

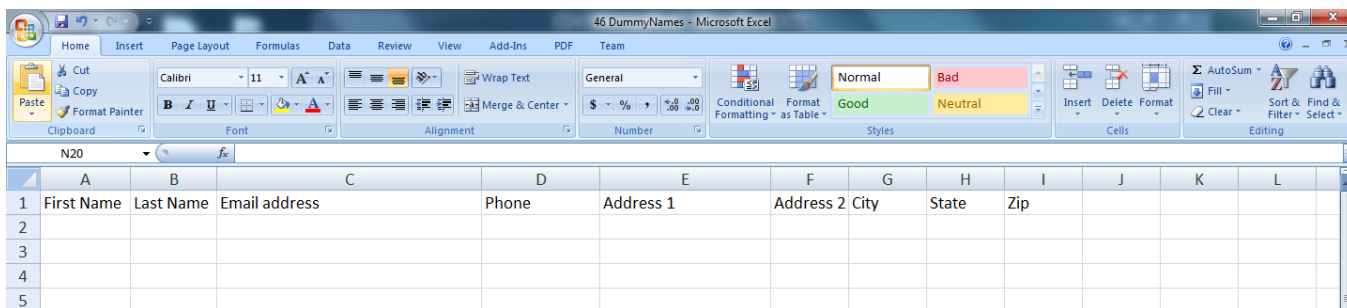


Quick Start Guide to:

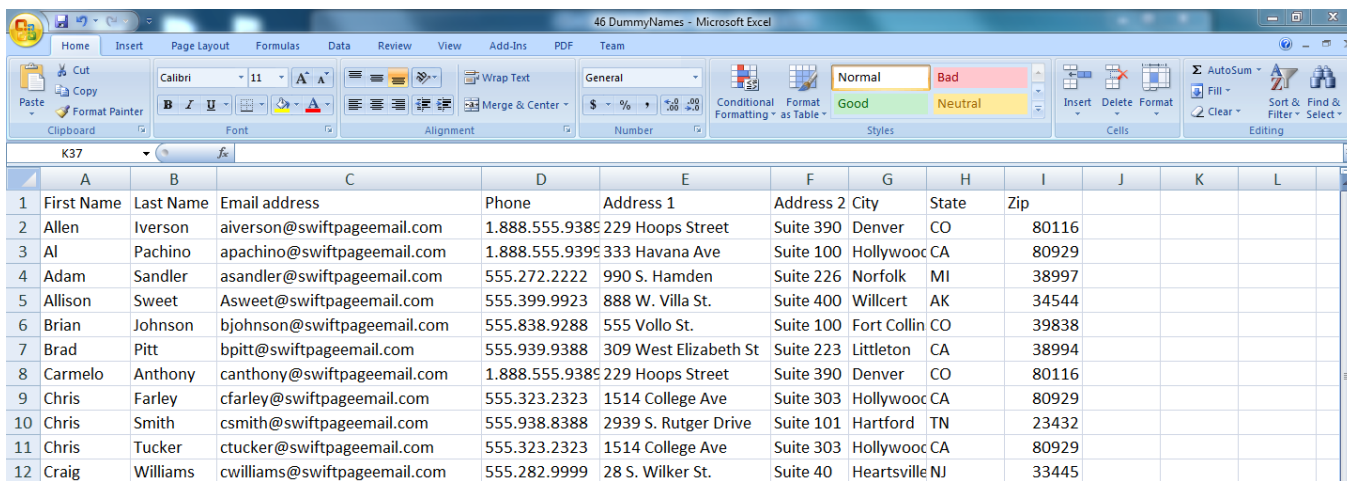
Creating Your Database for Swiftpage Connect

This Quick Start Guide explains how to configure your database so that it can be easily uploaded to Swiftpage Connect.

1. Open Microsoft Excel, or a similar spreadsheet software, to begin setting up your database.
2. Enter the desired column headings in Row 1 (**note:** you must include an Email Address field).



3. Add your contacts.



4. Click File > Save As. Enter a name for your list and then choose CSV (Comma Delimited) from the Save as type drop down. Click Save. Your list is now ready to be uploaded to Swiftpage Connect.