

# How Do I make my List Files CONNECT Compatible?

**ANSWER:** Lists files need to be saved as a .CSV (Comma delimited) file in Excel with UTF-8 encoding.

Each column should have a header that indicates what data is below it. See below for steps and examples.

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## 1. Open your list in Microsoft Excel



## 2. Right click on the first row and select Insert to add a row into the top of your list



## 3. Type in header names for each column



## 4. Once finished, click File - Save As.



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5. Select CSV (Comma delimited) under "Save as type" before saving the file



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6. Click "OK" when given warning about "multiple sheets"



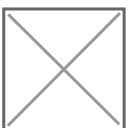
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7. Click "Yes" when asked if you wish to keep workbook in current format



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8. When exiting Excel, you will be asked if you wish to "Save changes" even though none were made. Click "Don't Save"



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