



# Data Import Instructions: *Microsoft Excel 2007 Text Delimited*

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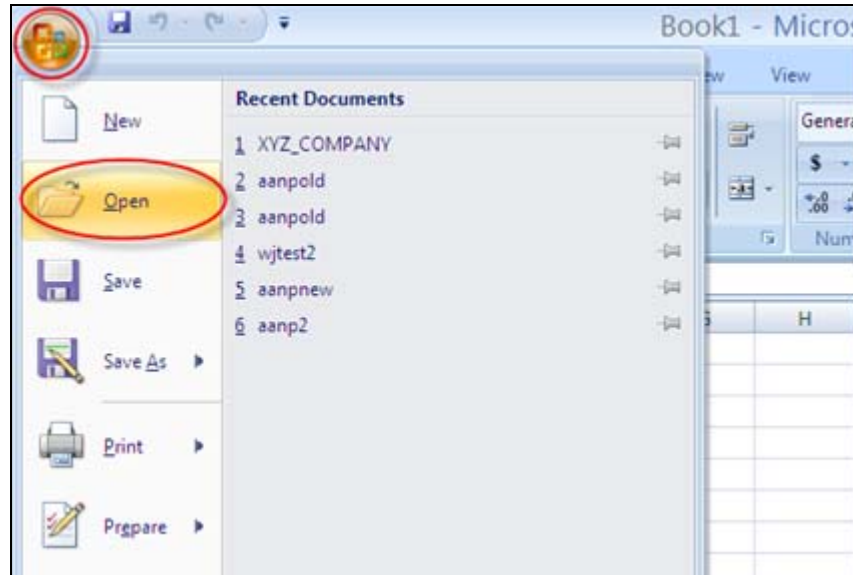
# Data Import Instructions: *Microsoft Excel 2007 Text Delimited*

## Instructions

Start Microsoft Excel.

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

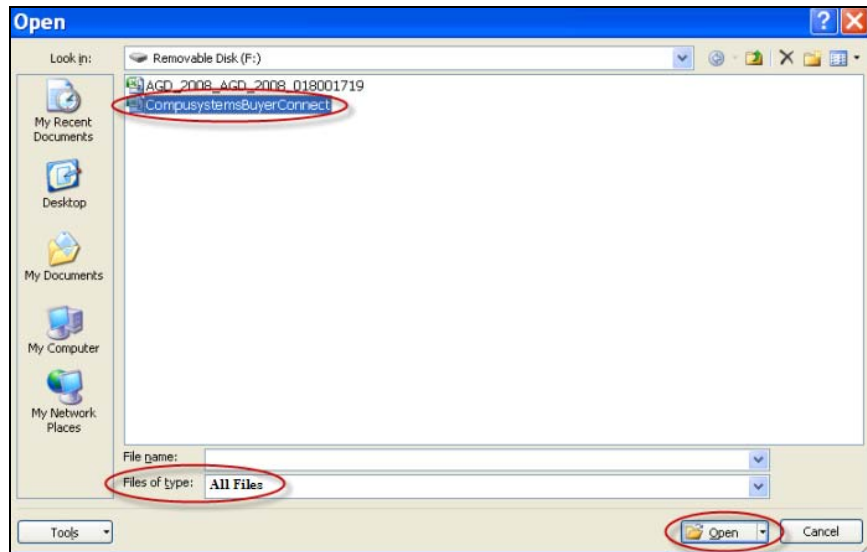
Click on **[Open]**.



Change the Files of type: to **All Files**.

Locate and select your file.

Click on **[Open]**.



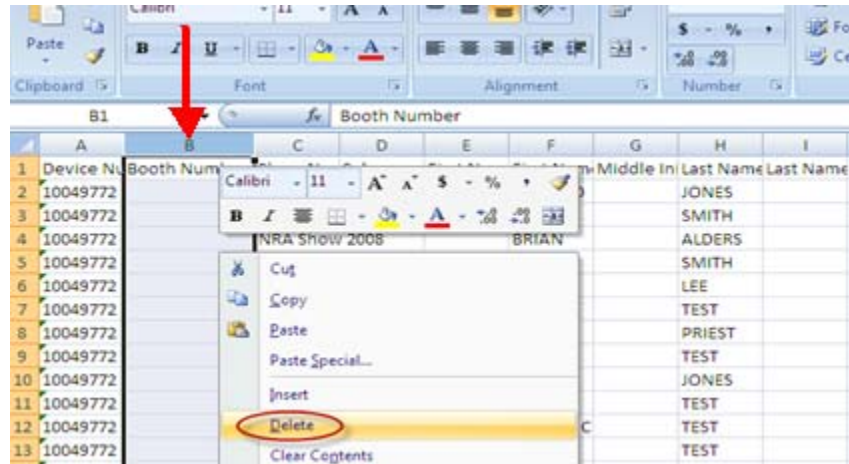
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Delete the unwanted data and blank fields which will not be included in your merged document, such as qualifiers, phone, fax, etc.

