



The Official Guide to Preparing List Submissions via

**ACT!**

Exclusively for

**marketing**  **matters**

1. From the File drop-down menu, select Data Exchange > Export (see Figure 1)

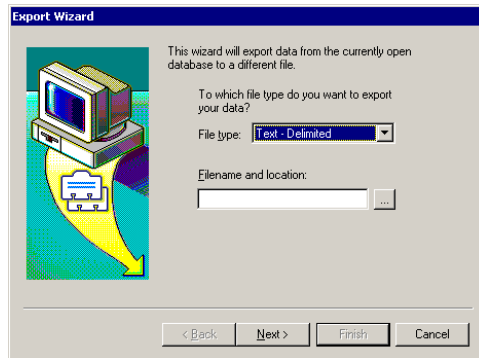


Figure 1

2. For File type, choose Tab Delimited or Text Delimited
3. Enter Filename and Location for where you want to save your exported file  
Note: Please use the following naming convention when saving your file:  
`Order#_Clientname_List.txt`
4. Click Next
5. Select Contact records only (see Figure 2)

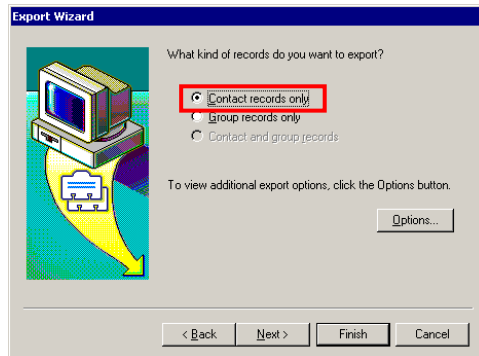


Figure 2

6. Click Options
7. Select Tab or Comma delimited and Yes, export field names (see Figure 3)

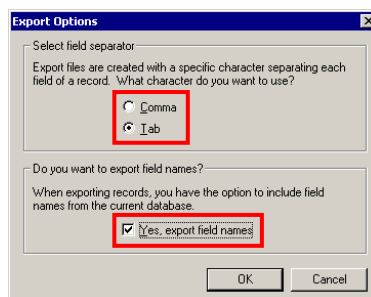


Figure 3

8. Click OK
9. Click Next
10. Select All records and click Next (see Figure 4)

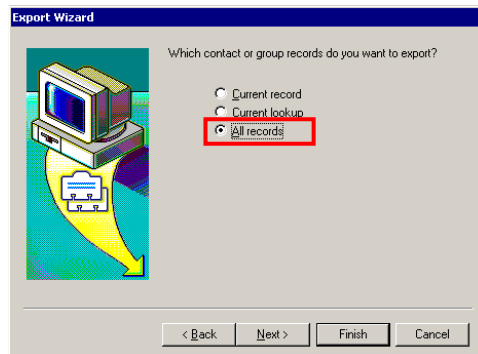


Figure 4

11. Select the fields you wish to remove from the list (see Figure 5)

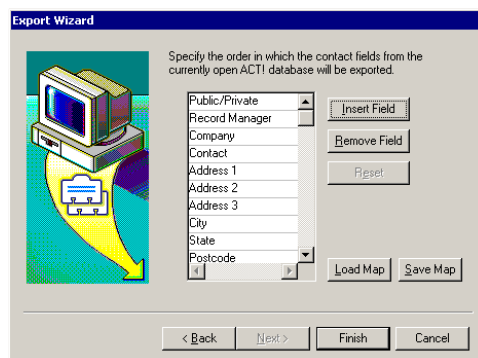


Figure 5

12. Click Finish
13. Email your file, as an attachment, to [list@mymarketingmatters.com](mailto:list@mymarketingmatters.com).

Note: Please use the following naming convention when submitting your file:

Order#\_Clientname\_List.txt