZ_COMPANY.TXT.

1	Device Number	Booth Number	Show Name	Salespeson	First Name Prefix
2	10049772	Nra Show 2008	Richard Jones	Compusystems	12973 Sw 1
3	10049772	Nra Show 2008	Nick Smith	Asst Dir Of Food Service/Che	
4	10049772	Nra Show 2008	Brian Alders	Kitchen Manager	Misc Compa
5	10049772	Nra Show 2008	John Smith	Egg Designs	2537 S. Fundy

Click on the check box for **Comma**.

Click on **[Next >]**.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

Device Number	Booth Number	Show Name	Salespeson	First Name Prefix
10049772		Nra Show 2008		
10049772		Nra Show 2008		
10049772		Nra Show 2008		
10049772		Nra Show 2008		

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Select all of the fields by highlighting the first field, holding down the **[Shift]** key, moving the scroll bar all the way to the right, then clicking on the last field.

Click the **Text** radio button in Column data format section.

Click on **[Finish]**.

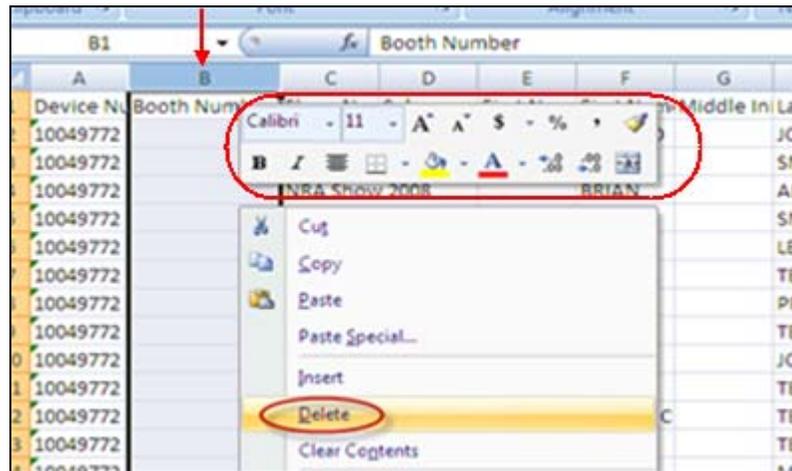


Delete the unwanted data (qualifiers, phone, fax, etc.) and blank fields which will not be included in your merged document.

Highlight the column(s) to be deleted. (*Column B is used here.*)

Right-click your mouse to see a list of options.

Click on **Delete** to delete the column(s).

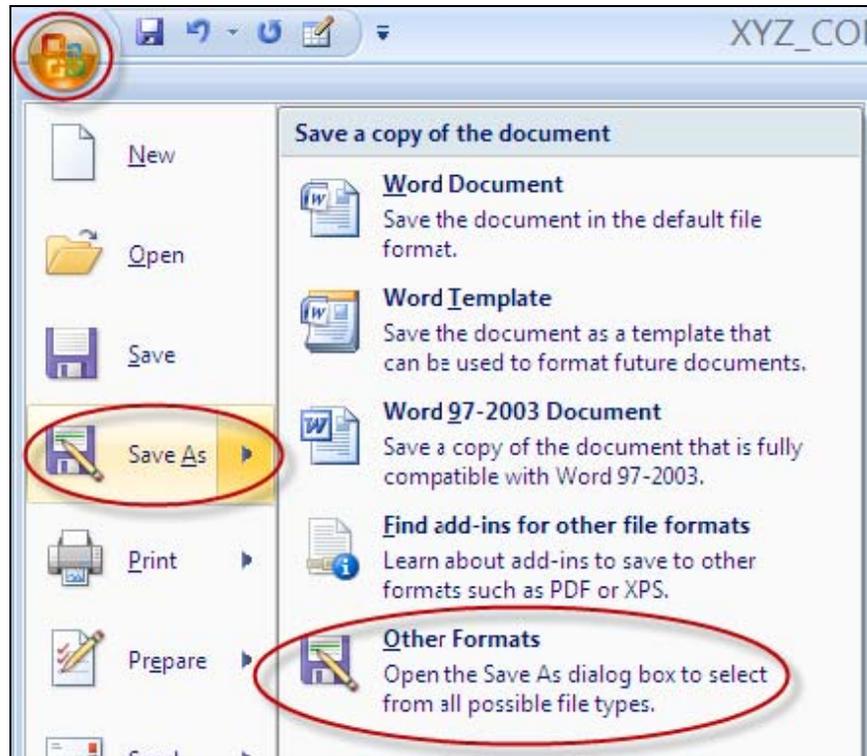


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Click the **[Office]** button.

Click on **[Save As]**.

