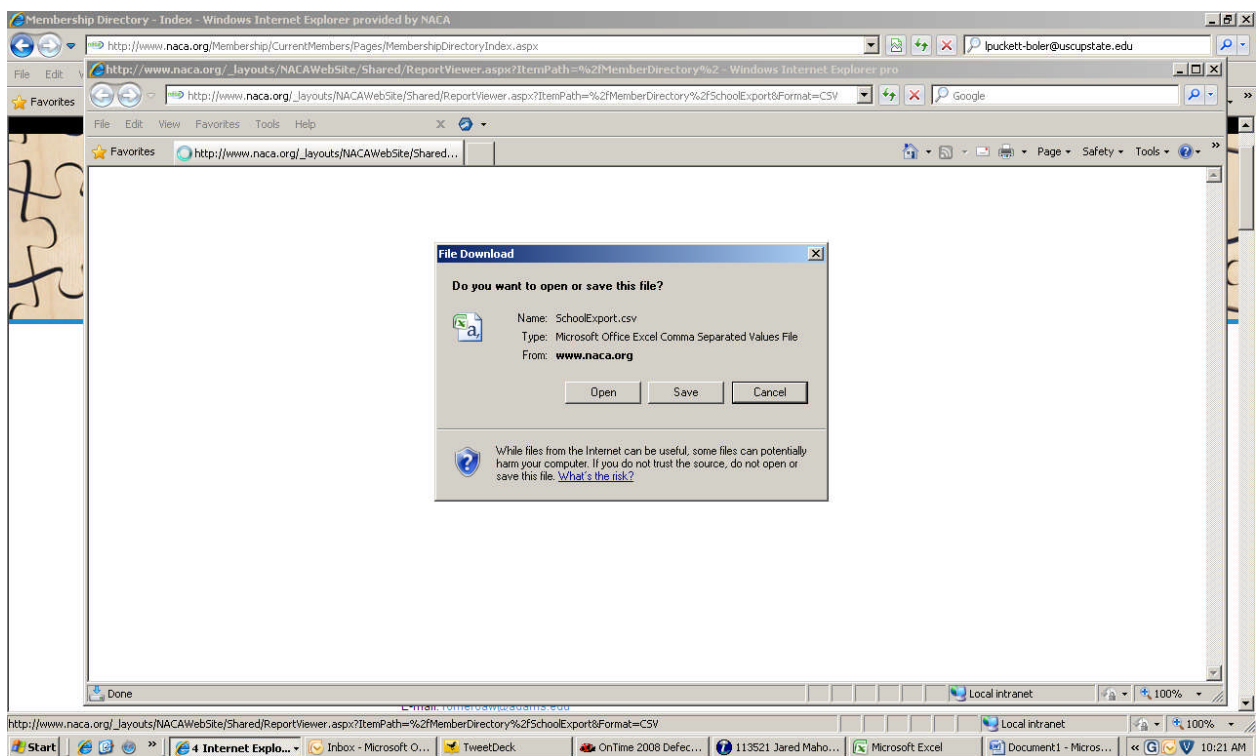


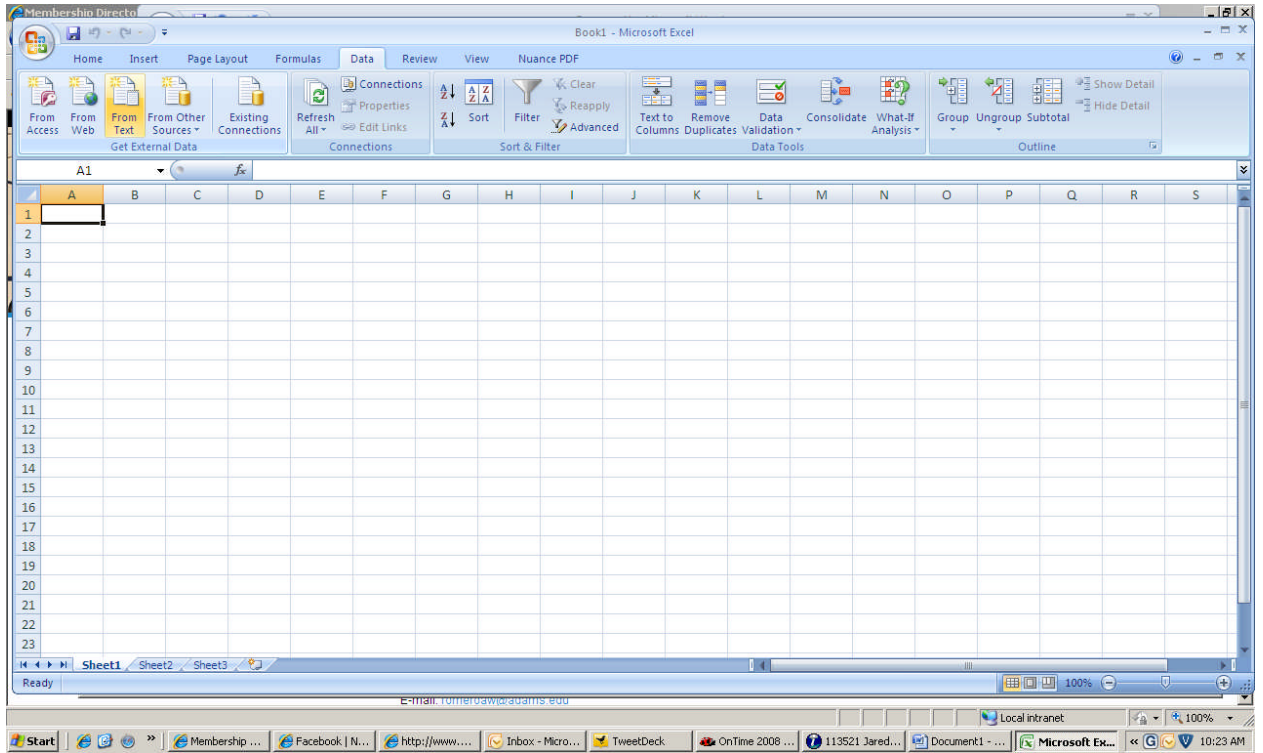
Steps for Downloading the NACA Membership Directory for Office 2007

1. Click the “Download Directory” link on this page
