

HOW DO I PREPARE A *Mailing List* FILE?

..... To get your project “out the door” most efficiently and cost effectively, you can help by following these tips when you create and save your electronic mailing list file.

OUR BULK-MAILING

Save the list as a text file.

PERSONNEL CAN

Just as there are many countries in the world and many languages, so too there are literally hundreds of software programs that allow you to create mailing lists, though most do not speak the same “language.” Fortunately, there is a universal language that most programs share: the text file. Chances are, your mailing list program will allow you to save your list as a text file. By doing so, your software will be able to share the list with our software, without the need for reformatting.

ACCEPT MAILING

Make the list uniform.

LISTS FROM ALMOST

If possible, your mailing list should be uniform throughout; that is, every address on the list should occupy the same number of lines, usually 3 or 4. That means you may need to insert some blank lines into your list (use the Enter/Return key on your keyboard).

ANY TYPE OF

NOT UNIFORM
(Some entries are 3 lines, some are 4)

UNIFORM
(All entries are 4 lines)

UNIFORM
(All entries are 3 lines)

WORD PROCESSOR,

.....
John Doe
85 One Way
Anywhere, AL 12345

John Doe
85 One Way

Anywhere, AL 12345

John Doe
85 One Way
Anywhere, AL 12345

SPREADSHEET, OR

.....
Jane Doe
123 Oak Lane
Suite 456
Nowhere, NV 67891

Jane Doe
123 Oak Lane
Suite 456
Nowhere, NV 67891

Jane Doe
123 Oak Lane, Suite 456
Nowhere, NV 67891

DATABASE.

.....
Jim Smith
100 N. Elm Court
Apt. 12
Somewhere, US 45678

Jim Smith
100 N. Elm Court
Apt. 12
Somewhere, US 45678

Jim Smith
100 N. Elm Court, Apt. 12
Somewhere, US 45678

Mailing

Just ask!

If you need help with something that you can't find the answer to on our website, just call our helpful staff and we'll try our best to provide the solution you need. We are happy to test-run your file in advance of your order to check compatibility issues. A test run will avoid printing delays. Feel free to contact us!