

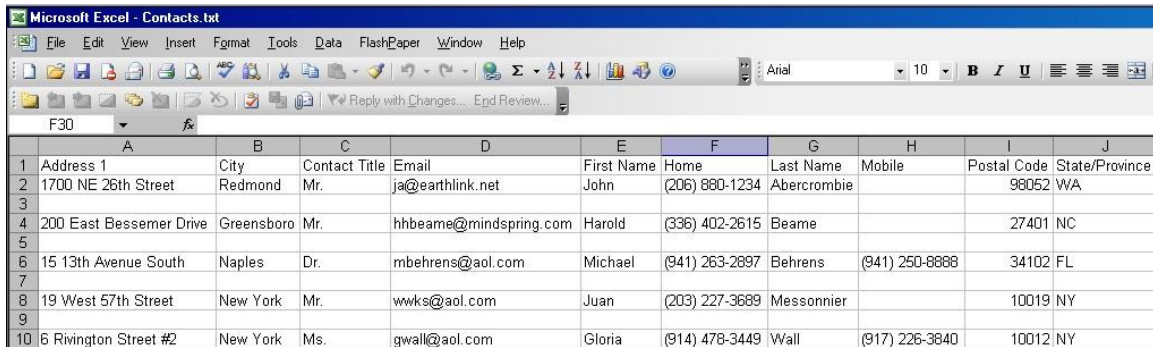
Importing Contacts into Microsoft Outlook

IMPORTING .TXT FILES

After exporting a text file from any of the *Artsystems* software programs, you will have to prepare the file for *Microsoft Outlook*.

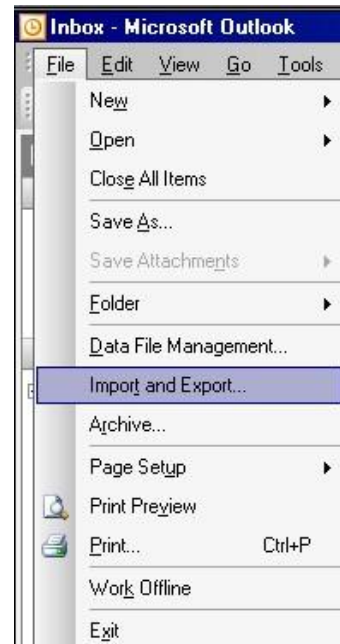
PREPARING THE TEXT FILE IN EXCEL

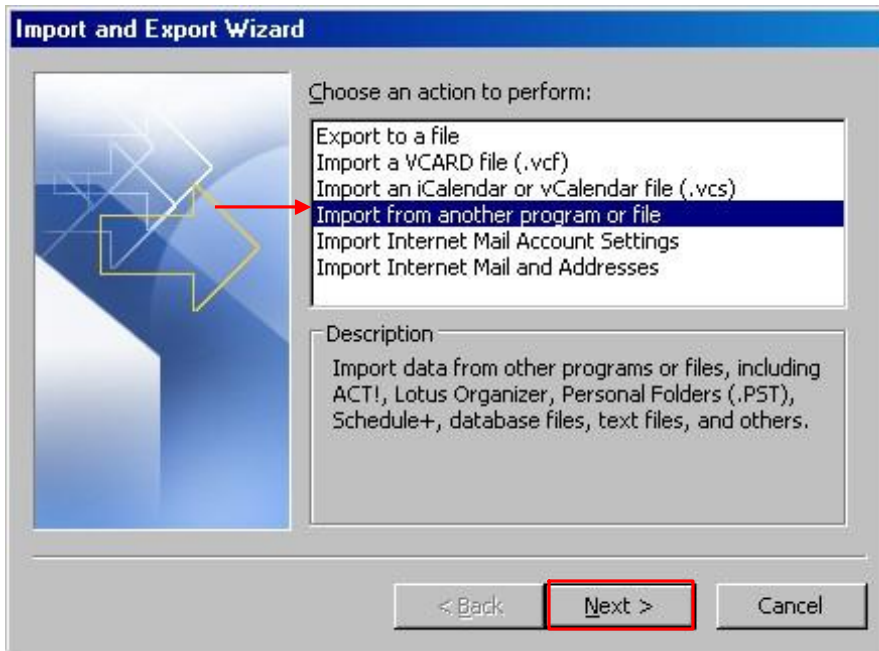
1. Open and save the text file in *Excel* as a TEXT (OS/2 or MS-DOS) (*.txt) file type. This will allow *Outlook* to read the delimited text file.
2. The easiest way to open the text file in *Excel* is to simply drag the text file icon over and on top of the *Excel* short cut. When the text file appears with a “+”, then release the mouse button.
3. This will launch *Excel* and open the text file properly aligned in the proper columns.
4. After the file has been opened, choose File from the menu and Save As from the drop down. Save the file as a **TEXT (OS/2 or MS-DOS) (*.txt)** file type.



