

Importing Regulant Lists By CD or Email

1. Save list on the PC under *My Documents*
2. Open Excel
 - a. Click on *File*
 - b. Click *Open*
 - c. In the **Look In list**, locate *My Documents* then click it
 - d. In the **Files of Type**, locate *Text files* then click it
 - e. Look for the list (ex: 0225s_act.txt) or the name you saved it under.
Click on the list.
 - f. Click on *Open*
 - g. A **Text Import Wizard** window should open with 3 steps.
 1. Step 1—Make sure *delimited* is checked then click **next**
 2. Step 2—*Tab* should be checked, under the **Text qualifier** should be quotation marks (“”), then click **next**
 3. Step 3—under the **data format** should be *general*, then click **finished**. The list should appear in the spreadsheet.
3. Saving the list
 - a. Click on *File*
 - b. Click *Save as*
 - c. In the **Save In list**, locate *My documents* then click it
 - d. In the **File Name list**, rename the file (ex: Real Estate Sales Active)
 - e. In the **Save as Type**, locate *Excel*
 - f. Click *save*