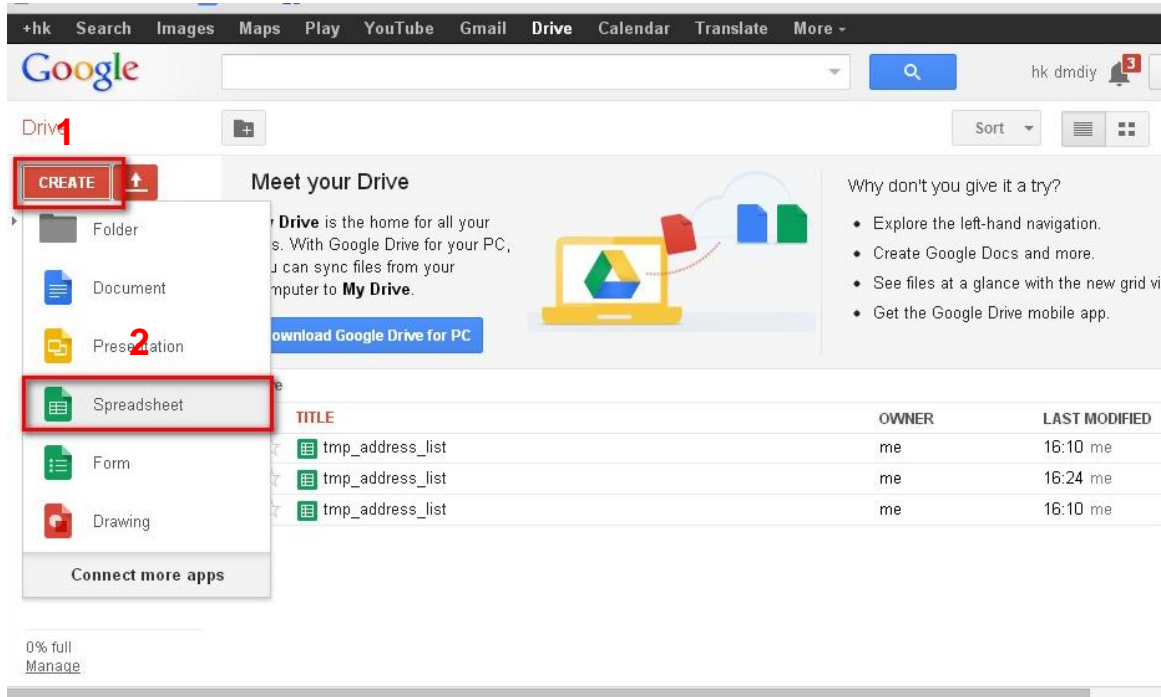


Import address list in Google Docs (CSV format)

URL : <http://docs.google.com/>

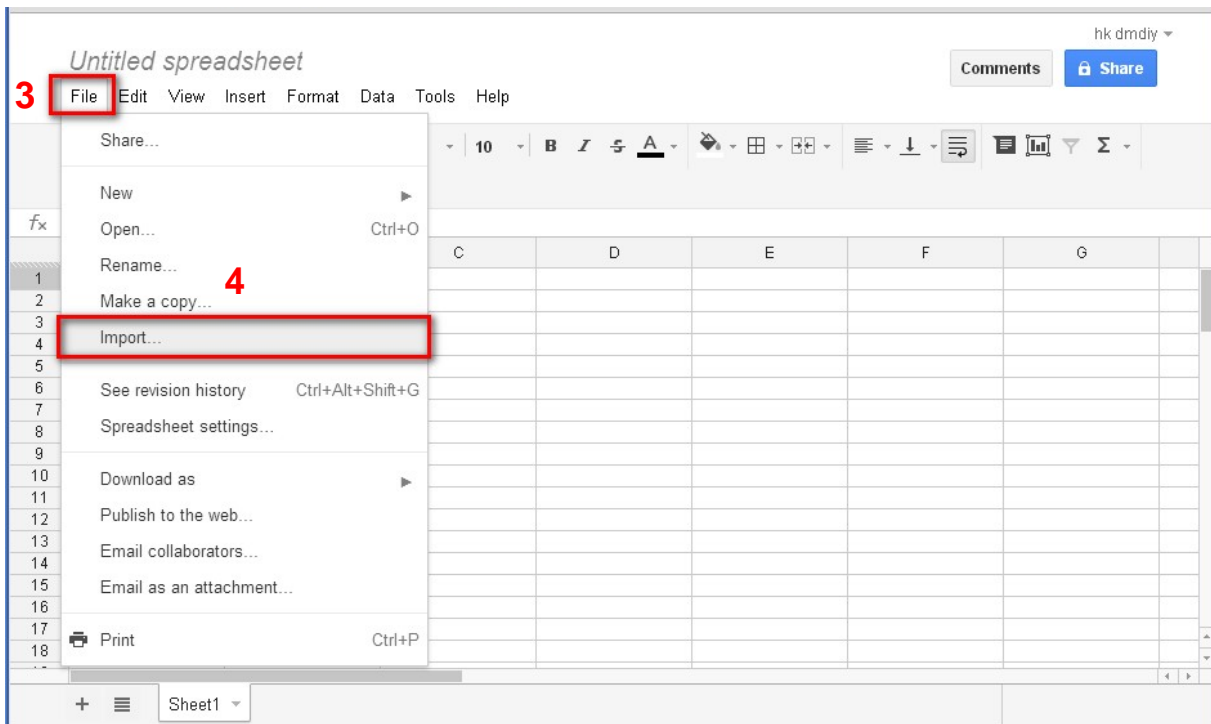
Login to the Google Docs and click the CREAT. Then select the Spreadsheet.