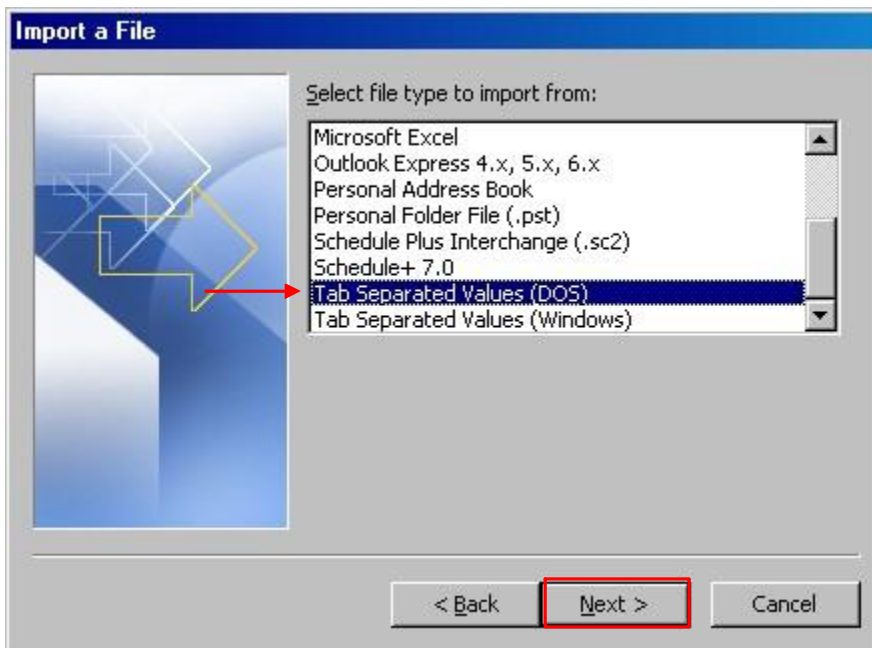
	A	B	C	D	E	F	G	H	I	J
1	Address 1	City	Contact Title	Email	First Name	Home	Last Name	Mobile	Postal Code	State/Province
2	1700 NE 26th Street	Redmond	Mr.	ja@earthlink.net	John	(206) 880-1234	Abercrombie		98052	WA
3										
4	200 East Bessemer Drive	Greensboro	Mr.	hhbeame@mindspring.com	Harold	(336) 402-2615	Beame		27401	NC
5										
6	15 13th Avenue South	Naples	Dr.	mbehrens@aol.com	Michael	(941) 263-2897	Behrens	(941) 250-8888	34102	FL
7										
8	19 West 57th Street	New York	Mr.	wwks@aol.com	Juan	(203) 227-3689	Messonnier		10019	NY
9										
10	6 Rvington Street #2	New York	Ms.	gwall@aol.com	Gloria	(914) 478-3449	Wall	(917) 226-3840	10012	NY

5. Open *Microsoft Outlook*.
6. Go to **File>Import and Export**.
7. An Import and Export Wizard window will open.
8. Choose the selection **‘Import from another program or file’**, then click **Next**.

