



Quick Start Guide to:

## Swiftpage for Excel – Creating Your Database

Please refer to the images below. Start with an empty spreadsheet.

1. "Row 1" will have all your column headings. First Name, Last Name and Email Address are recommended (Email Address is required). You may have any other information within your database as you desire, just remember to name the column in Row 1.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - EmailList". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, ACT!, and Help. The toolbar contains various icons for file operations and editing. The active cell is A1, containing the formula bar with "First Name". The spreadsheet grid has columns A through I and rows 1 through 5. Row 1 contains the following headers: A: First Name, B: Last Name, C: Email Address, D: Company, E: Phone, F: Street Address, G: City, H: State, I: Zip Code.

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email Address	Company	Phone	Street Address	City	State	Zip Code
2									
3									
4									
5									

2. Now, add in your contacts into each row just as shown in the image below.

The screenshot shows the same Microsoft Excel window with the spreadsheet populated with contact data. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email Address	Company	Phone	Street Address	City	State	Zip Code
2	Suzie	Smith	<a href="mailto:ssmith@abc.com">ssmith@abc.com</a>	ABC Inc.	888-555-1234	123 Main Street	Denver	CO	80000
3	Frank	Jones	<a href="mailto:fjones@acmecorp">fjones@acmecorp</a>	AcmeCorp	800-555-9687	3421 S Frontage Road	New York	NY	10020
4	Tim	Donner	<a href="mailto:tim.donner@salec">tim.donner@salec</a>	Sale Com	800-111-8579	293 54th Ave. Suite 10C	Miami	FL	33211
5	Chris	Turner	<a href="mailto:christurner@outlet">christurner@outlet</a>	OutletMarket	303-555-9372	78 West Main	Chicago	IL	60000

3. Click on File > Save, and then give the list a name. You are now finished creating your Excel list and can use it to send via Swiftpage for Excel!