

HOW TO CREATE YOUR ADDRESS LIST

You can create your list using Windows Notepad, Word Perfect, MS Word or any similar word processing software.

Type each entry with a hard return after each line and double space between each entry. The entry should be exactly as you want it to appear on the envelope.

Here are a few dos and don'ts:

- Type your list as one continuous column
- Keep the lines of each entry together vertically
- Do not use headers or footers
- Do not number each entry
- Do not use any database tables
- Do not use all capital letters
- Do not insert any page breaks
- Type the text exactly as you want it to appear on your envelope - do not use unwanted abbreviations
- Spell out words like "and" unless you want "&" to appear on your envelopes

Your finished list should look like this:

Mr. and Mrs. Robert Smith
1234 Candy Cane Lane
St. Paul, Minnesota 55118

Ms. Alyssa Feely
5252 Sylmar Avenue
Beverly Hills, California 90210

Dr. and Mrs. Mark Grimes
2782 Circle View Drive
Atlanta, Georgia 30350

Once your list is complete, save the file in 'Text Only' or 'Plain Text' format. You can copy the file to a disk or send it as an attachment to an e-mail message.