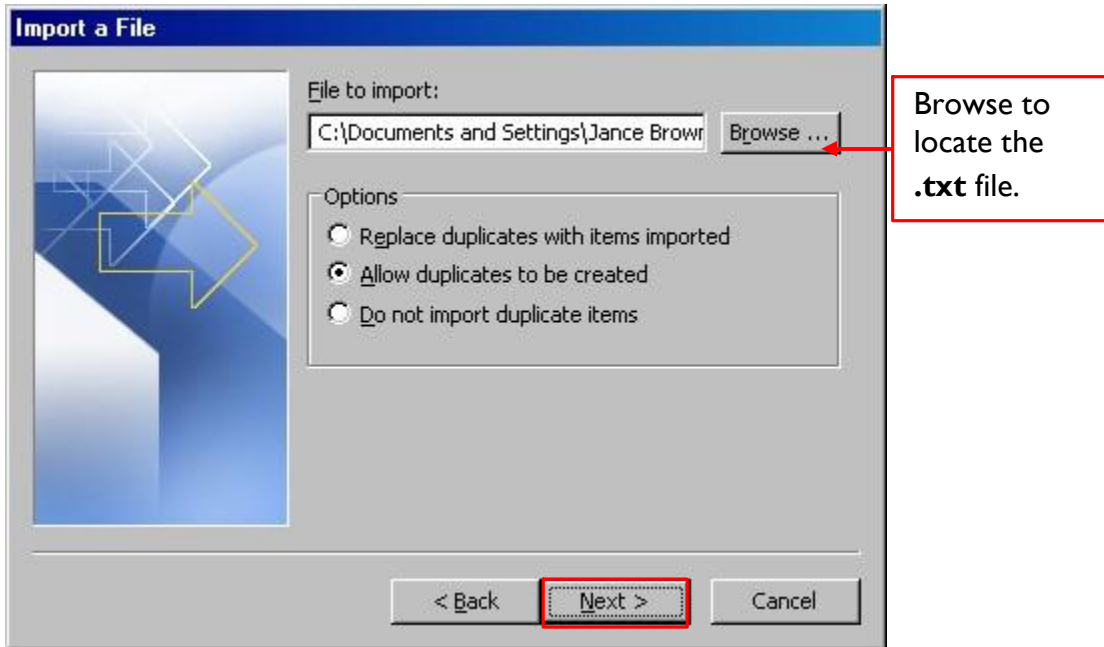




9. In the next window, you will need to select a file type. Select **Tab Separated Values (DOS)** and press **Next**.

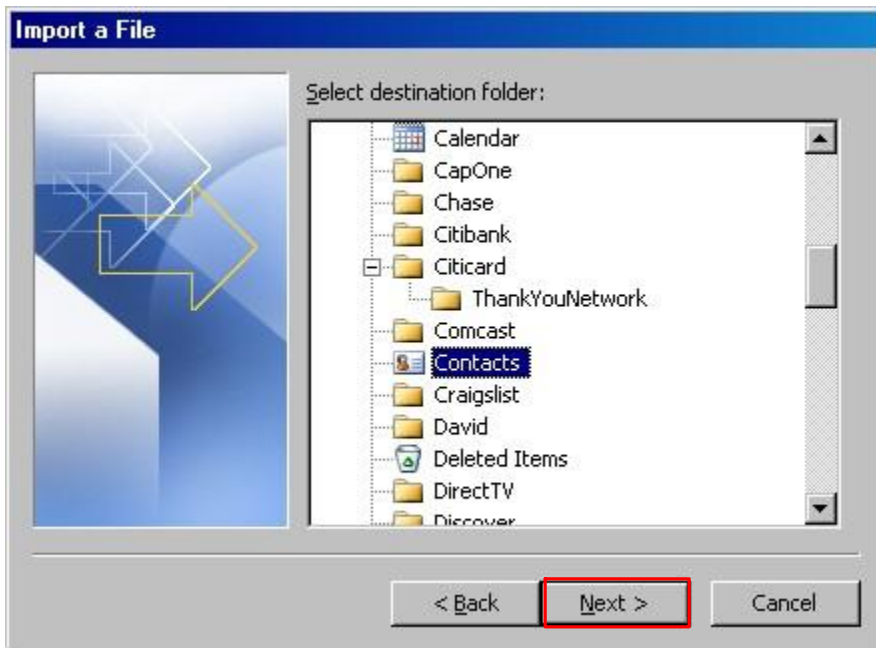


10. In this window, you will click **Browse** to locate the previously Saved .txt file.
11. Then choose one of the options for handling duplicates:
- Replace duplicates with items imported.
 - Allow duplicated to be created.
 - Do not import duplicate items.

