

Instructions for Exporting & Importing Word and Excel file to List Pro

I have been trying to figure out how to import a lot of data I already had typed in Word or Excel into a List Pro list. The manual (page 49) is not very clear! After a lot of trial and error, I finally got it to work twice, so I am posting this. It may still need some tweaking, but at least it worked!

Instructions for Exporting & Importing Word and Excel file to List Pro

1. Copy the text from Word or Palm Memo to clipboard
2. Add commas where you want each column to be (i.e. name COMMA address COMMA city COMMA phone COMMA email). Enter after each record to begin a new one, but don't leave blank lines between each record. Then SAVE this document. When you are ready to move it to an Excel sheet, highlight it all and Copy the text.
3. Open Excel to a blank sheet. Paste the text into it.
4. Have 1st column selected (which selects the entire contents)
5. Go to DATA menu (in Excel top bar) and select Text to Column menu
6. On this menu box, select Delimited, then comma
7. This will take you through a few more questions, answer them, select Next
8. Once the items are separated into columns, clean up the list as you need to
9. SAVE as a CSV file (It will ask you if you really want to do that, etc., say yes). I suggest saving it into My Documents, or someplace you can find it back!
10. Close the Excel sheet or program (it won't work if that sheet is still open on your screen).

To IMPORT TO LIST PRO (see page 49 of the manual)

1. Open List Pro on the desktop.
2. Have a blank list open and set up the columns you want. Remember that the columns need to correspond with the columns in the Excel sheet. They can be moved around in List Pro later, but to import, they need to be in the same order as the document you are importing.
3. Open that new list and go to TOOLS, Import Items from File
4. Tell it which file, and I think you have to select that it's a CSV format
5. Once you have selected the right file, ENTER
6. The data will move over! You can then clean it up, move columns around, and be sure to SAVE this new list in List Pro!

TIPS

Don't have anything on the top line (like the column names)

Be sure the dates in the columns match up. In other words, on List Pro, it wants them like 12/10/05, so if your Excel sheet has Dec. 10, 2005 it will not work! You will get a message that says something about "error on line 1" and have NO idea why it isn't working!

I BELIEVE it will also work to import data into a current list, to add to what is already there. But I recommend trying it first with a "test" list with only 1 or 2 items to be sure it works and doesn't erase what you have in there!