www.naca.org/Membership/CurrentMembers/Pages/MembershipDirectoryIndex.aspx
2. Save the CSV file to your desktop



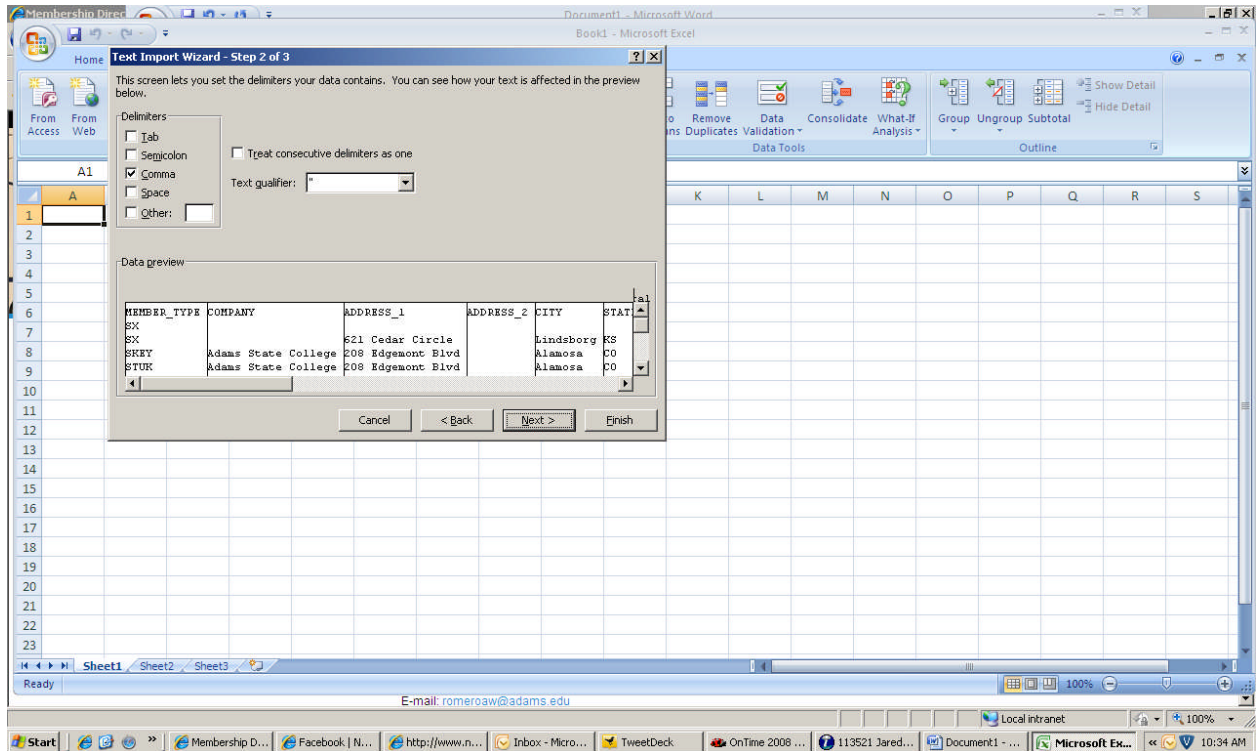
3. Open a new Excel file
4. Click “Data” in the top menu