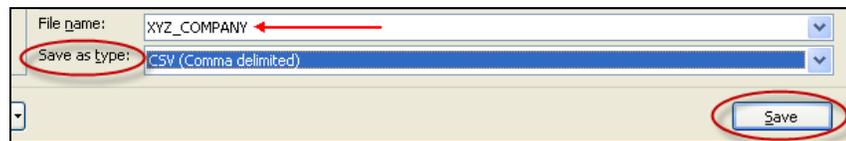
Select **Other Formats**.



Type a file name.

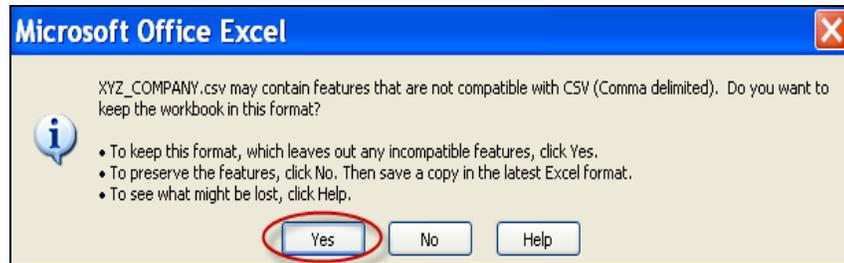
Save as type: **CSV (Comma delimited)**.

Click on **[Save]**.



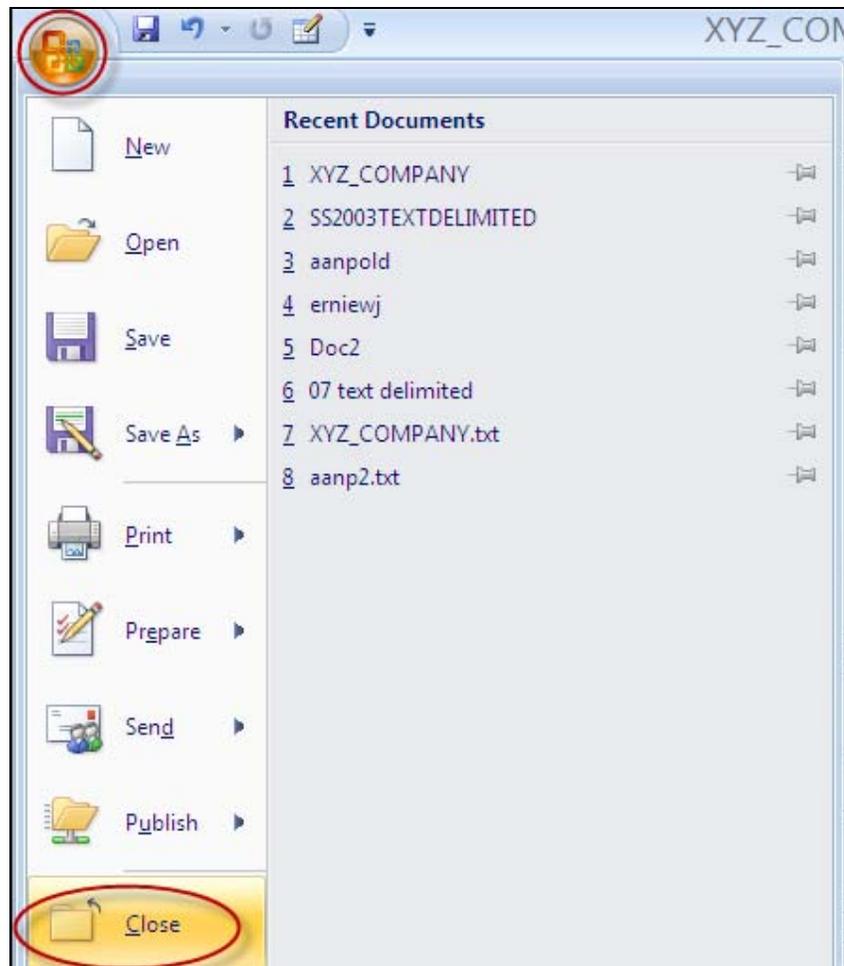
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Click on **[Yes]**.



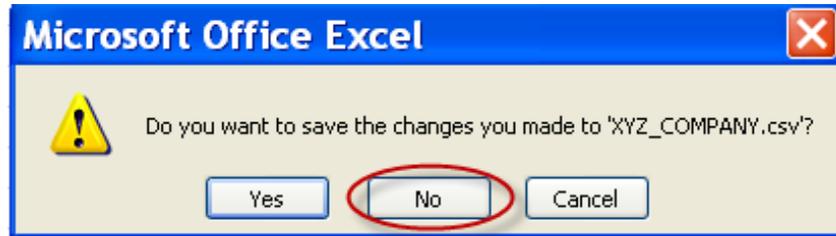
Click the **Office** button.

Click on **Close**.



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Click on **[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.