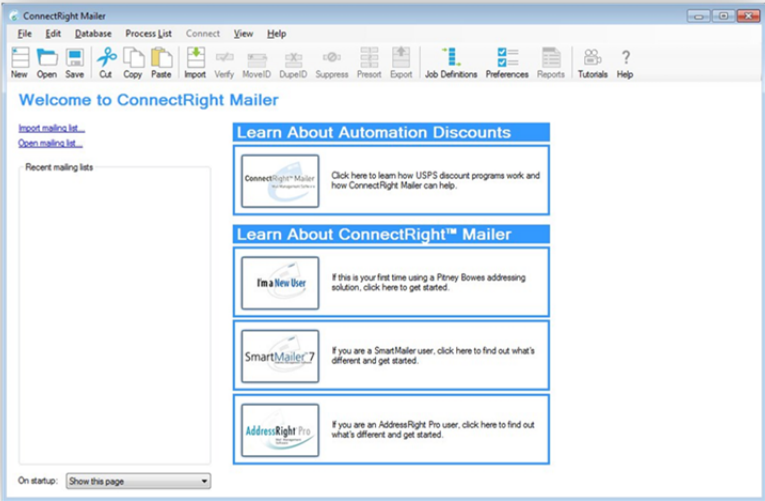
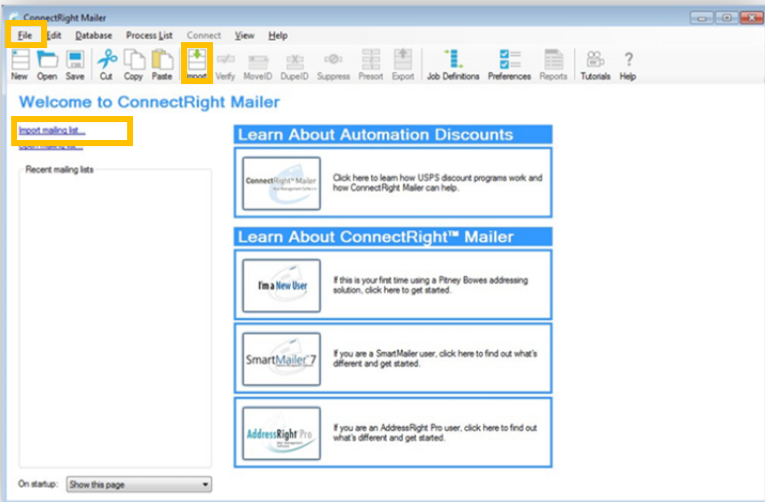


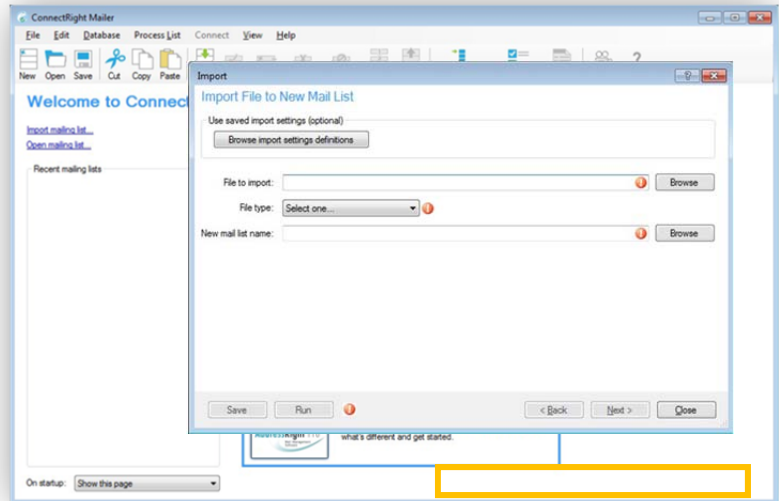
Objective: To successfully import a mailing list into ConnectRight Mailer.

