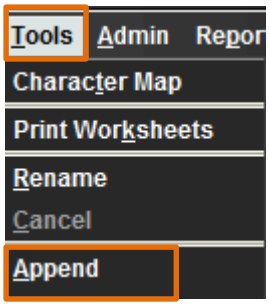
CREATE LISTS – HOW TO MERGE FILES

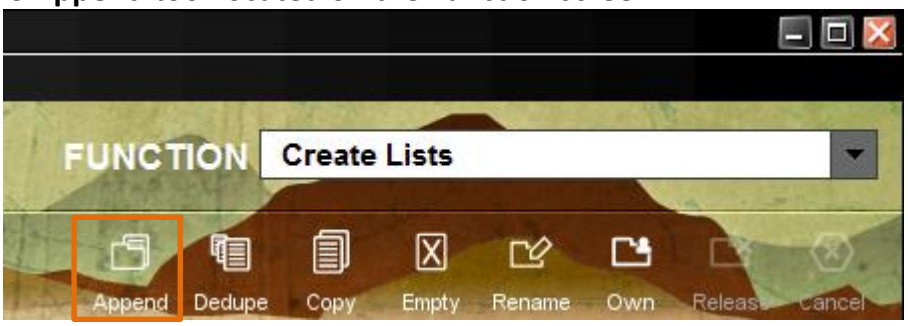
Merging Review Files in Create Lists can be done when there are two similar files that can be combined as one review file.

Choose **Create Lists** from the **Function** list.

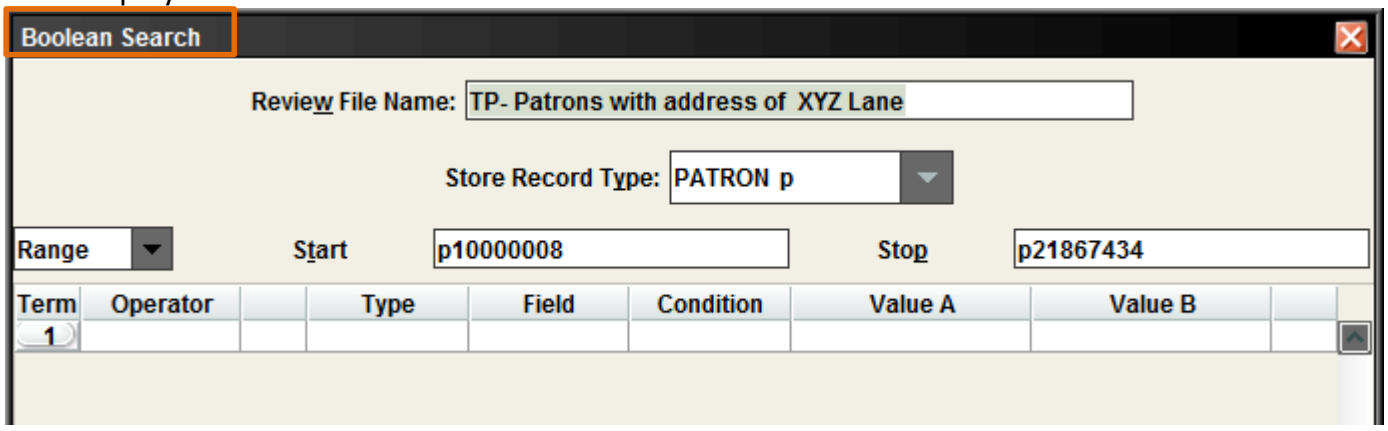
Choose one of the two review files to be merge by selecting its row. You will notice the file has only 1 entry.

Choose **Tools** and **Append** or the **Append** tool located on the Function screen.



