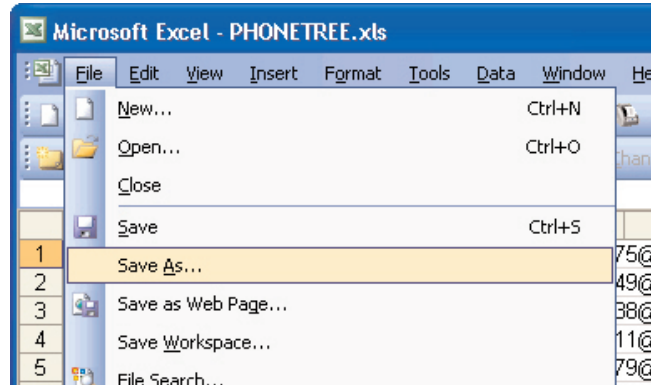


# Converting a Microsoft® Excel® File to CSV

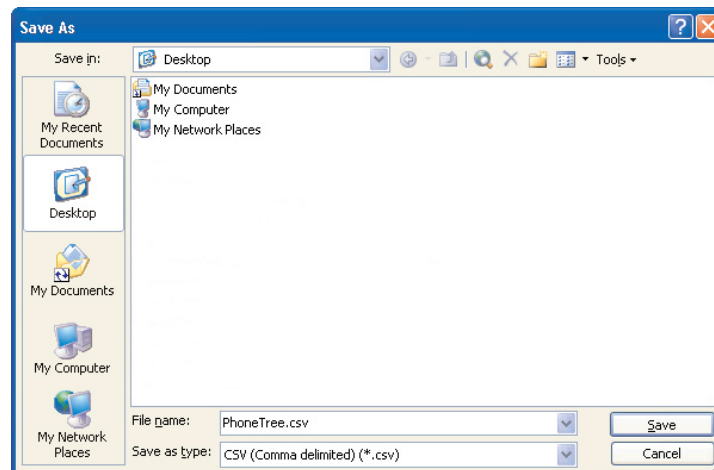
**Question:** How do I convert a Microsoft Excel file to CSV format?

**Answer:** Since PhoneTree® can't import .xls files, you must convert them to .csv format. Here's how:

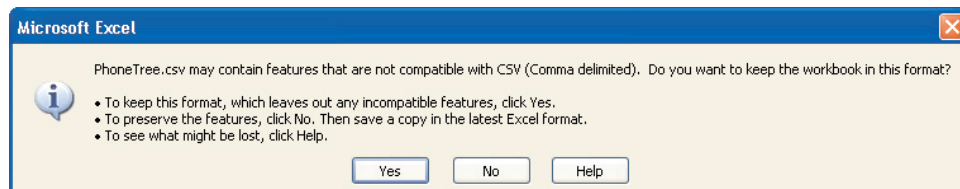
For all PhoneTree USB products



**1** Open your Excel file. From the File menu, select Save As...



**2** In the Save in drop-down box, select a location (e.g., Desktop) to save your file. For the Save as type drop-down box, select CSV (Comma delimited) (\*.csv). Then, click Save.



**3** This message will appear. Click Yes.