	Comment	ACTION – DO THIS
1	<p>When you begin using ConnectRight Mailer, the first step will be to import a mailing list. You can have an unlimited number of mailing lists in the software and may process each one separately.</p>	 <p>The screenshot shows the ConnectRight Mailer application window. The title bar reads 'ConnectRight Mailer'. The menu bar includes 'File', 'Edit', 'Database', 'Process List', 'Connect', 'View', and 'Help'. The toolbar contains icons for 'New', 'Open', 'Save', 'Cut', 'Copy', 'Paste', 'Import', 'Verify', 'MoveID', 'DupelID', 'Suppress', 'Presort', 'Export', 'Job Definitions', 'Preferences', 'Reports', 'Tutorials', and 'Help'. The main content area is titled 'Welcome to ConnectRight Mailer'. It features a 'Recent mailing lists' section on the left, which is currently empty. On the right, there are three informational boxes: 'Learn About Automation Discounts', 'Learn About ConnectRight™ Mailer' (with sub-sections for 'I'm a New User', 'SmartMailer7', and 'AddressRight Pro'), and 'On startup: Show this page' at the bottom.</p>
2	<p>Select "Import Mailing List" from the Welcome screen, click the "Import" button on the toolbar, or choose File, Import from the File Menu to begin importing a file into the application.</p>	 <p>This screenshot is identical to the one above, but with a yellow rectangular highlight around the 'Import' button in the toolbar. The 'Import' button is represented by a document icon with a plus sign.</p>

ConnectRight™ Mailer Importing a Mailing List

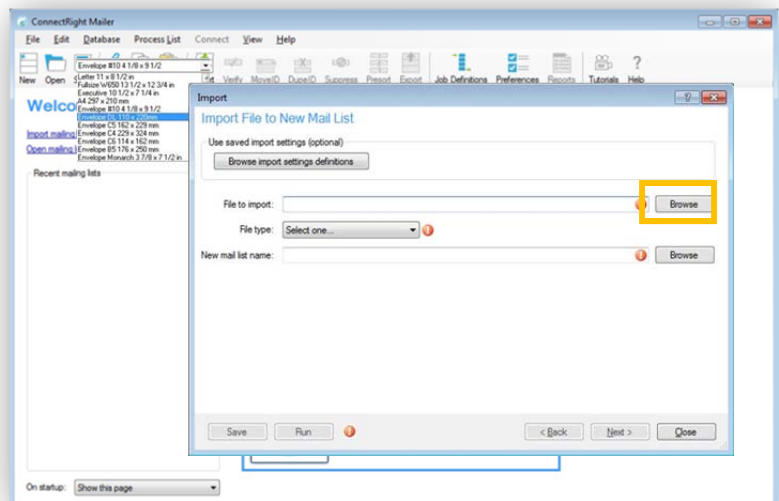
3

The 'Import File to New Mail List' pop up will display.



4

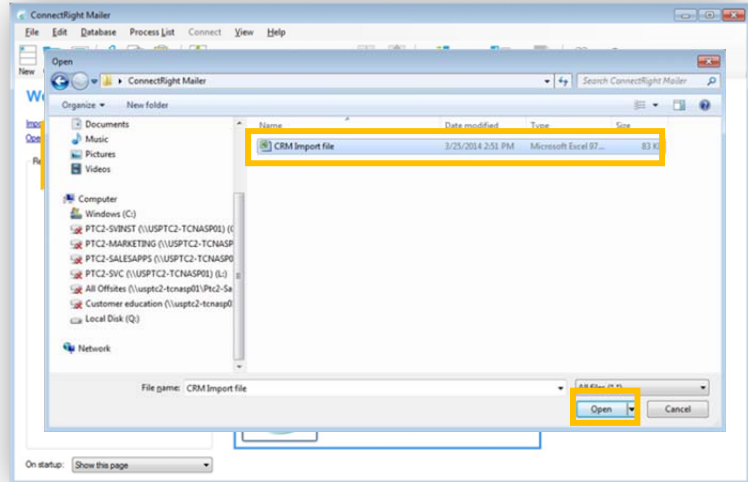
Click **Browse** to select the file to import.