1. Click on **CREAT**
2. Select the **Spreadsheet**.

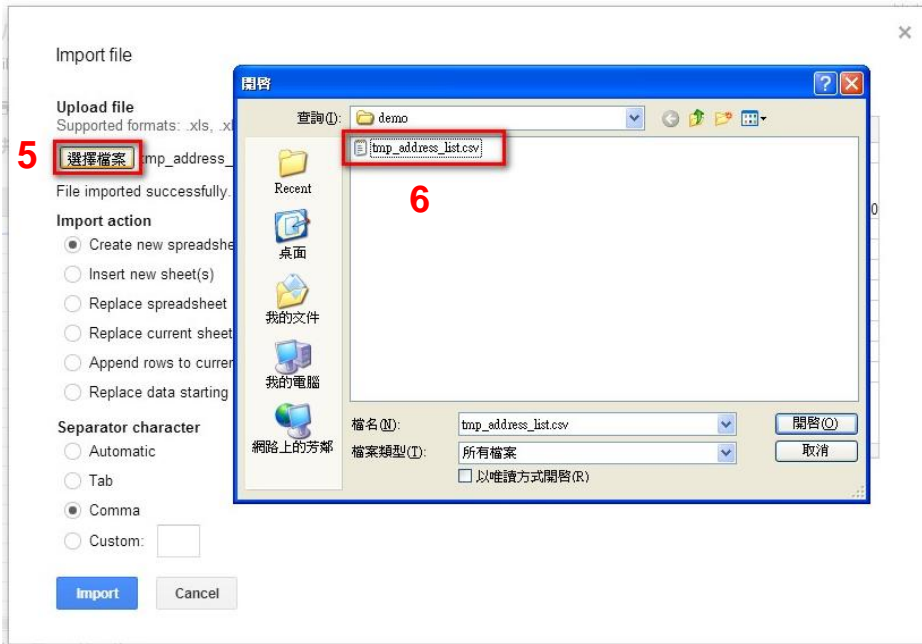


1

3. Click the **File**
4. Select the **Import** to enter the detail

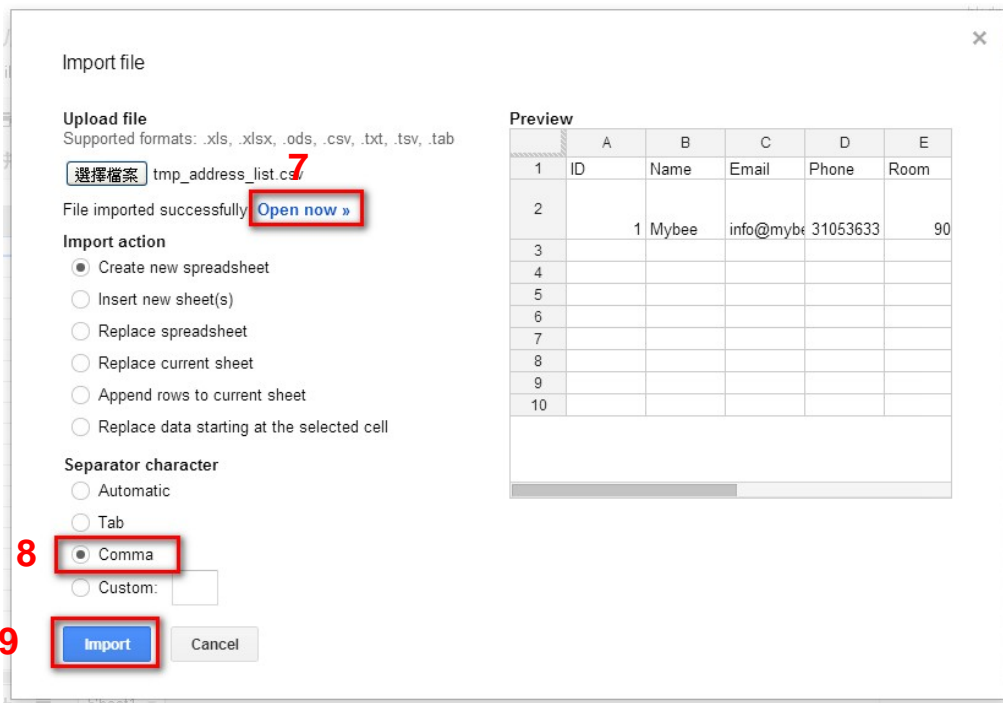


5. Click on 選擇檔案
