

# Did you know that you could import .txt and .csv files as C-Print® dictionaries?

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The C-Print Pro Server program allows you to import files in .txt and .csv (comma separated value) formats as dictionaries. How could this be helpful?

*Consider this scenario:* You have a list of vocabulary words and you'd like to create a dictionary, but you think you have to wait until you have access to the C-Print software. No need to wait! If you have access to Microsoft Excel, Word, or Notepad, you can create the list of abbreviations and expansions, save it in the appropriate format, and then import the file into C-Print Pro Server when you're ready.

## Steps to create the lists...

### In Microsoft Word and Notepad (.txt):

- **Open a new *Word* or *Notepad* file**
- **Type 'abbreviation,expansion'** (no single quote marks), then **hit Enter** and go to the next line.  
For example,  
rngtn,ringtone  
doi,Declaration of Independence  
lotr,Lord of the Rings
- When you're finished with the list, **choose *Save As...*** from the *File* menu
- In the *Save As* window, **name the file** and **select .txt format** using the down arrow next to the *Save as type:* field
- **Click *Save*** and **exit** out of the program

### OR...

### In Microsoft Excel (.csv):

- **Open a new *Excel* file**
- In the first column (A), **type the abbreviation**
- **Tab to the next column (B) and type the expansion**
- **Hit Enter** and go to the next line. For example,

A	B
rngtn	ringtone
doi	Declaration of Independence
lotr	Lord of the Rings

- When you're finished with the list, **choose *Save As*** from the *File* menu
- In the *Save As* window, **name the file** and **select *CSV (Comma delimited) (\*.csv)*** using the down arrow next to the *Save as type:* field

NOTE: *Excel* will bring up two notification windows related to saving in CSV format – Keep the CSV format

- **Click *Save*** and **exit** out of *Excel*

## When you're ready to import:

- **Open *C-Print Pro Server*** software
- **Open *Manage Dictionaries*** (use the *Dictionary* menu OR press *CTRL+D*).
- **Click *Import*** in the *Options* section
- In the *Open* dialog, **locate and select the .txt or .csv file you would like to import** (either in the default location or in another location, for example, a flash drive)
- **Click *Open***
- In the *Dictionary Imported* dialog, **indicate if you would like to make the dictionary active**

