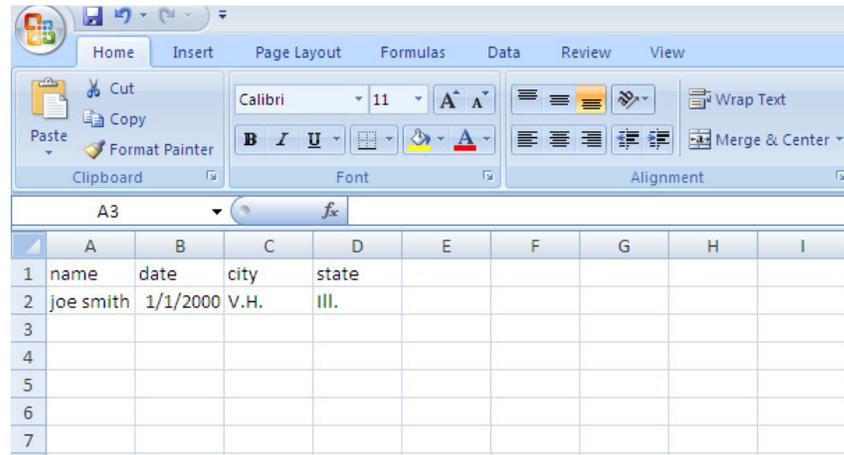
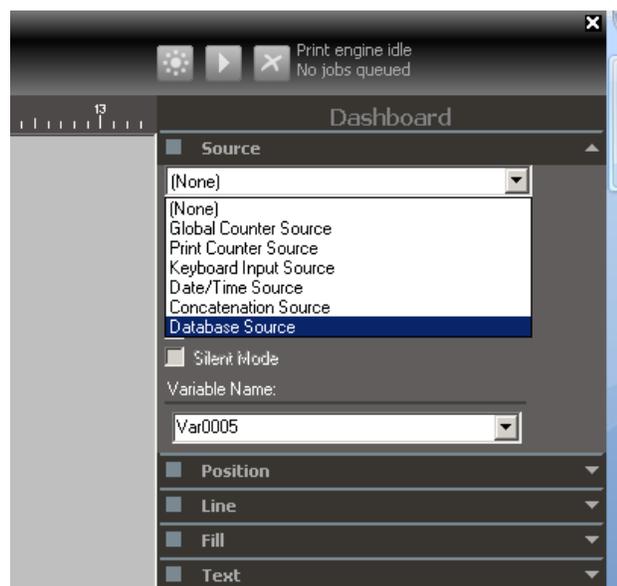


1. Open Excel and create a new spreadsheet like the one below. Save the spreadsheet. You have to close the spreadsheet before trying to connect. **Note: Card Studio will not connect to a spreadsheet created in Excel 2007 when it's saved in the default format. You must save it as an Excel 97-2003 worksheet. A way to identify a file created with Excel 2007 is the extension. Excel 2007 will have an .xlsx extension while a file saved in Excel 97-2003 has an .xls extension. Changing the extension will not allow Card Studio to connect. The file has to be saved as a 97-2003 worksheet.**

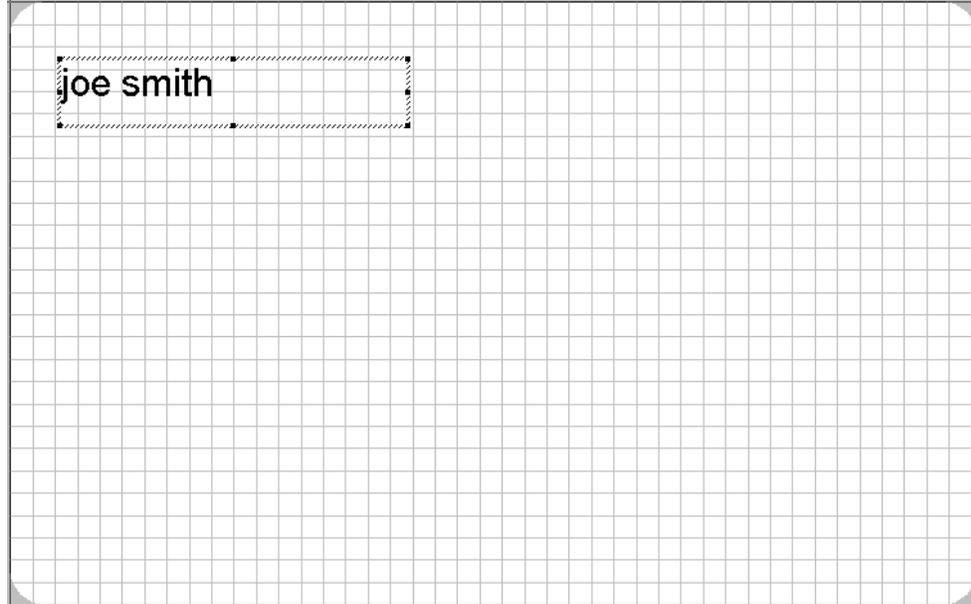


	A	B	C	D	E	F	G	H	I
1	name	date	city	state					
2	joe smith	1/1/2000	V.H.	III.					
3									
4									
5									
6									
7									

2. Open Card Studio. At the Template Browser, click on Blank.
3. On the upper tool bar, click on DATABASE and then CONNECT.
4. Select CARD SOFTWARE EXCEL DATA SOURCE and then click on NEXT.
5. Browse for the spreadsheet you created and click NEXT. Select the Sheet and then click NEXT again.
6. The next window allows you to select the Excel data range. For this exercise, we're going to leave the default settings. Click NEXT.
7. The next window allows you to define the internal file format for each column. We're going to leave the default settings for this exercise. Click FINISH.
8. Your card is now connected to a database. If you click on DATABASE on the DASHBOARD you'll see the one record from the spreadsheet with the column headers.
9. Add a text object to your card.
10. With the Text Object selected, click on Source on the Dashboard. Select Database Source from the drop down.



11. The next window will show the available data columns. Select "name" and click FINISH.
12. The card should now show the first record from the selected column.



13. Click on the View Button  to change from Card Design View to Database View. The button is located on the upper left hand corner under FILE.

14. To add a new record, click on the add button . Fill in the fields with your information. Once done, click on the save button .

name	john johnson
date	2000-01-10
city	cityville
state	ill

15. This record has now been saved and your spreadsheet is now updated. Open your spreadsheet to confirm that the new record has been added.