6. And select the csv template file.



2

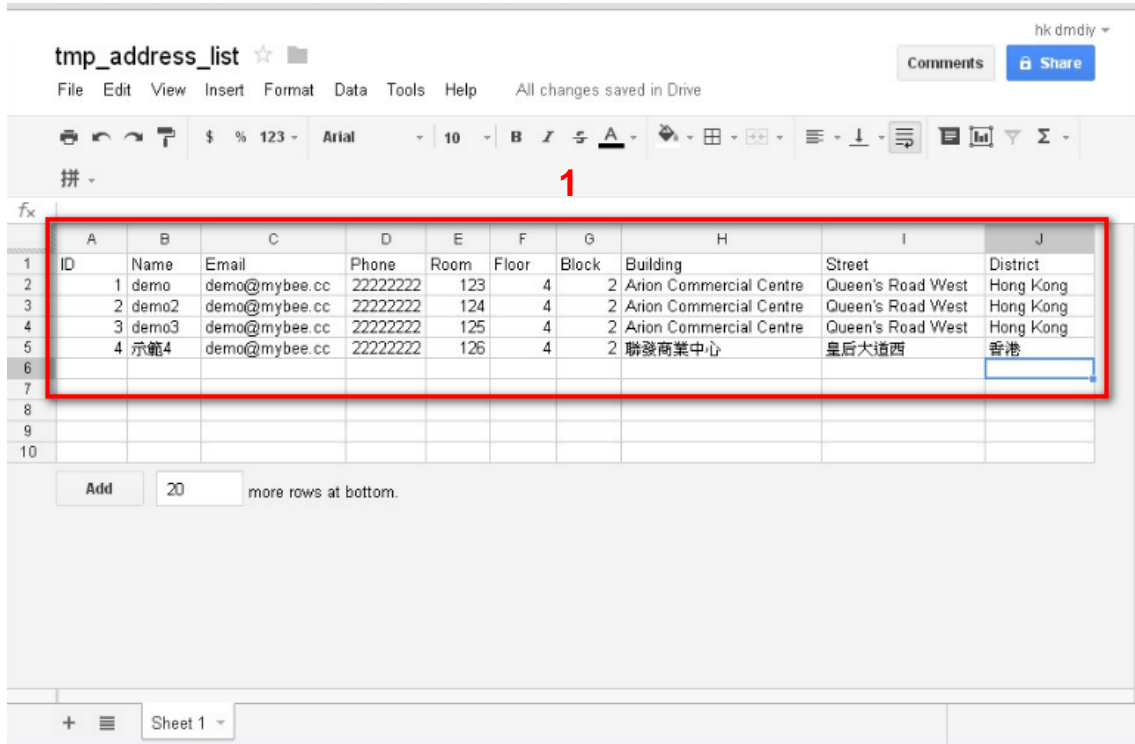
7. Select the **Comma** as the **Separator character**
8. Click the **Import** to import the CSV template file
9. Then, click on **Open now** to open the CSVfile



