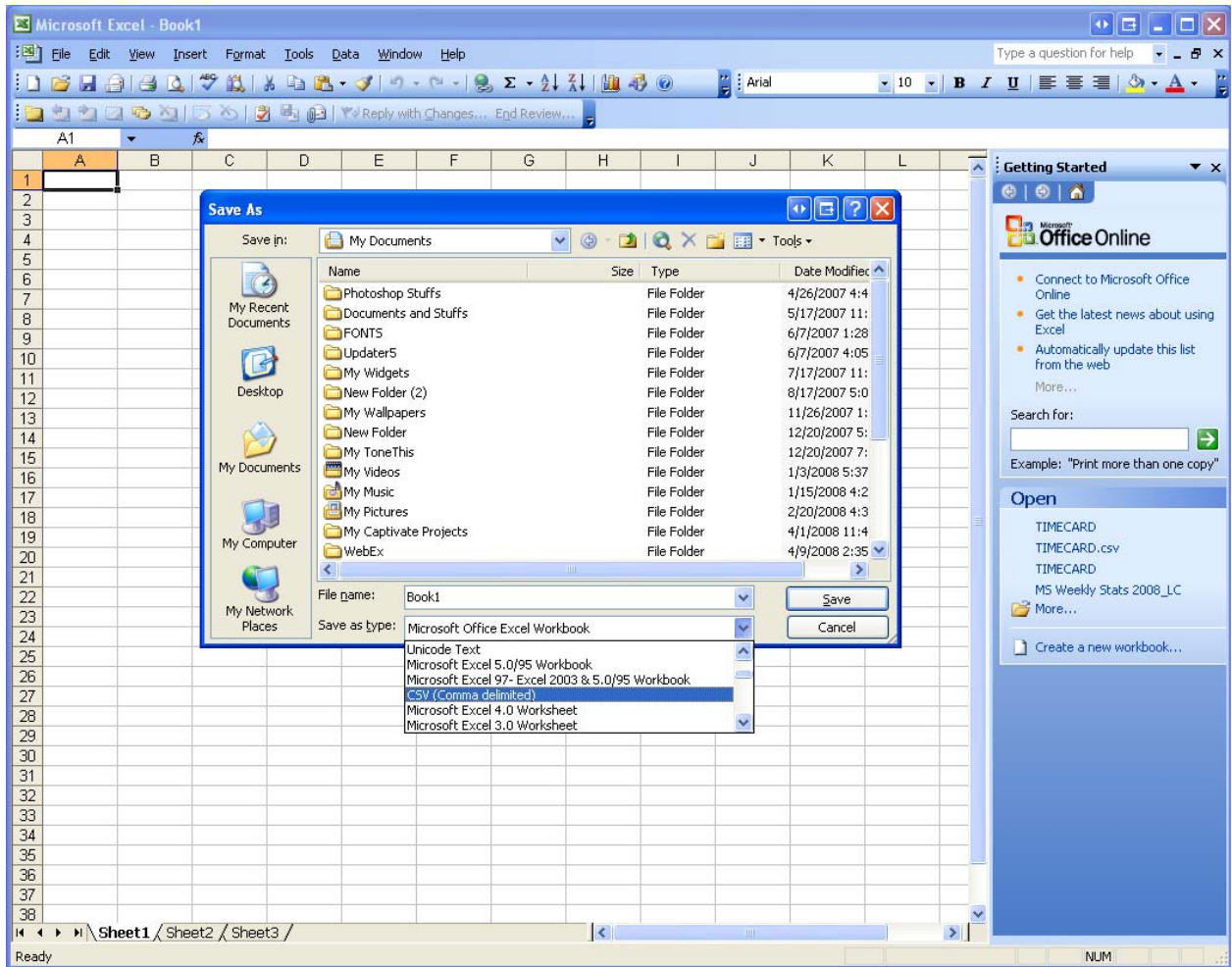
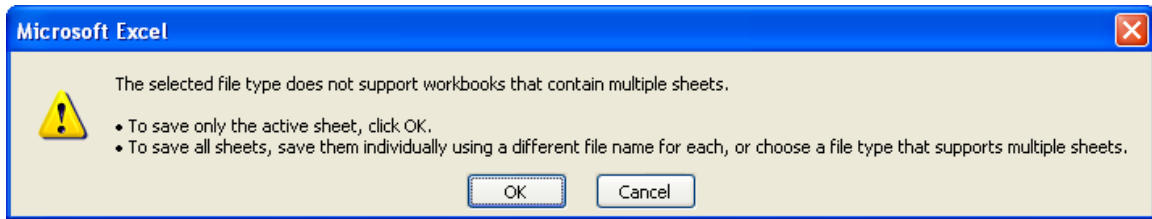


How to save Contacts from Excel into a CSV (Comma Separated Value) File

- 1) Open Excel and then click on **“File”** within the Toolbar.
- 2) From the Drop-Down Menu, choose the **“Save As”** option.
- 3) A small window will open with a number of choices of where and how to save your file, select **“Save As Type”** and from the Drop-Down Menu select **CSV (Comma delimited)**. Click **Save**.

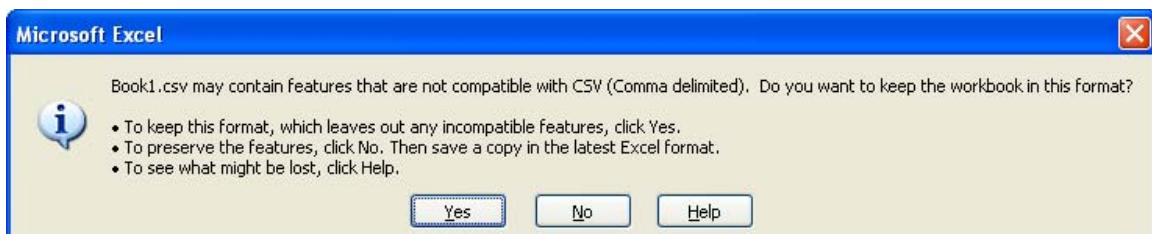


- 4) Another window will now open, explaining that only one sheet may be saved at a time. Click **OK**.

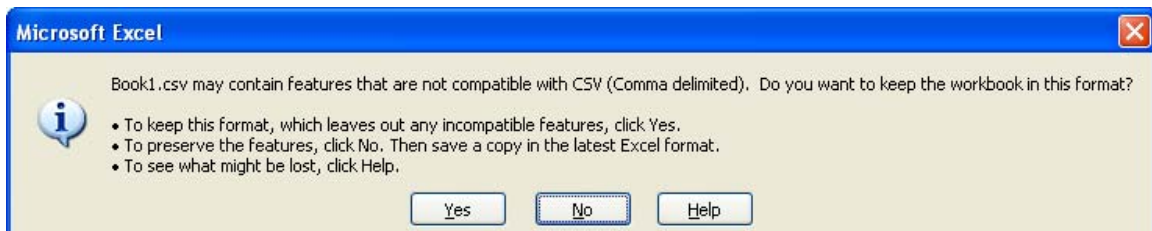


5) The next window asks you if you wish to continue saving the document into the CSV format, because some values may be lost.

- i) Click **YES** if you **HAVE** already saved your document as an Excel document prior to selecting Save as CSV.



- ii) Click **NO** if you **HAVE NOT** already saved your document as an Excel document prior to selecting Save as CSV. This will assure your original file is intact.



The new file will now be on the Desktop (or wherever it has been designated to save). The **CSV** file can now be used to add **Contacts** into the **Email Marketing Center** or saved for later use.