



## CompuLIST: Data Import Instructions

### Convert Tab Delimited to Excel (xls)

Below are instructions for converting your CompuLIST output file into Excel. You will receive your file via email as a URL address.

#### Step One - Retrieve CompuLIST File:

- Click on URL, your file will automatically open in your Internet browser.
- **OR**...put cursor over URL address, highlight text, copy it (either click Edit Menu/Copy or hit Ctrl C). Open your Internet browser, paste (either click Edit Menu/Paste or hit Ctrl V) URL address in Address window (make sure to copy all of URL address, including file extension).
- Once file is open in browser, click File Menu, click Save As, change "Save as type" to Text File (.txt).
- Save file to your hard drive (you may change the file name). Remember what you named the file, it is important for Step Two - Import.

#### Step Two - Import Into Excel:

- Open Excel, click File Menu, open the .txt file you saved in Step One (make sure that "File of type" is listed as All Files - this will display all file types).
- The Text Import Wizard will open (3 Steps).
- Step One - verify DELIMITED is checked, click NEXT.
- Step Two - verify TAB is checked, click NEXT.
- Step Three - highlight the zip code column in the data preview (you will need to scroll over to the right, click anywhere in the zip code column), change "Column data format" to "Text", click FINISH.
- Click File Menu, click Save As.
- Change "Save as type" to Microsoft Excel Workbook, click Save.

#### Optional Step - to expand columns to fit data (for viewing and/or printing),

- Hit Ctrl+A (this selects all the data in the spreadsheet).
- Click Format Menu, click Column, click AutoFit Selection.

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-486-0777.

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### Convert Comma Separated to Excel (xls)

Below are instructions for converting your CompuLIST output file into Excel. You will receive your file via email as an URL address.

#### Step One - Retrieve CompuLIST File:

- Click on URL, your file will automatically open in your Internet browser.
- **OR**...put cursor over URL address, highlight text, copy it (either click Edit Menu/Copy or hit Ctrl C). Open your Internet browser, paste (either click Edit Menu/Paste or hit Ctrl V) URL address in Address window (make sure to copy all of URL address including file extension).
- Once file is open in browser, click File Menu, click Save As, change "Save as type" to Text File (.txt).
- Save file to your hard drive (you may change the file name). Remember what you named the file, it is important for Step Two-Import.

## **Step Two - Import Into Excel:**

- Open Excel, click File Menu, open the .txt file you saved in Step One (make sure that "File of type" is listed as All Files - this will display all file types).
- The Text Import Wizard will open (3 Steps).
- Step One - verify DELIMITED is checked, click NEXT.
- Step Two - uncheck TAB, check COMMA, click NEXT.
- Step Three - highlight the zip code column in the data preview (you will need to scroll over to the right, click anywhere in the zip code column), change "Column data format" to "Text", click FINISH.
- Click File Menu, click Save As.
- Change "Save as type" to Microsoft Excel Workbook, click Save.

## **Optional Step - to expand columns to fit data (for viewing and/or printing),**

- Hit Ctrl+A (this selects all the data in the spreadsheet).
- Click Format Menu, click Column, click AutoFit Selection.

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-486-0777.