The Official Guide to Preparing List Submissions via





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



- 2. For File type, choose Tab Delimited or Text Delimited
- 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)



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

Export Options	×			
Select field separator				
Export files are created with a specific character separating each field of a record. What character do you want to use?				
C <u>C</u> omma				
⊙ <u>I</u> ab				
Do you want to export field names?				
names from the current database.				
₩ Yes, export field names				
OK Cancel				

Figure 3

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

Export Wizard	Which contact or group records do you want to export?		
	< <u>B</u> ack <u>N</u> ext > Finish Cancel		
Figure 4			

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

Export Wizard				
	Specify the order in which the cc currently open ACTI database with Record Manager Company Contact Address 1 Address 3 City State Postcode & Back Next>	Intact fields from the libe exported. Insert Field Bernove Field Bernove Field Bernove Field Bernove Field Finish Cancel		
Figure 5				

- 12. Click Finish
- Email your file, as an attachment, to <u>list@mymarketingmatters.com</u>.
 Note: Please use the following naming convention when submitting your file: Order#_Clientname_List.txt