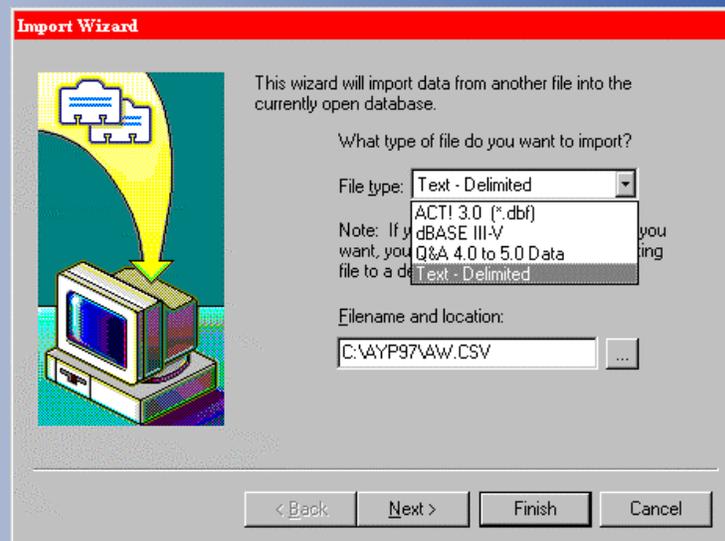# Act! Importing Instructions

1. Open the Act! database you want to import data into

2. Click **File,** found in the main menu at the top of the screen. Click **Import**, to open the **Import Wizard**

3. Click **Next**

4. In the "File type:" box, choose **Text – Delimited**

5. In the "Filename and location:" box, click on **Browse...** to select your file.

6. In the :Look In:" dropdown, find the directory which contains the data file. Double-click on the file that appears in the window. Click **Next**

> NOTE: your file must be named with a .txt or .csv extension to be visible in this window. Our files are sent with *.csv* extensions by default

7. Make sure **Contact records only** is selected. Click **Options…** and make sure **Yes, import the first record** is UNCHECKED

8. Click **OK**, and **Next**

9. Make sure **Don't use predefined map** is checked, then click **Next**

10. In the Contact Map window, match up the fields from your file to the corresponding fields in ACT!
> Example: to map the field Contact Name from the left side of the list, click on the right side next to Contact Name & go through the list until you see Contact, then click on it. Do this same procedure for all the fields on the left side (if you don't need a particular field, don't map it; if you can't find anything on the right side that matches your field, you can select one of fifteen User fields).

Act! Importing Instructions

11. If you want to save the map you've created, click on **Save Map**. Give the map a name & click **Save**. You will be able to use this map for future imports with files that have the same fields.

12. Click on **Finish**, and the records will be imported into the database.