Microsoft Excel - Envelope Membership Mailing List Database

Setting up your membership mailing list database for the first time:

1) Start a new spreadsheet
2) Format Columns "A" through "G" as Text as follows:
   - Click on the Letter "A" at the top of Column A. The entire column will be selected.
   - While holding the "CTRL" key down, click on the letters "B","C","D","E","F", and "G".
   - Columns "A" through "G" should now be selected.
   - In Excel 2003, on the menu at the top, click on "Format", select "Cells", and click on the "Number" tab.
   - In Excel 2007, select the "HOME" ribbon, and then select the drop-down box in the "Number" section.
   - Select "Text" (then, click "OK" in Excel 2003).
3) Label your columns as follows (in Row 1):
   - Column A - Envelope Numbers
   - Column B - Name as it should appear on envelopes
   - Column C - Street Address Line 1
   - Column D - Street Address Line 2
   - Column E - City
   - Column F - State
   - Column G - Zip Code
4) Now, enter each record one row at a time, placing the data in the appropriate columns.
   - The Name should be complete, like "Mr & Mrs John Smith".
   - Street Address Line 1 should ONLY be used for items like "In Care Of...", Nursing Home Name + Room Number, University Name, and so on
   - If a record does not have data for "Street Address Line 1", simply leave it blank
   - Street Address Line 2 should contain the COMPLETE street address, including the House Number, Street Name, Apt #, Suite#, Lot#, etc.
   - Use the standard two-letter State abbreviation. Do not spell out the state name.
   - Use the 9-digit zip code if you know it; otherwise, just use the 5-digit zip code
   - If you have Zip Codes that begin with zero, you MUST format the column as "TEXT", as described at the beginning. If you don't, Excel may truncate the leading zeroes when the file is saved in "CSV"
   - Don't use the Row#s built-in to Excel as your Envelope numbers.
   - If you need envelope numbers, they must be in their own column.
   - If the columns are not wide enough to accommodate the data you are entering, don't worry - the data is still there, you just won't see it until you widen the columns.
   - To automatically widen all columns at the same time, click on the empty gray box which lies to the left of the "A" for Column A, and is also directly on top of the "1" for Row 1. This selects the entire spreadsheet. Center your cursor on the line between any two of the Column Letters until it is a two-sided arrow. Double-click, and your Columns will widen or shrink as necessary.
   - Do not use formulas to calculate the envelope numbers - if you do, the formulas may become the numbers, instead of the numbers themselves, when the spreadsheet is saved out as a "CSV" file.
5) Save your spreadsheet in a place you'll remember, such as the "My Documents" folder or your desktop.
   - Name it after your account number
   - Save it as a "CSV" file. If you save it as an "XLS" file (default format), then we will convert it to a CSV file when we receive it
6) The spreadsheet is now your membership mailing list database. Whenever you have a change to make, make it directly in the spreadsheet.
7) Whenever it is time to send us your file, e-mail us your current spreadsheet as an attachment to lists@americanchurch.com