Highlight the unwanted columns.

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

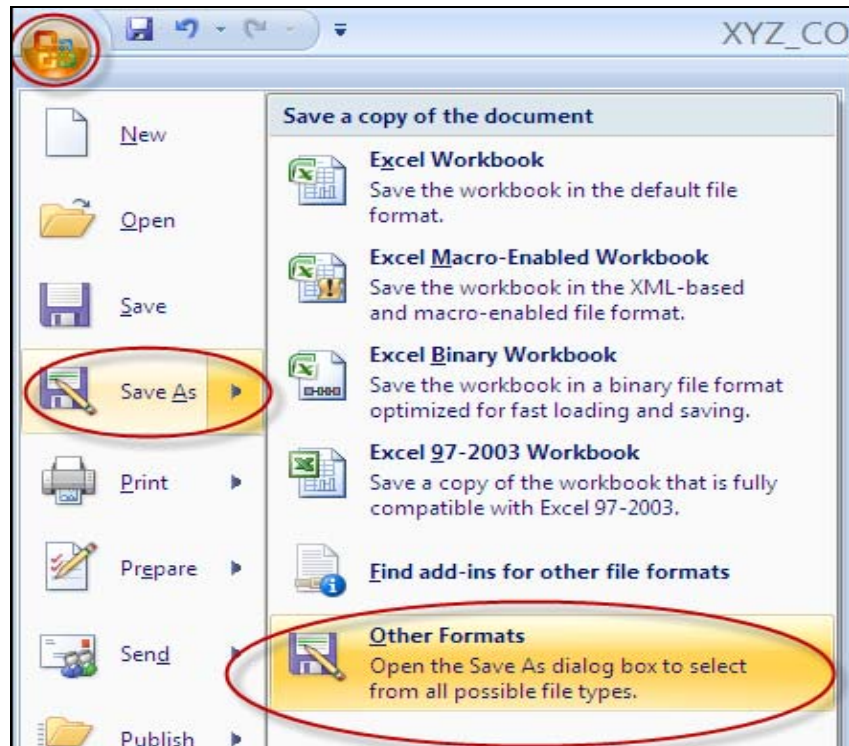
Click on **Delete** to remove the unwanted columns.



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

Click on **[Save As]**.

Select **[Other Formats]**.



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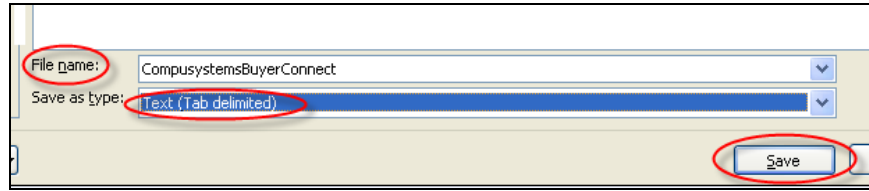
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Type file name.

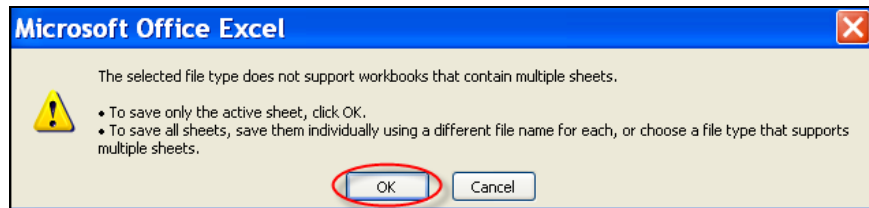
Save as type:

**Text  
(Tab delimited).**

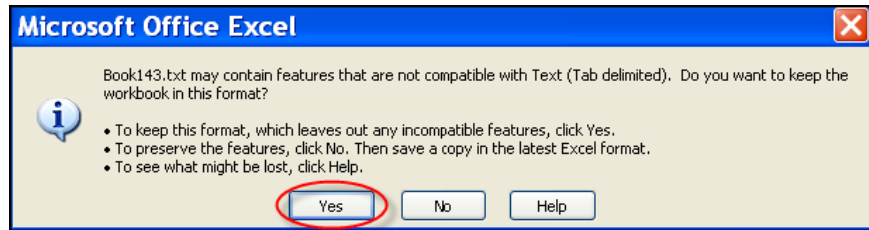
Click on **[Save]**.



At the prompt click on **[OK]**.



At the next prompt click on **[Yes]**.



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

Click on **[Close]**.



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.