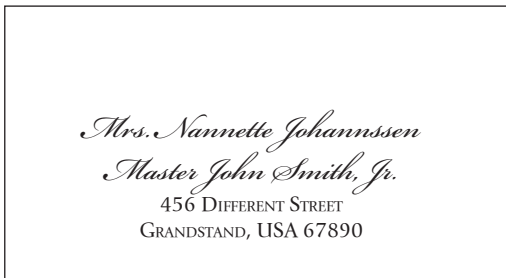


# How to Format Your Excel File for Variable Data / Data Merge

## To get THIS:



Fonts, formatting, position, etc. can all be designed to your specifications, with a few limitations. The longest name or address in your data will determine the maximum size and placement for all other names and addresses.

(A short name like "Joe Smith" might need to be smaller, because of the need to fit long names like "Reverend Dr. & Mrs. Alexander Quintillus, IV")

## We need THIS from you:

Name	Name 2	Address 1	Address 2	City, State, Zip
Mr. and Mrs. John Q. Public		123 Anywhere Street	Apartment 3C	Hometown, USA 12345
Mrs. Nannette Johannssen	Master John Smith, Jr.	456 Different Street		Grandstand, USA 67890

### **IMPORTANT: There must be only one line of text per cell.**

Text on subsequent lines in a single cell will NOT be read by the software and won't be included. Simply add another column (e.g. "Name 2") to include the information.

Note that any empty cells will just be ignored by our software and won't result in blank lines on your envelope. Please don't include data that doesn't need to be printed.

If possible, save/export your data as a "Comma Separated Values" (CSV) file.

**If you need help, give us a call. We're here for you.**



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