

ACT! 6.0 provides users with the ability to export contact records to a flat file. Flat files can be read by many applications. Spreadsheet programs like Excel or Lotus seem to work the best. Once exported, users can use the data to create charts, pivot tables and what-if scenarios.

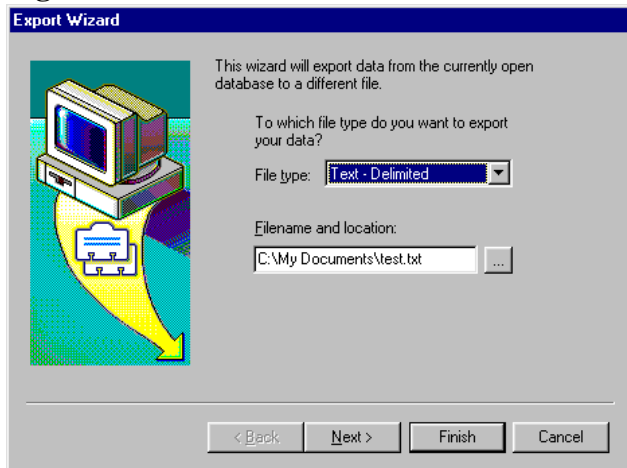
### Lookup Desired Contacts

1. Select **Lookup** from the **Menu Bar**. Choose a field to search.
2. Enter the search parameters, and then click OK. ACT! creates a Lookup based on the entered specifications.
3. **Note**—If a Lookup is not selected, ACT! will export **ALL** contact records.

### Activating the Export Wizard

1. Select **File>Data Exchange>Export**. The **Export Wizard** is activated.
2. Select **Text – Delimited** from the **File Type List Box**. This instructs ACT! to create a flat file.
3. Click the **Browse Button** to select a filename and location. Users may save the file in any folder. See **Figure 1**. Click Next.

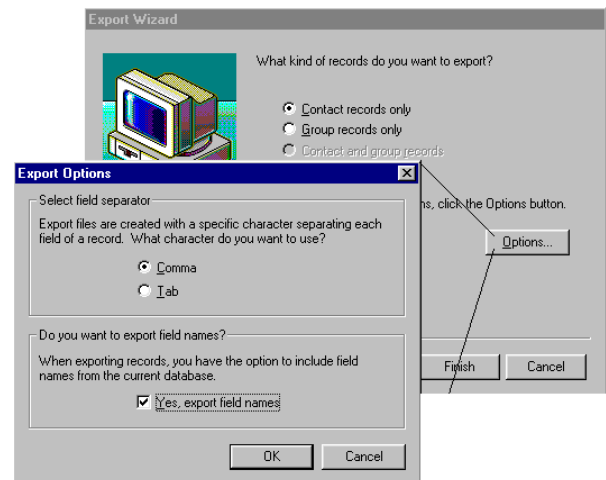
**Figure 1**



4. Users may choose between exporting contact or group records. In most applications the user will select the **Contact Records Only**.

5. Click the **Options Button**. Verify that **Comma** is selected. Check **Yes, Export Field Names**. Click OK to close the **Options Dialog Box**. See **Figure 2**.

**Figure 2**



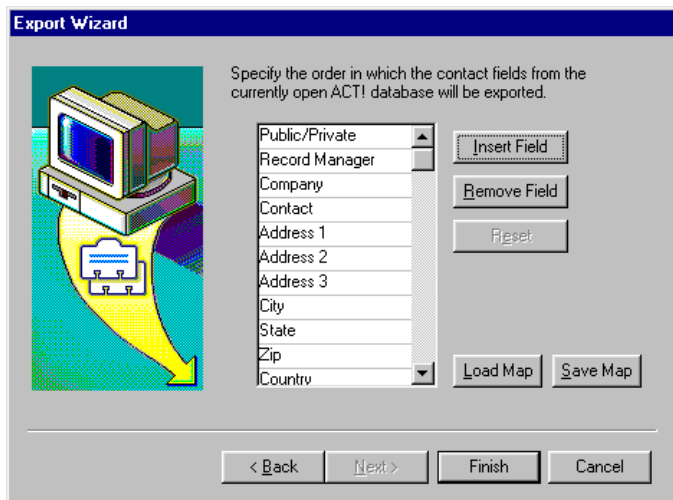
6. Users are provided three radio buttons to choose from:
  - \*Current Record
  - \*Current Lookup
  - \*All Records
7. Select **Current Lookup** to export the selected contact records. See **Figure 3**. Click Next.

**Figure 3**



8. All ACT! fields available for export will be displayed. To prevent a field from being exported, select the unwanted fields and choose, **Remove Field**. Repeat the process for each field to be removed. See **Figure 4**.

**Figure 4**



9. If fields are exported frequently, users should save a **Field Map**. Click the **Save Map Button**. Enter a file name and click **Save**. The next time ACT! records are exported, users may load the saved field map.
10. Click **Finish**. ACT! exports the file to the designated folder.



To get help with ACT! or other office software contact Computing Connections, Inc. at:

Phone: 262-797-0427

Fax: 262-797-9920

Email: [info@computingconnections.com](mailto:info@computingconnections.com)

Web Site: [www.computingconnections.com](http://www.computingconnections.com)