

MOVING CONTACTS FROM THE LEADERSHIP LIBRARY™ ON THE INTERNET INTO ACT!

To import data from The Leadership Library® on the Internet into ACT!, you must first export the data you need from The Leadership Library® into a dBase file, a Text Delimited file, or Excel. If you choose to export to Excel, you must save the Excel file as a Text Delimited file in order to move it into ACT!

Exporting data from The Leadership Library® on the Internet

Once you have created a Results List, you are ready to export the data.

1. Click on Export button next to Format at bottom of screen
The Export Window appears.
1. From the Select Export Format box, highlight the word processing, spreadsheet, or data base file to which you want to export your data. Highlight and click on selected file.
2. From the How to Export box, select Export All, Export Selected, or Export Unselected.
3. Click Export Button at the bottom of the Export Box
The file download box appears. Click on 'Save this file to disk' and follow the prompts to save the file.
4. Log out of the Leadership Library on the Internet before opening your file.

Importing from a Text Delimited file or dBase file to ACT!

First you must create a *NEW* secondary ACT! database.

1. Select File → New from the menu bar
The New Dialog box appears.
2. Select the ACT! Database in the File Type box and click OK.
The New Database dialog box appears
3. Give your new database a name and click Save.
The Enter “My Record” Information dialog box opens.
Confirm that the information is correct. Click OK

ACT! creates your new database.

You are ready to import your contacts from the Text Delimited file or dBase file into the *NEW* ACT! database.

1. Open the *NEW* ACT! database.
2. Select File → Data Exchange → Import
The Import Wizard appears.
3. From the File Type drop-down menu, select the Text Delimited file or dBase file option
4. Click the Filename and Location Browse button which opens the Open Dialog Box; then highlight the directory where the file is located.
5. Click the Open button.
The file's path appears in the Filename and Location box in the Import Wizard.
6. Click the Next button.
The Wizard asks you what kind of records you want to import.
7. Select Contact Record Only.
8. Click the Next button.

ACT! asks you if you want to use a predefined map file. Since you are importing data from The Leadership Library on the Internet, you do not want to use a predefined map.

9. Click the Next button.

The Contact Map appears.

10. To map the fields in the Map This Field column, click on the matching field in the To This Field column. Using the drop-down menu, select the ACT! field which matches the import field.

11. When the fields you are importing are mapped to the correct ACT! fields, click the Finish button.

ACT! imports your contacts from the Text-Delimited file into your new ACT! database.

To import the data from your *New* ACT! database into your main ACT! database, open your main ACT! database and follow steps 2-8. Then, click **Finish**