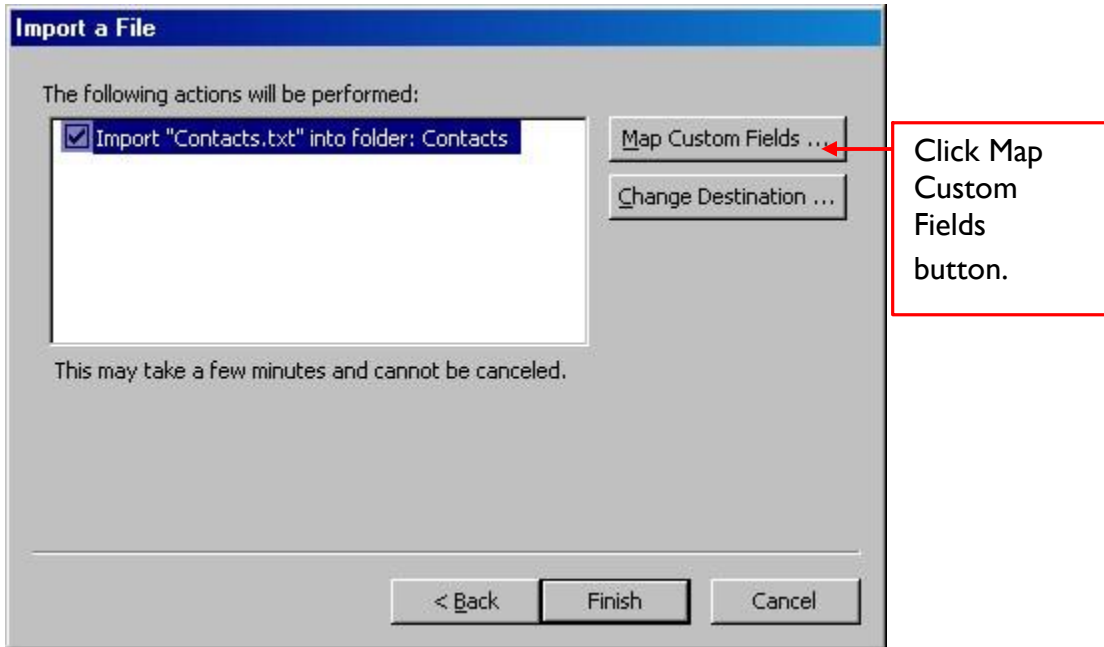


12. Click **Next**.

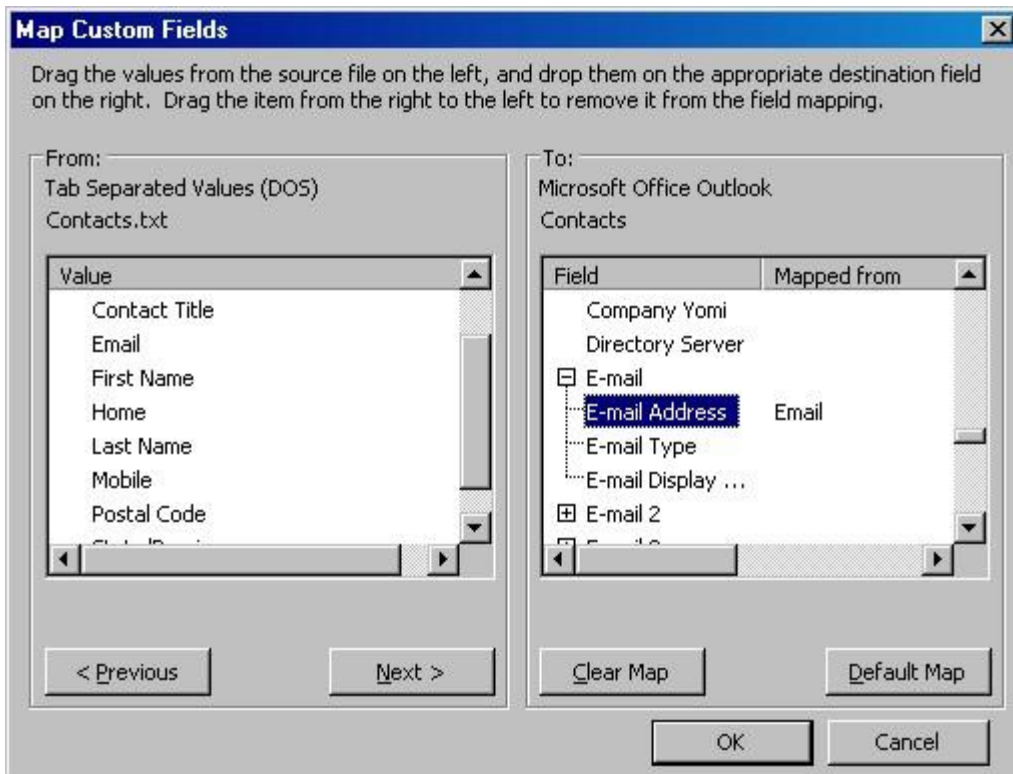
13. Select **Contacts** as the destination folder, then click **Next**.



NOTE: The contacts.txt file must be closed and not opened by another program.



14. Click the **Map Custom Fields** button.



15. Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right and to the left to remove it from field mapping.

16. Click the **OK** button to return to the *Import a File* window and click **Finish**.

If further assistance is needed, please contact Artsystems Support.
Artsystems Support 212-620-5500 x 2 <mailto:Support@artsystems.com>