



The Official Guide to Preparing List Submissions via

Microsoft Excel

Exclusively for

marketing  **matters**

1. Open the file you intend to export
2. Select ALL of the cells containing information in your document (see Figure 1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	F_NAME	L_NAME	SAL	TITLE	COMPAN	ADDR_01	ADDR_02	CITY	STATE	ZIP	PHONE_1	PHONE_2	EMAIL	
1	John	Doe	Mr.	Vice-Presi	Acme Inc.	123 Anystr	101	Mytown	NY	12345	555-1234	555-6789	me@acme.com	
2	Susan	Smith	Ms.	President	Genera En	1313 Mockingbird Ln.		Anytown	TX	54321	555-4321	555-9876	smtly@opera.com	
3	Manny	Pepper	Mr.	Director	Widgets n'	704 Houser St.		Coolsville	CA	32145	555-2314	555-4123	manny@widgets.com	
4														
5														
6														
7														

Figure 1

3. Select Format > Column > AutoFit Selection from the drop-down menu (see Figure 2)

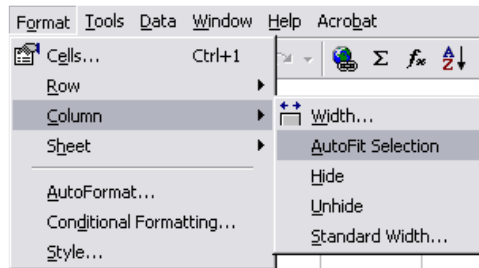


Figure 2

4. Select File > Save As from the drop-down menu
5. Use the Save as type drop-down option to select Text (Tab delimited) (see Figure 3)

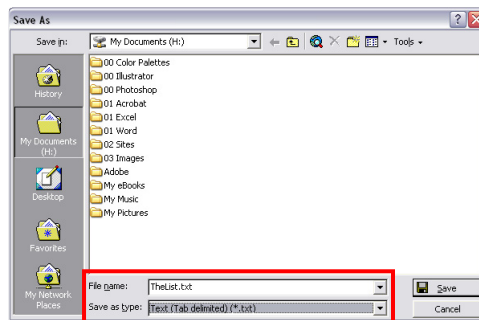


Figure 3

6. Click Save to save your file.

Note: Please name your file using the following file naming convention:

Order#_Clientname_List.txt

7. Email your file, as an attachment, to list@mymarketingmatters.com.

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

Order#_Clientname_List.txt