ConnectRight™ Mailer Importing a Mailing List

5

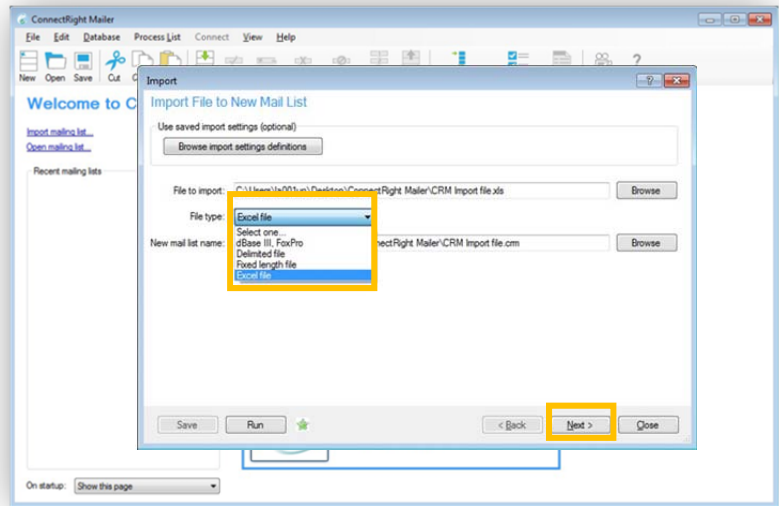
Navigate to the file location, click the file name, and then select "Open"



6

Supported file types include: Excel, Fixed Length, Delimited, dBase III and FoxPro.

Select **Next** to proceed with the file import.

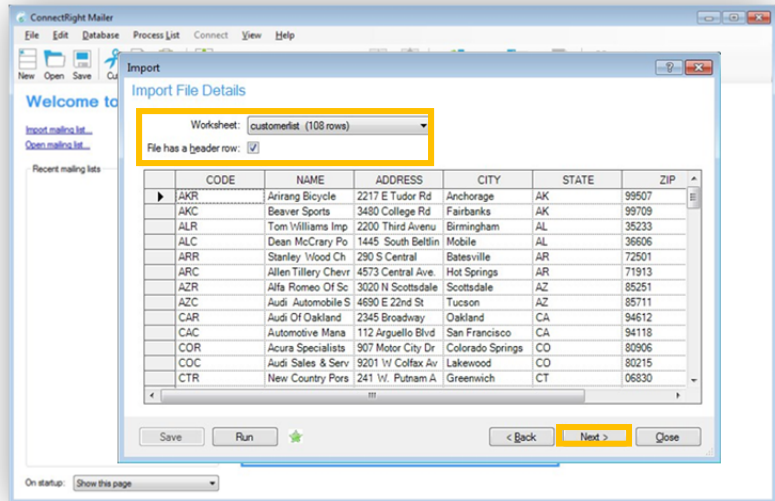


ConnectRight™ Mailer Importing a Mailing List

7

When importing from an Excel workbook, the first worksheet will be selected by default. However, if there are multiple worksheets in the file, click the dropdown to select the appropriate worksheet to import.

