

Importing Contacts into WinFax Pro

You can import data provided on *Casino City's Gaming Business Directory CD* and data downloaded from the GamingDirectory.com website into a WinFax Pro phonebook. This section outlines the data import process for WinFax Pro version 10.0.

First you should select the data you wish to import into WinFax Pro. If you only wish to import a portion of the information contained in one of the *Gaming Business Directory* files you must first use a tool other than WinFax Pro to create a file that includes just the data you want to import. If you want to import a portion of the `GamingProperty`, `GamingPropertyContacts`, `PropertyOwners` or `PropertyOwnerContacts` tables, then we recommend using the GamingDirectory.com website to select and download the appropriate information. Using GamingDirectory.com you can easily select data based on a variety of criteria including geographic location, department, and type of gaming facility.

Once you have *Gaming Business Directory* data ready to import into WinFax Pro you should create a new phonebook to contain the imported information unless you wish to use an existing phonebook. To create a new phonebook use the WinFax Pro Message Manager file menu to select `New` and then `Phonebook`. This will launch the phonebook creation wizard.

To launch the import phonebook wizard use the WinFax Pro Message Manager file menu to select `Import` and then `Phonebook`. Once the wizard has started, select `ASCII (Text file)` as the format of the external phonebook to import and press the `Next` button. To select a file to import from the CD, click the `Select` button, make sure "`Files of type: text files (.txt)`" is selected, use the `Look-in` pull-down menu to select the `CommaSeparatedValues` folder on the CD, select the desired file from the folder and press the `Open` button. Alternatively, you can enter the location of a file you have downloaded using GamingDirectory.com. Once you have selected a file to import, press the `Next` button. On the following screen, make sure "`Columns are separated by a Comma(,)`" is selected, uncheck the "`Import the first row of data`" checkbox, and press the `Next` button.

You must now specify the WinFax phonebook fields that correspond to *Gaming Business Directory* data columns. The column labeled "`ASCII file preview`" on the screen shows the names of the *Gaming Business Directory* columns present in the file you are importing. For each column name shown in Table 6, you should use the "`phonebook fields`" pull-down menu on the screen to select the corresponding phonebook field name shown in the table. When you are finished specifying the mapping press the `Next` button. Finally, select the phonebook into which the information should be imported and press the `Finish` button to perform the actual import.

Table 6: Mapping *Gaming Business Directory* Columns to Phonebook Fields

ASCII File Preview Column Names	Corresponding Phonebook Field Name
Company	Company
Address1	Address
Address2	Address2
City	City
State	State
PostalCode	Zip Code
Country	Country
Phone	Voice Number
Fax	Fax Number
Email	Email Addr
Salutation	Title
FirstName	First Name
LastName	Last Name
Title	Misc.