

# MANDM PRINTING and G R A P H I C S

## How to Set Up VARIABLE DATA FOR PRINT

The following is a guide for creating variable data files (e.g. mailing lists, form letters, etc.). If your file is not set as specified below, **there will be a delay in production and additional cost**. Please allow an extra 3-4 business days for production of direct printing on mailers (i.e. not on a mailing label).

### IN MICROSOFT EXCEL

1. Use a description word to begin each column (e.g. Name, Address, Phone).
2. Place only **ONE** piece of data (e.g. a person's name, one line from an address) per cell in the appropriate column

### DO NOT

1. Do not place information in your file that is not to be printed.
2. Do not leave empty cells between rows of data.
3. Do not use multiple workbook tabs.
4. Do not use special formatting (e.g. bold or italics).
5. Do not add borders to cells.

### CORRECT

	A	B	C	D	E
1	Name	Address	City	State	Zip
2	Adam Jones	132 Silver Rd.	Florence	SC	29501
3	John Richards	254 Main St.	Darlington	SC	29532
4	James Carroway	160 E. Sparrow Rd.	Asheville	NC	28801
5					

	A	B	C
1	Name	Address	Address2
2	Adam Jones	132 Silver Rd.	Florence, SC 29501
3	John Richards	254 Main St.	Darlington, SC 29532
4	James Carroway	160 E. Sparrow Rd.	Asheville, NC 28801
5			

### WRONG

	A	B	C
1	List of Names		
2			
3	<b>Name</b>	<b>Address</b>	<b>Phone</b>
4	Adam Jones	132 Silver Rd.	843-555-0132
5		Florence, SC 29501	
6	John Richards	254 Main St.	843-555-0321
7		Darlington, SC 29532	
8	James Carroway	160 E. Sparrow Rd.	828-555-0456
9		Asheville, NC 28801	
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