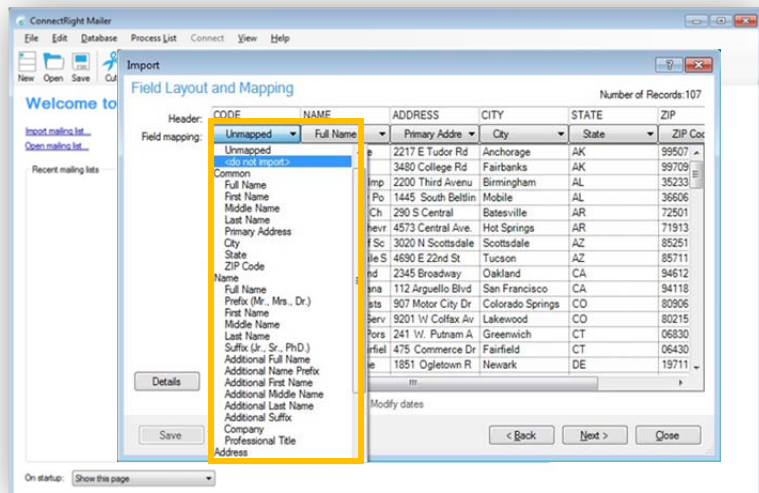
Indicate if the worksheet has a header row and then click Next to map the columns of information.



8

Field mapping is performed to match incoming fields to those currently defined in the software. Field name definitions include **name**, **address**, **phone**, **unmapped**, and **do not import**.

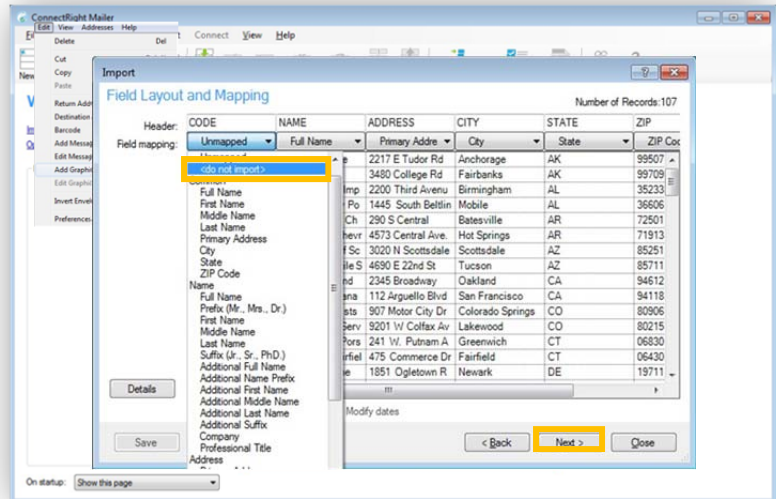
If a field is defined as **Unmapped**, click the drop-down to select the appropriate field type.



ConnectRight™ Mailer Importing a Mailing List

If an Unmapped field is non-address information that you do not want to import, select "<do not import>" and the data will be excluded.

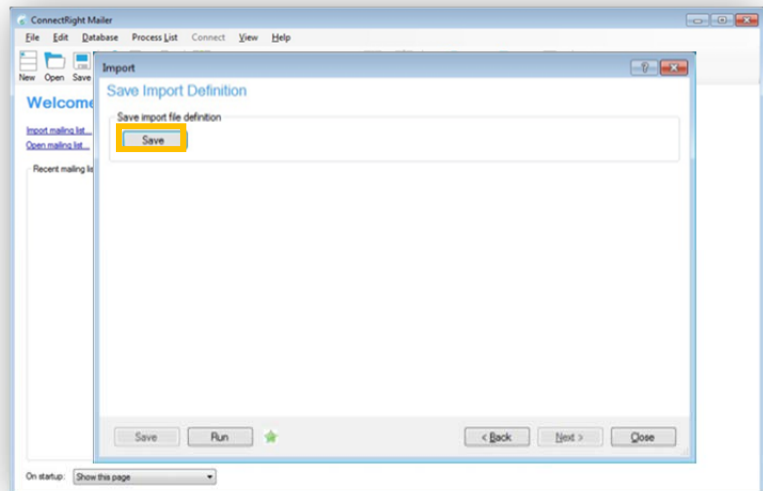
Select **Next** to continue the import.



