

Importing Data Into Phone Master

Instructions

Converting the Windows Cardfile Into Phone Master format.

Importing Data

The Wizard will import your existing phone listing into the Phone Master database.

Creating A Comma Delimited File

First you will need to convert your existing database into a comma delimited file.

You will need to create an ascii (DOS) "comma delimited file" with 9 columns. There is one important rule.

The Rule: **Each name you are importing must have 9 columns.**

If you don't have 9 columns in the file you are creating you should empty columns. Here is how a sample field will look:

Thomas, Ens, Softlink Software, 201-933-5022, 201-933-5022 (fax), 81 Jordan Ave,
Wallington NJ 07057, " ", He wrote the Master Suite

As you can see in the above example each field is separated by commas to show the system where each column is separated. The column which I did not have information for I put in " "

If you have your data in a spreadsheet file it should be easy to create this file. Simply tell your software to save the file as comma delimited. In Microsoft Excel save your file as a ".CSV".

FIELD ORDER

If you are going to use the default Phone Master labels you should structure your file as follows:

Column 1: First Name
Column 2: Last Name
Column 3: Company Name
Column 4: Phone Number
Column 5: Fax Number
Column 6: Address 1
Column 7: Address 2
Column 8: Phone Notes (short notes)
Column 9: Notes (Long Notes)

It is important that the First Name, Last Name and Phone Number fields stay in the same order as shown above for cosmetic reasons. These fields will be shown in the phone master title screen. The other fields are the default fields but since the labels describing these fields can be changed it's not that important that you keep this order. It's just easier for you to do so.

CardExport

You can use the CardExport to create a Comma Delimited file for the Phone Master Import Wizard.

Maurer Associates wrote the CardExport which is a freeware program. This utility exports Windows Cardfile entries to ASCII delimited text which can be read by the Import Wizard. This file is available on America Online (Keyword WinMag), Compuser (GO WINUSER) or via anonymous ftp (ftp.cica.indiana.edu in pub/pc/win3/winmag). The file name as reported by Windows Magazine is CRDEXP.ZIP (11,057 bytes).

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