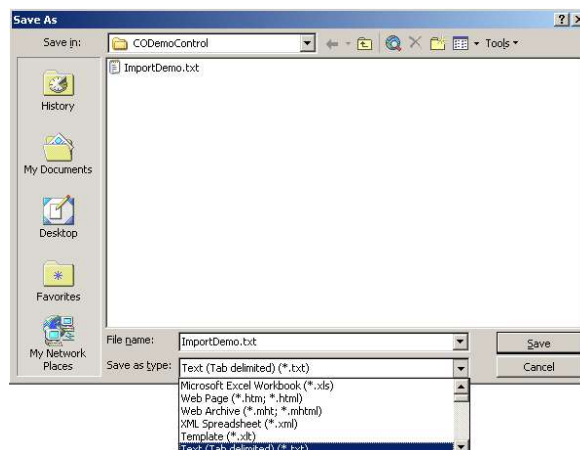


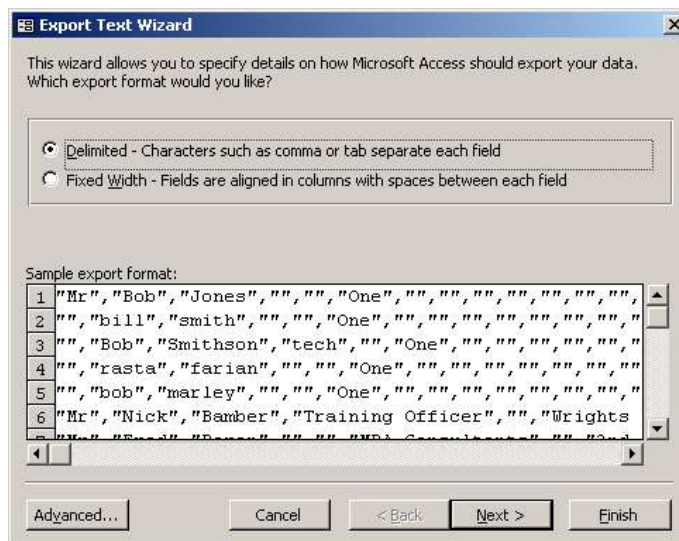
How to Create a Tab-Delimited Text File Ready for the Contacts Organizer Using a Microsoft Excel Spreadsheet File.

1. Open Microsoft Excel and select **File, Open** from the Menu bar.
2. Select your Excel spreadsheet file and open it up.
3. The column titles do not have to match the names stipulated, as long as the information held is as expected by Contacts Organizer in terms of not exceeding the maximum character length. *You may not have a column entitled Town, it may be City or Address4, for example, but the length of any entry must not exceed 85 characters including spaces. For current field sizes please refer to your program Help file.*
4. You now need to save the file. Just save it as an Excel file first as a backup, then as a tab-delimited text file. To do the second option select **File, Save As** from the Menu bar. In the Save As type box at the bottom of the dialog, click on the drop-down arrow and choose *Text (tab-delimited)*. Do not forget to name the file in the *File name* box. If you are warned about losing features just click on *Yes* to continue.
5. Now you can close the file.
6. Now continue with the import instructions as shown in the Contacts Organizer manual.

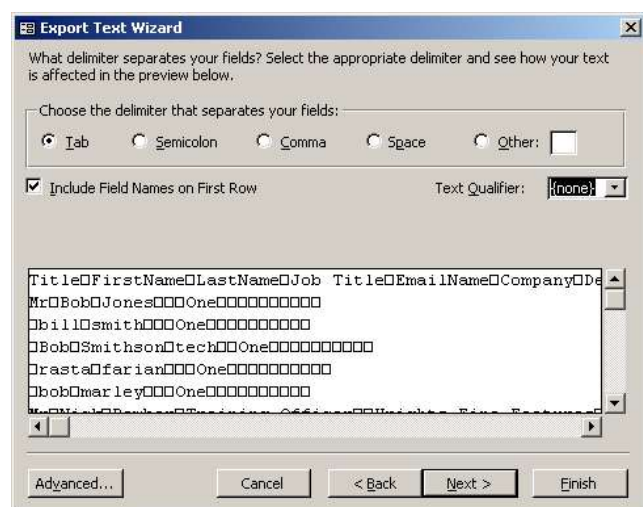


How to Create a Tab-Delimited Text File Ready for the Contacts Organizer Using a Microsoft Access Database.

1. Open Microsoft Access and open your database.
2. Create a query that produces the data-fields in the order as stipulated in the Contacts Organizer manual. The column titles do not have to match the names stipulated, as long as the information held is as expected by Contacts Organizer in terms of not exceeding the maximum character length. *For example you may not have a column entitled Town, it may be City or Address4, but the length of any text in it must not exceed 85 characters.*
3. Save the query.
4. Select the saved query in the main database window that shows the different database objects such as other queries, then select **File, Export...** from the Menu bar. The query name is suggested as your exported filename but you can change it if you wish. In the Save as type box at the bottom of the dialog choose *Text Files*.
5. Click on **Export**.
6. In the displayed Export Text Wizard dialog ensure that the delimited option is selected.



7. Click on Next.
8. In the next dialog you need to select the Tab delimiter option. Also check the Include Field names on First Row option if you wish (you will get rid of this again when you import anyway) and set the Text Qualifier to {none}. The last bit is very important; otherwise, you will have quote marks at the start and end of every field entry.
9. Click on Next, and then Finish.
10. Now you can close the database.
11. Now continue with the import instructions as shown in the Contacts Organizer manual.



**How to Create a Tab-Delimited Text File Ready for the Contacts Organizer
Using a Microsoft Word Table.
(Requires Microsoft Excel to be installed on your PC)**

1. Open Microsoft Word and select your table of data.
2. Click on Edit, Copy from the Menu bar.
3. Now open Excel and paste the data to a new blank spreadsheet.
4. Follow the instructions for Microsoft Excel at the top of this document from step 3 onwards.