

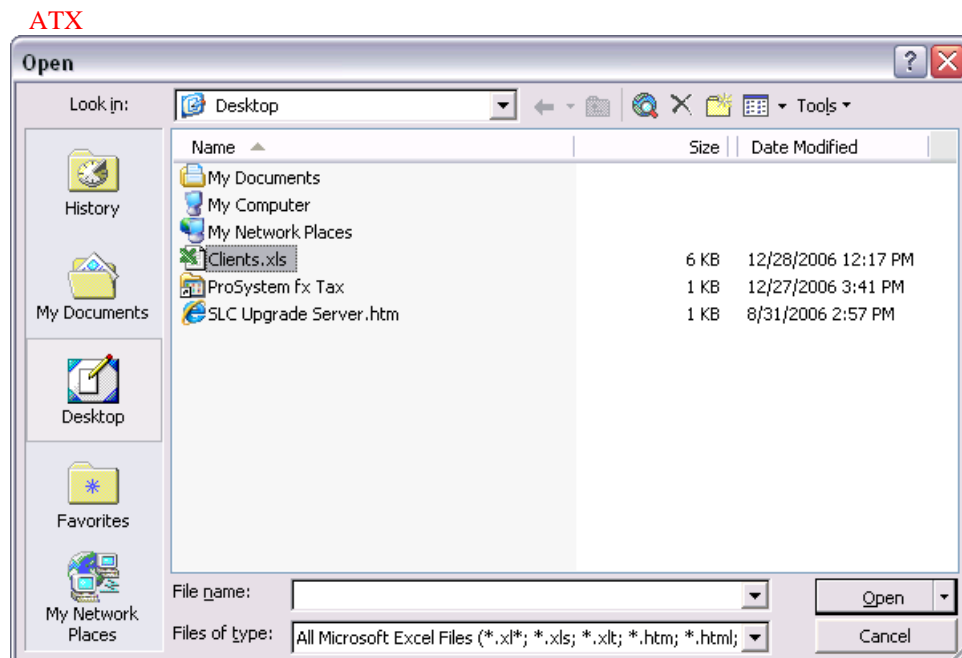
## ATX

ATX only allows you to export all or a portion of your client list to a Microsoft Excel file and then we can save that file into a comma delimited text file (txt) or a comma separated value file (csv).

1. Open the ATX program.
2. Click the Return Manager tab.
3. Mark one or more returns by checking the boxes to the left of the return names, or click Mark All to select all returns.
4. On the Reports menu, highlight Export Marked Client List and click Open.
5. Choose a destination drive and folder, file name, and file type. For example: C:\DOCUMENTS AND SETTINGS\ADMIN\DESKTOP.
6. Click Save.

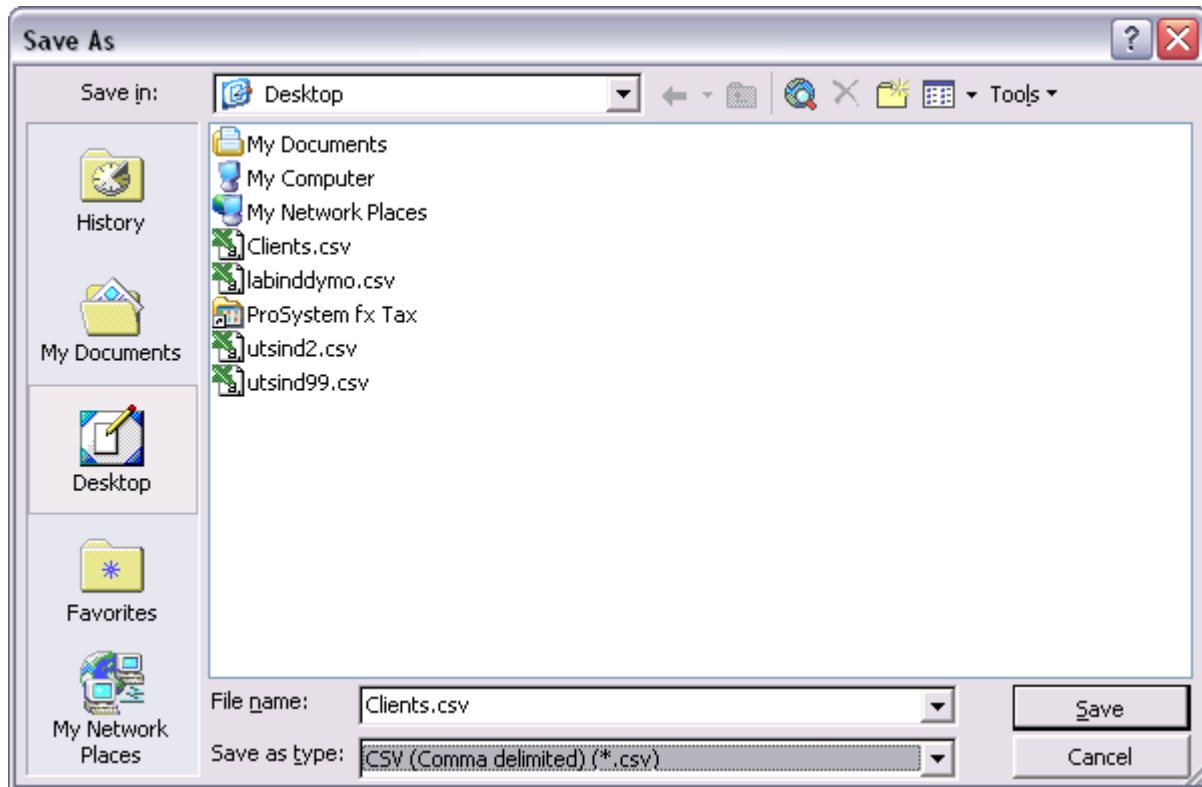
### Open Microsoft Excel

1. Within Windows click on Start, All Programs, Microsoft Excel.
2. On the File menu, click Open.
3. Browse to the location of the file you saved. For example: C:\DOCUMENTS AND SETTINGS\ADMIN\DESKTOP. (Figure ATX)



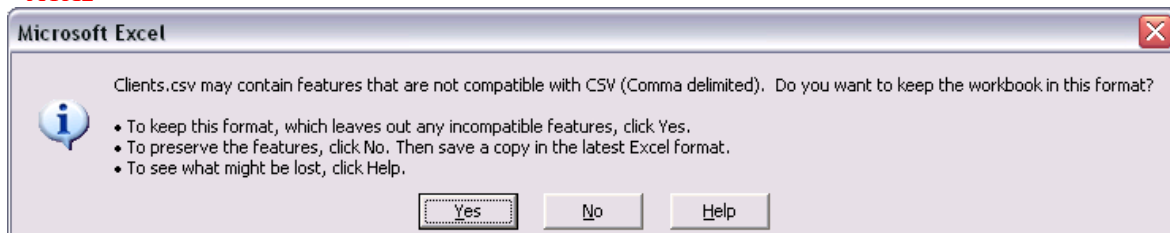
4. Double click on Clients.xls.
5. On the File menu, click Save As.
6. In the Save as Type change to CSV (Comma delimited (\*.csv) or Text (Tab delimited (\*.txt) and click Save. (Figure ATX1)

### ATX1



1. A warning message box will appear, click OK. (Figure ATX2)

### ATX2



2. Once the data has been saved in CSV or TXT format it can be imported into ArkWorks.