



The Official Guide to Preparing List Submissions via

Filemaker Pro

Exclusively for

marketing  **matters**

1. Open your file in FileMaker Pro
2. In Browse mode, choose File > Export Records (see Figure 1)

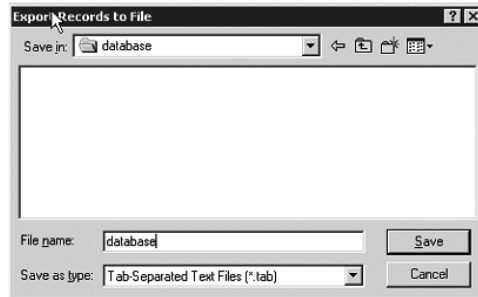


Figure 1

3. When naming your file, please use the following file naming convention:
Order#_Clientname_List.txt
4. From the Save as type drop-down, choose Tab-Separated Text Files
5. Click Save
6. Choose fields you wish to export (see Figure 2)

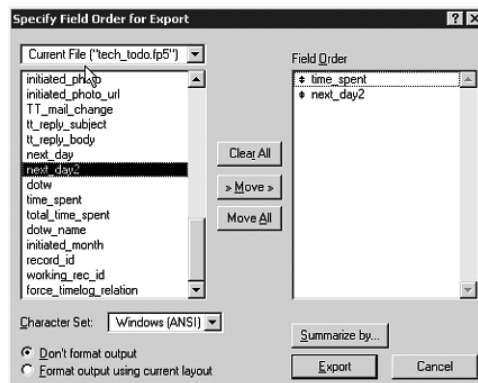


Figure 2

7. Click Export
8. 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