10. Done. The csv address list is ready to use.

Export address list in Google Docs (CSV format)

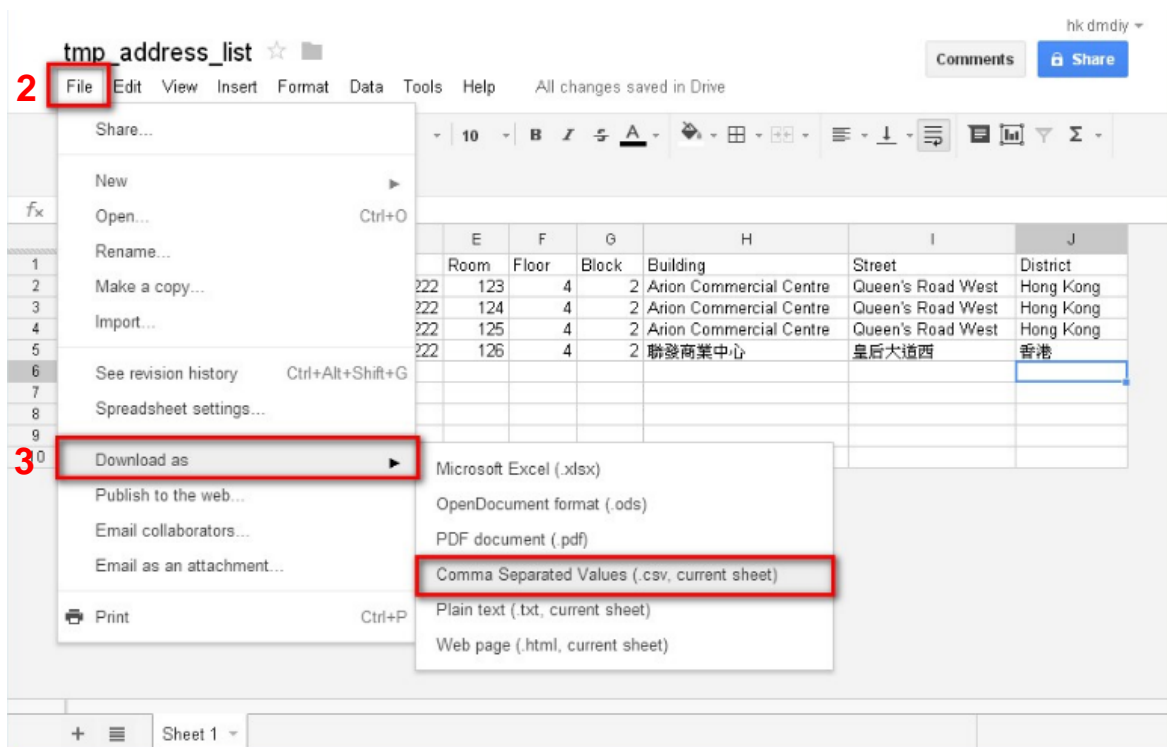
1. Follow by the template column to fill in all the data (Must fill in name and address)