5. Then select “From Text” in the submenu

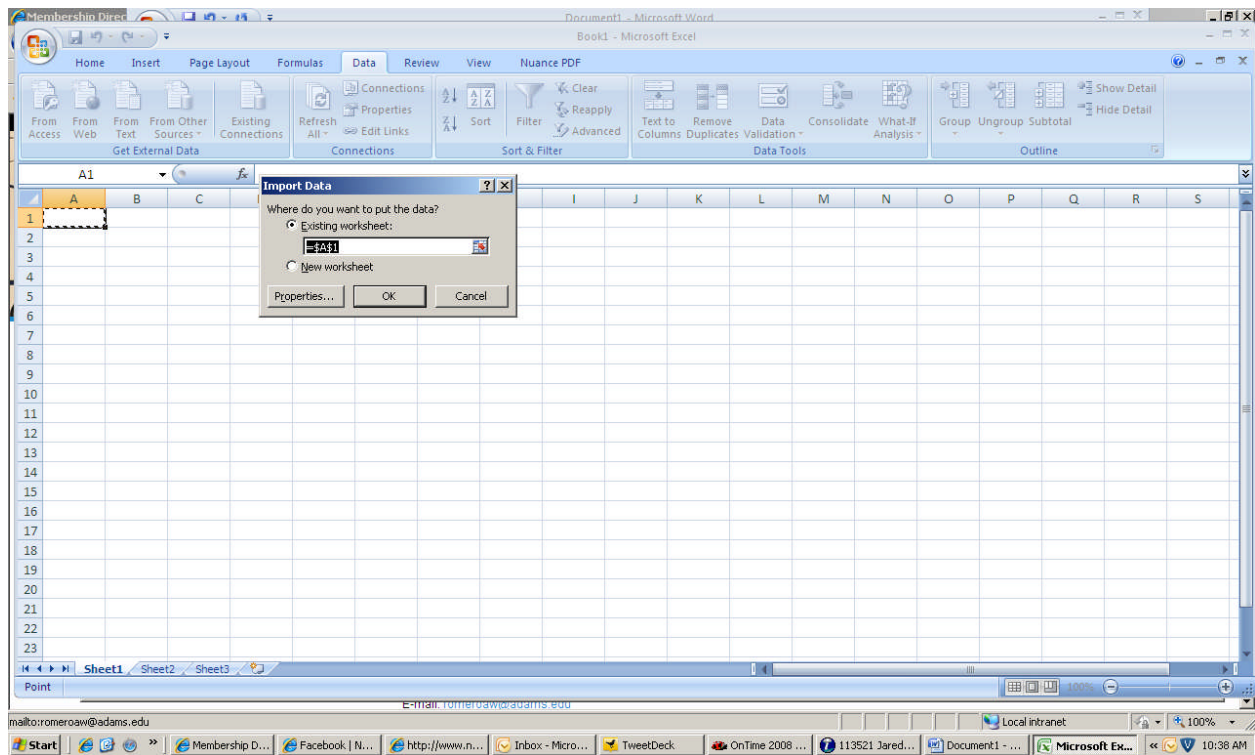


6. Then select the file you saved on your desktop: SchoolExport.csv and double click on it

- Next, uncheck the “Tab” box and check the “Comma” option. The “Comma” box should be the only box checked. You should see the data fields separate in the Data Preview box. See below.



- Click the Next button again.
- Click Finish.
- When it asks you where you want to put the data, make sure it is in cell A1 in the existing worksheet. Click OK (see below).



12. Your Excel Spreadsheet should be ready to save and use.