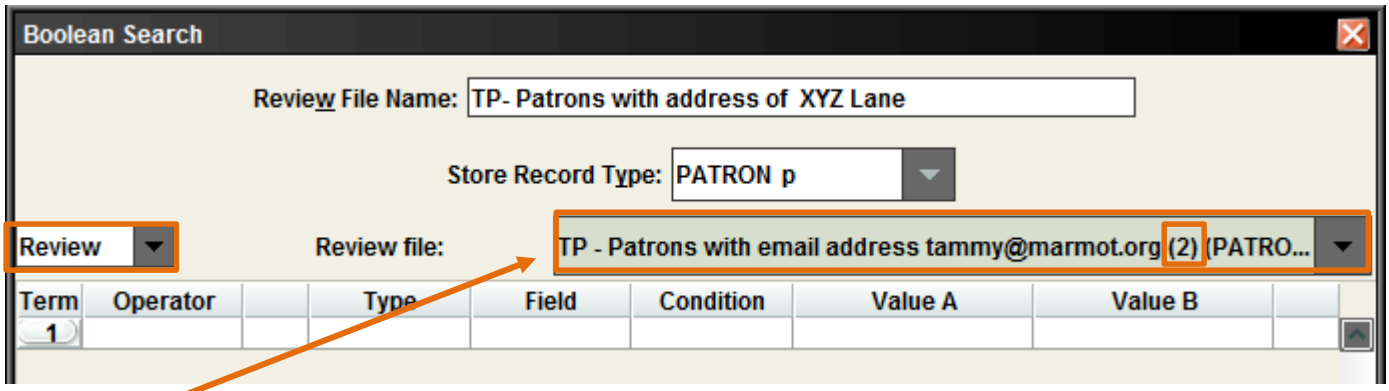


Create Lists displays the Boolean Search window.



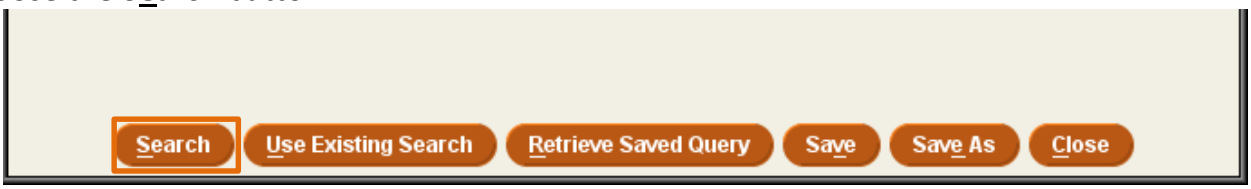
CREATE LISTS – HOW TO MERGE FILES

Choose **Review** from the Range drop-down list and select the review file to be merge into the current review file. The file has two entries.

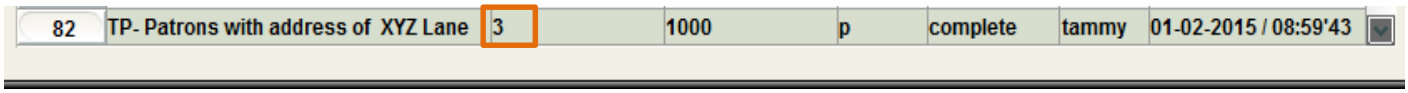


Tip: Type the first letter of the review file to get to the file faster. Click on the review file.

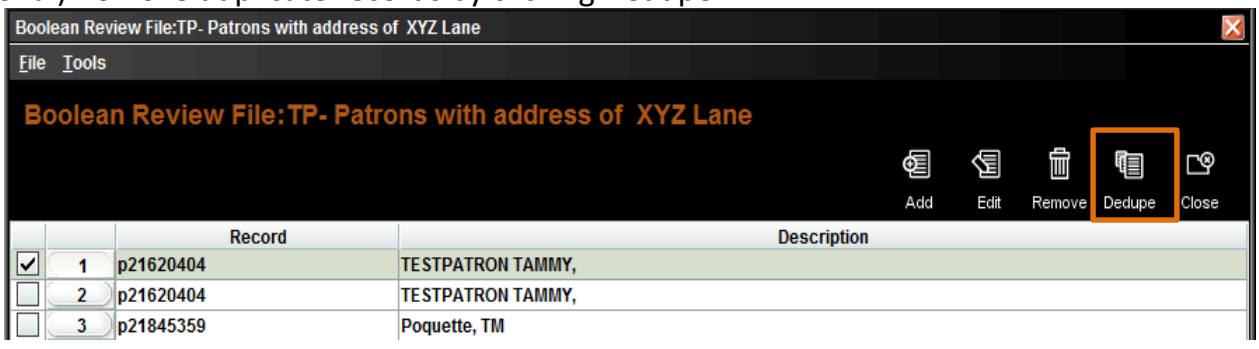
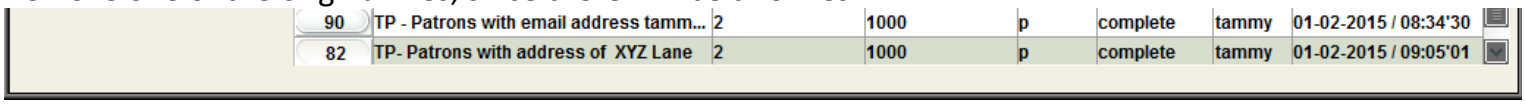
Choose the **Search** button.



Now the review file has 3 entries.



(Optional) Remove duplicate records by clicking Dedupe.



Remove one of the original files, since there will be two files.