3

2. Click File

3. Select **Download as** and **Comma Separated Values (csv, current sheet)** to download the file as csv format.

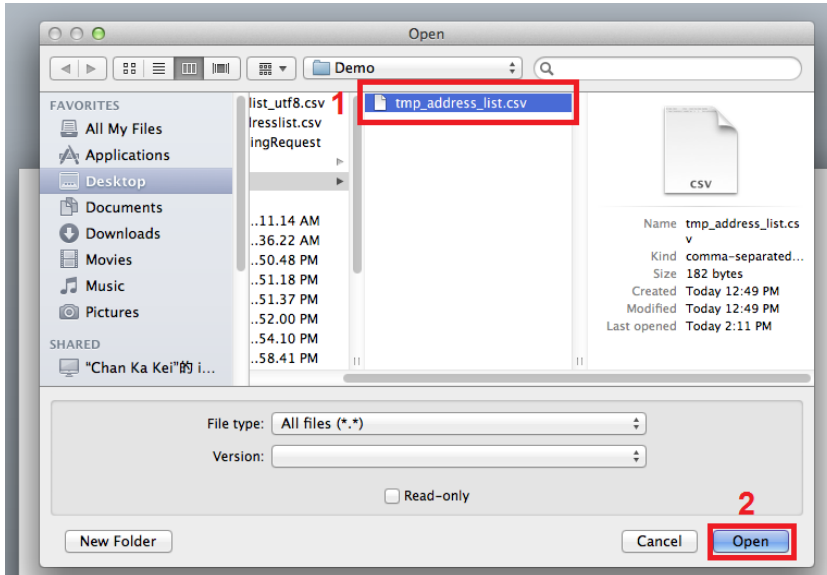


Import address list in OpenOffice (CSV format)

Download OpenOffice : <http://www.openoffice.org/download/index.html>

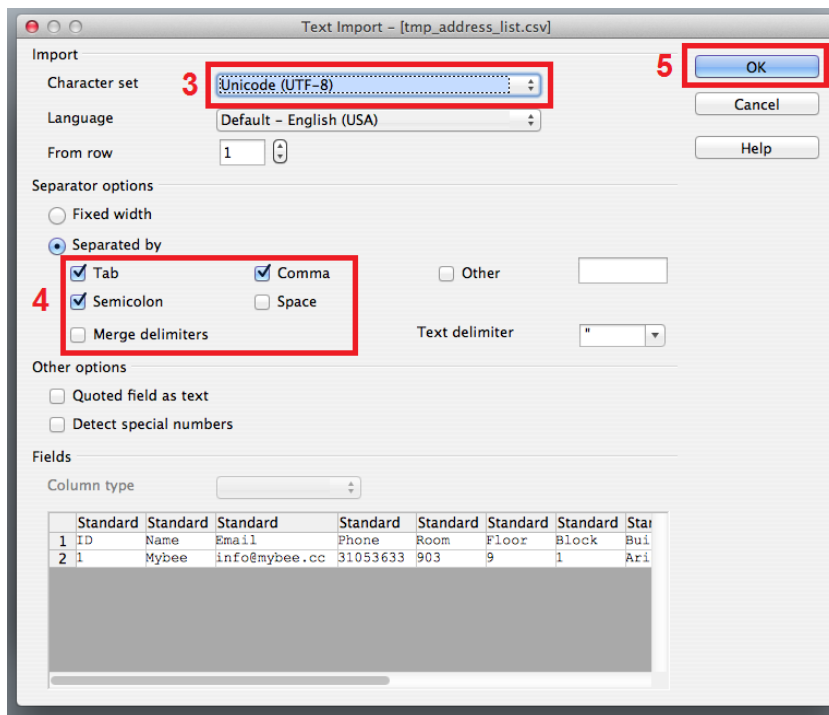
Open the OpenOffice and select the downloaded csv template (file named: tmp_address_list.csv)

