The Official Guide to Preparing List Submissions via

## **Avery Labelmaker Pro**



- 1. To prevent the possibility of accidentally modifying your original file, please copy your Avery Label list to an alternate location/filename.
- 2. Right-click your newly created file and choose the Rename option (see Figures 1a). Change the file extension to .dbf, using the following naming convention:



Order#\_Clientname\_List.dbf (see Figure 1b)

Figure 1a

addresses.lpd F	Properties
General Secu	rity Summary
	addresses.dbf
Type of file:	Avery LabelPro Design File
Opens with:	Avery LabelPro Demo Change
Location:	C:\Documents and Settings\Administrator\My Docu
Size:	1.91 KB (1,961 bytes)
Size on disk:	4.00 KB (4,096 bytes)
Created:	Today, October 02, 2000, 3:26:33 PM
Modified:	Today, October 02, 2000, 3:26:34 PM
Accessed:	Today, October 02, 2000, 3:26:34 PM
Attributes:	Eead-only Hidden Advanced
	OK Cancel Apply

Figure 1b

3. Open the renamed file in Microsoft Excel (see Figure 2)

Note: If you do not have access to Microsoft Excel, submit the file to Marketing Matters as a .DBF, but please let your point of contact know that you are submitting the file in this format



4. Select ALL of the cells containing information in your document (see Figure 3)

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	Α	B	C	D	E	F	G	H	1	J	K	L	М	N
1	F_NAME	L_NAME	SAL	TITLE	COMPAN	ADDR_01	ADDR_02	CITY	STATE	ZIP	PHONE_1	PHONE_2	EMAIL	
2	John	Doe	Mr.	Vice-Presi	Acme Inc.	123 Anysti	Ste. 101	Mytown	NY	12345	555-1234	555-6789	me@acme	.com
3	Susan	Smith	Ms.	President	Genera En	1313 Mock	ingbird Ln.	Anytown	TX	54321	555-4321	555-9876	smitty@ge	nera.com
4	Manny	Pepper	Mr.	Director	Widgets n	704 House	r St.	Coolsville	CA	32145	555-2314	555-4123	manny@w	dgets.com
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5. Select Format > Column > AutoFit Selection from the drop-down menu (see Figure 4)



6. Select File > Save As from the drop-down menu

7. Use the Save as type drop-down option to select Text (Tab delimited) (see Figure 5)

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	Figure 5		

8. Click Save to save your file.

Note: Please name your file using the following file naming convention: Order#\_Clientname\_List.txt

 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