

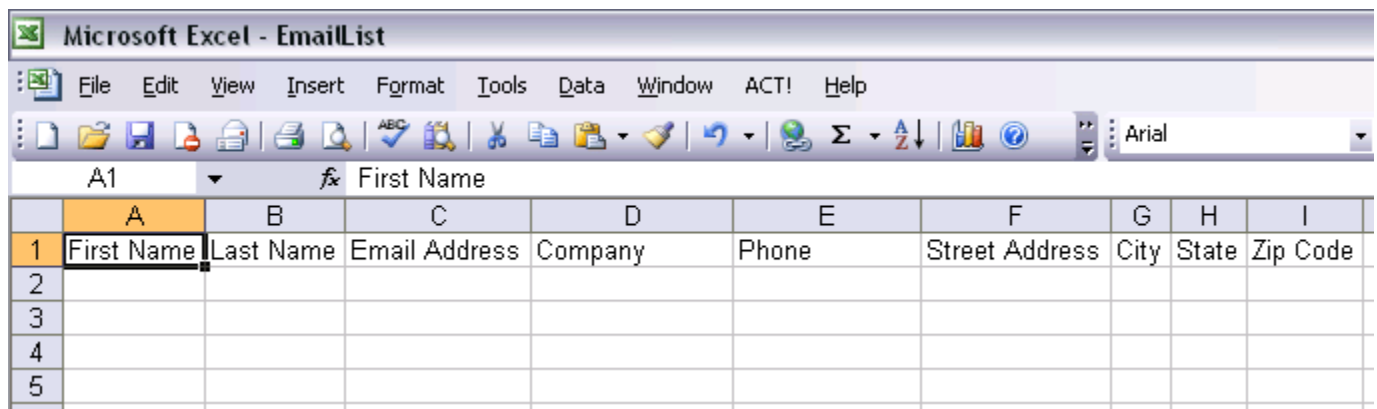


## Quick Start Guide to:

### Swiftpage Hosted Solution – Creating Your Database

Please refer to the image below; use Microsoft Excel or a similar spreadsheet to set up your database.

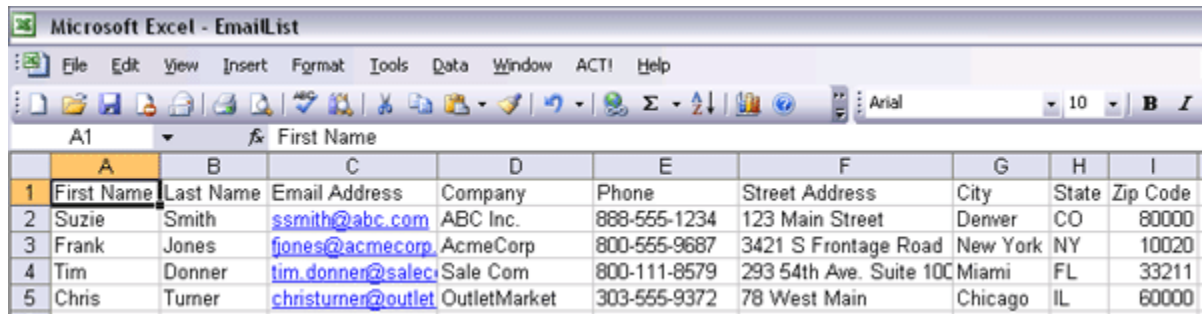
1. "Row 1" will have all your column headings. First Name, Last Name, Email Address are required; you may have any other information within your database as you desire, just remember to name the column in Row 1.



The screenshot shows a Microsoft Excel spreadsheet titled "EmailList". The formula bar shows "First Name" for cell A1. The spreadsheet 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. Rows 2 through 5 are empty.

	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 spreadsheet with contact information entered in rows 2 through 5. 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 As, give the list a name and then **be sure to choose CSV (Comma Delimited) as the file type**. You are now finished creating your CSV list and can upload it using the Swiftpage Hosted Solution!