1. Select the csv template file.
2. Click on **Open**



4

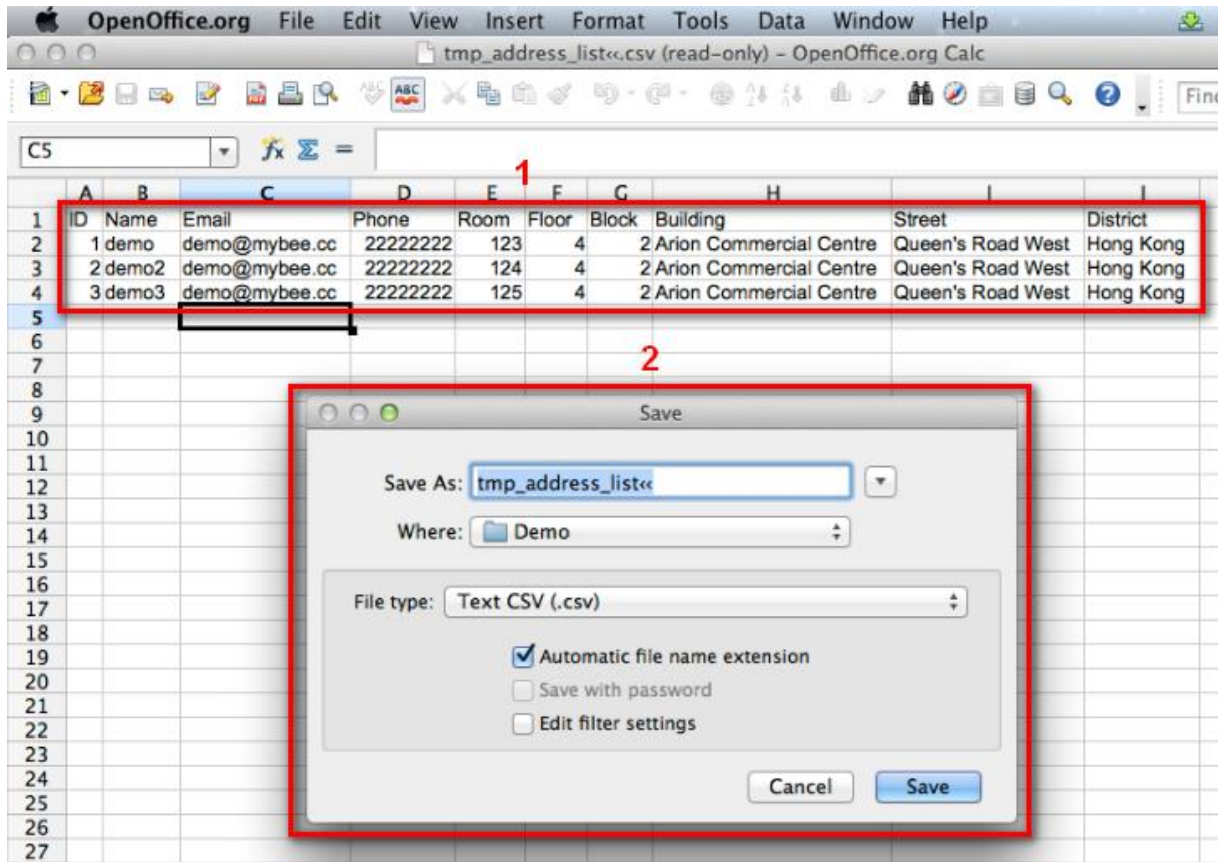
3. Select the **Character set as Unicode(UTF-8)**
4. Select the **Separated by** and tick on **Tab, Comma and Semicolon**
5. Click **OK**



6. **Done.** The csv address list is ready to use.

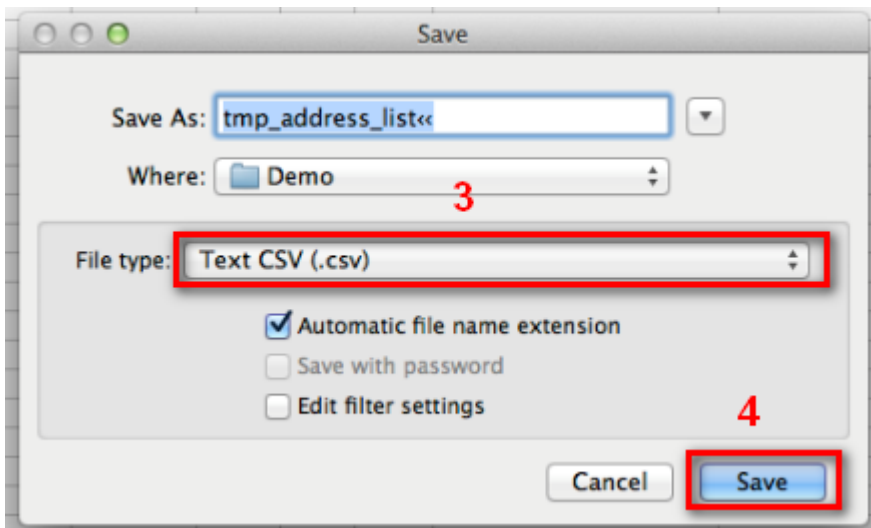
Export address list in OpenOffice (CSV format)

1. Follow by the template column to fill in all the data (Must fill in name and address)
2. Then click **File** and select **Save As**



5

3. Check the File type and ensure it is Text CSV (.csv)
4. Click on **Save** then the csv address list has been saved.



5. Click **Keep Current Format** to confirm to save as CSV file

