The Official Guide to Preparing List Submissions via

Microsoft Works

Exclusively for

marketing matters

1. Open the File you wish to export

2. From the File drop-down menu, choose File > Export > Other Address Book

3. Select Text File (Comma Separated Values) and click Export *(see Figure 1)*
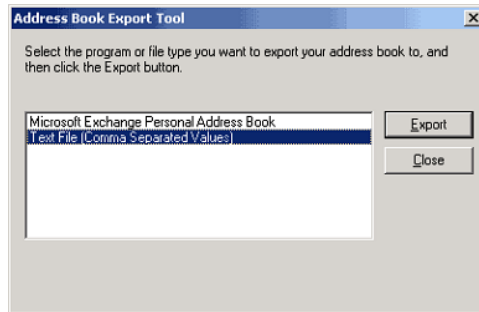

Figure 1

4. Please name your file using the following naming convention:
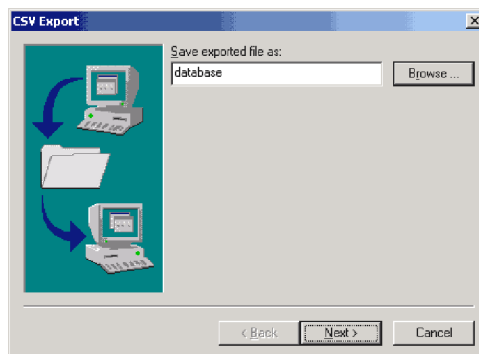
   Order#_Clientname_List.csv

Figure 2

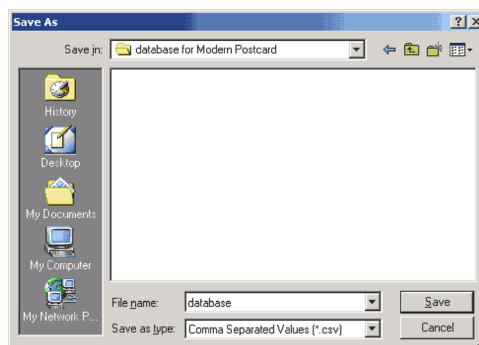5. From the Save as type drop-down, choose Comma Separated Values *(see Figure 3)*

Figure 3

6. Click Save

7. Email your file, as an attachment, to list@mymarketingmatters.com .

   Note: Please use the following naming convention when submitting your file:

   Order#_Clientname_List.csv