

## IMPORTING NAMES & ADDRESSES INTO CERTIFIED MAIL SOFTWARE USING COMMA DELIMITED TEXT FILES

### 3.5 STANDARD VERSION

- 1] Close Certified Mail software – it should not be open while editing the Excel sheet.
- 2] Assuming that the name & address database is on an Excel spreadsheet, you have to edit the spreadsheet by adding the following captions to the top row: **all lower case and in bold**

**Name            address1            address2            address3            city            state            11111**

	A	B	C	D	E	F	G
1	<b>name</b>	<b>address1</b>	<b>address2</b>	<b>address3</b>	<b>city</b>	<b>st</b>	<b>11111</b>
2	Bob Crane	2 Pace Street			Raleigh	NC	28112
3	Microsoft, Inc.	15 South Street			San Francisco	CA	95115
4	Apple Computers	15 Fruit Rd			Palo Alto	CA	94223
5							
6							
7							

- 3] Go to FILE > SAVE AS > Choose CVS (Comma Delimited) as SAVE AS type.
- 4] Close Excel spreadsheet, 'Yes' to Save. (Be sure it's changed to CVS file type).
- 5] Open Certified Mail program. On the top left part of the screen click, 'OPTIONS' > NAME & ADDRESS text files > IMPORT

**Certified Mail** 3.0

File Options Report Help

Mailer Number  
Your Name & Address  
Print Options  
BarCode's  
Default Postage  
Name & Address Text Files  
Import  
Export

**Your Name and Address** **Change**  
BLUMBERG  
62 WHITE ST  
NEW YORK NY 10013

**Comment:**  
**RE:**  
**Addressed To**

**Postage** 0.39  
**Certified Fee** 2.40

**Paste** **Clear**

6] Next, find your CVS file (might be in Documents or C drive). Click FILE > OPEN > SAVE. Should see small 1” square dialog box that says ‘Import Done!’

7] Go back to Certified Mail program on the top left corner click, FILE > READ/WRITE TO A DATABASE > Find CVS file, click OPEN – should now be in a DBF file type.

8] In the ‘ADDRESSED TO’ section of the Certified Mail ‘homepage’ should now appear the captions that were created in the Excel spreadsheet. Click the forward pointing arrow until each name in your spreadsheet database appears.

9] Can mass print or print individual names & addresses by going to FILE