

INSTUCTIONS FOR CREATING A NEW FILE

1. First you will need to look over the list that has been given to you either on disk or through e-mail.
2. Once, you open the file you will need to convert it to a csv. Extention, but there are some things that you will need to know in order to crate this new file.
3. Write down all the titles that are listed at the top of each file. (Example first name, last name, title, company, address 1, address 2 and so on and so on).

First Name	Last Name	Title	Company	Address1	Address2	City	State/zip

4. Once you have written the above fields down now you can convert this to a csv. File extention.
5. If there are any spaces on the excel file you will have to delete them. If you receive a large list, it is NOT your job to delete it. Now you can save.
6. Click on file, save as, then insert a disk and choose A:/, name the file and then under that for the save as type choose for the drop box CSV (comma Delimited) *.csv. the program will only read this type of file.
7. Now you will need to open up the DeskTop Mailer Program Located on the Desktop. Open the one that says DeskTop Mailer 7.00e.
8. Once you have that open you will need to click on file and then New
9. Click on Create New Data File. Then make sure that the Document name and the File name is the same.
10. Once you have named them both the same click on browse for the Document name first.
11. After you hit browse
12. In the save in box, Choose C:/ drive
13. Then documents and settings
14. then choose twilliam
15. then choose my documents
16. Mail list
17. tempfile
18. pdm_53
19. then hit new list
20. then hit save.
21. Then hit browse in the file Name section and repeat the steps above choosing the C:/ drive.

Once you have done this you are ready to set-up the file for an Import.