

1. Create the desired list in *The Leadership Library® on the Internet* using the Search feature.
2. Select the record(s) you wish to export using the checkboxes to the left of each record.
3. Click on the Export button at the bottom of the screen and, using the Export browser window, export the file in Excel. Be sure to use the save file to disk option when exporting, and to remember the name and location of the file.
4. Open the Excel file and configure it into Palm format by reordering and renaming the columns as indicated below:

Columns: First Name Last Name Title Company Phone1 Phone2 Phone3 Address City State Zip

Contents: First Name Last Name title company phone fax e-mail address city state zip

3. Save configured Excel document as *.csv (comma separated values) document.
4. Open the Palm Desktop and select the Address Book module.
5. In the Address Book module, create a new category in which to store the new files. If you do not create a new category, you will be importing the records into one of your existing categories.
6. Select File, Import.
7. Select *.csv format, find the saved *.csv file, and import it.
8. To ensure that the data imports into the correct fields, use the mapping feature to line up the data with the fields.