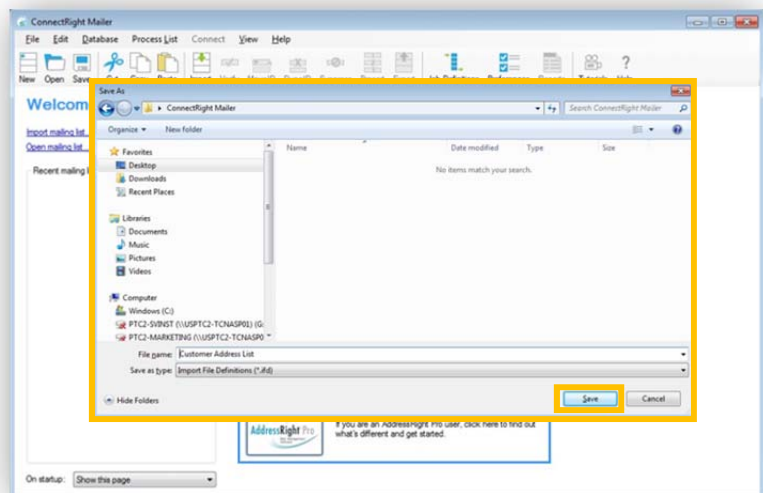
(Optional)

The selected settings can be saved in an import definitions file for use with future imports.

Click the **Save** button to name and store the definitions file.



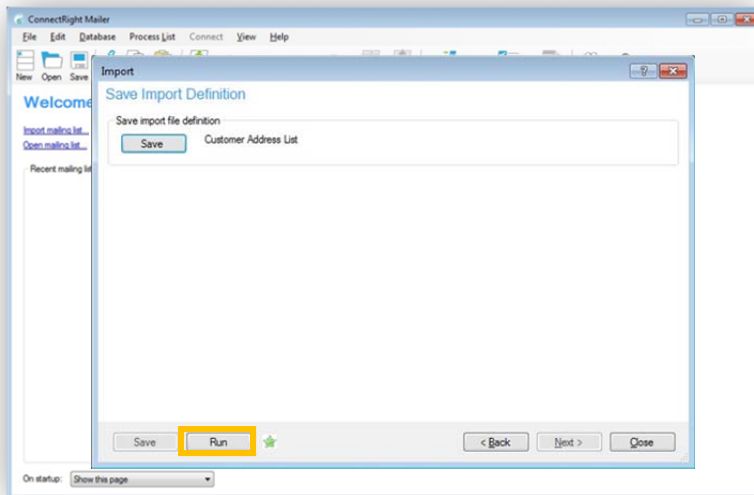
Browse to the desired file location, enter a name for your definitions file, then click **Save**.



ConnectRight™ Mailer Importing a Mailing List

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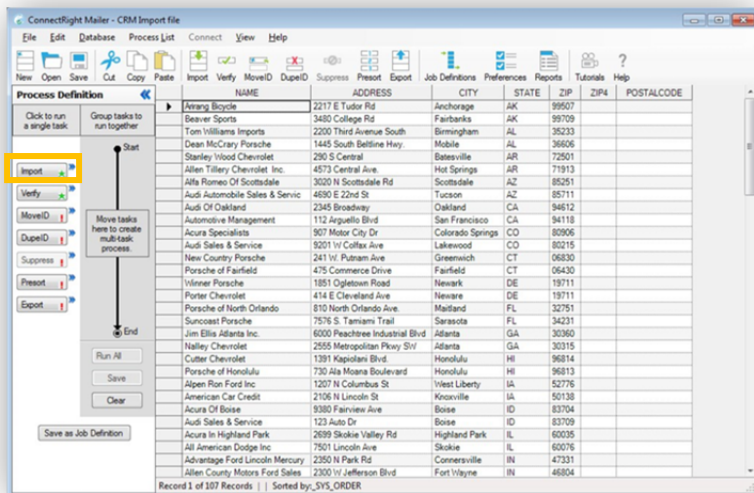
Finally, select **Run** to complete the mailing list import.



13

Your list is now imported and ready for use.

To begin a new import or to append to the imported list, click the **Import** button in the **Process Definition** window.



NOTES: