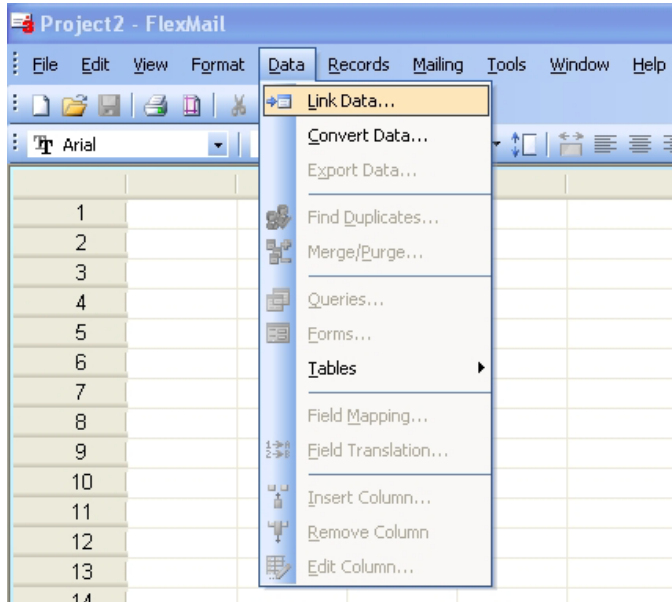
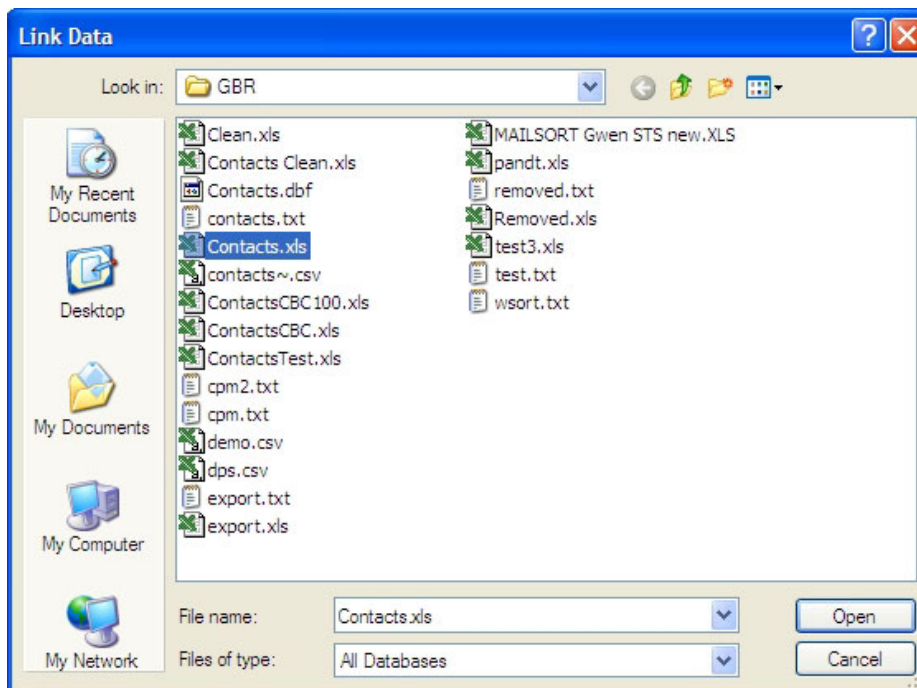


FlexMail 3 Link Data File Easy Use Guide

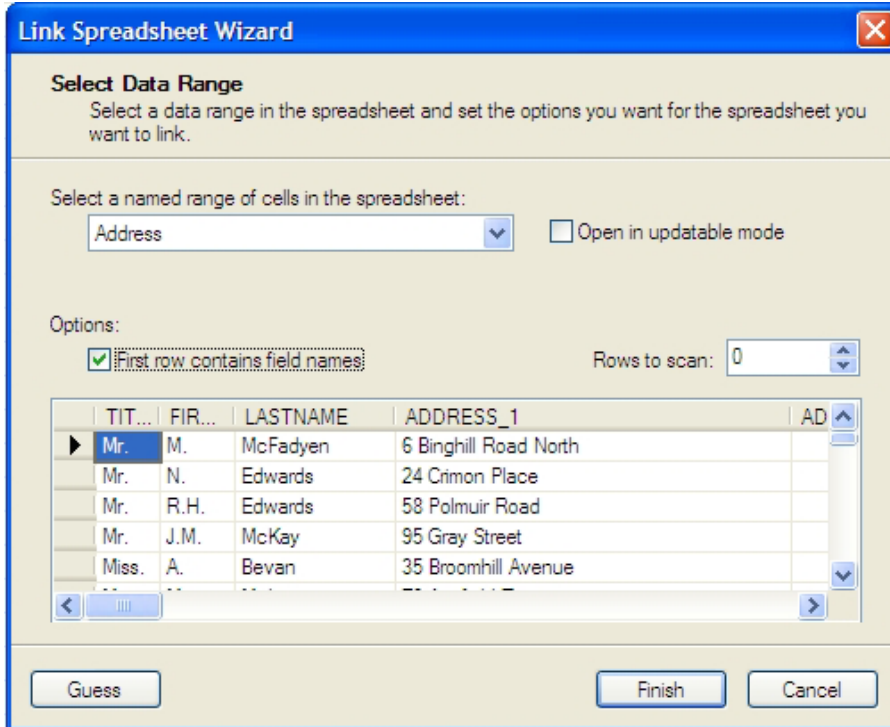
1. Run 'FlexMail 3'
2. In the 'Data Sheet' view click on 'Data', 'Link Data'



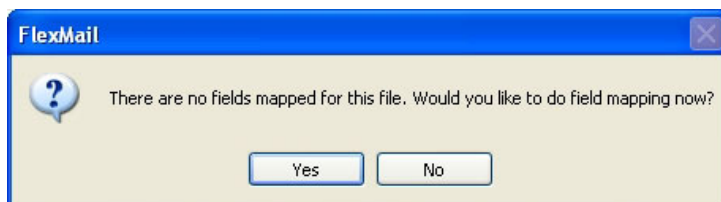
3. Select your data file then click on 'Open'



- If your data contains a header then tick the box 'First row contains field names'. Type in the 'Rows to Scan' field '0' this will ensure all rows are scanned. Then click 'Guess' then click 'Finish'.

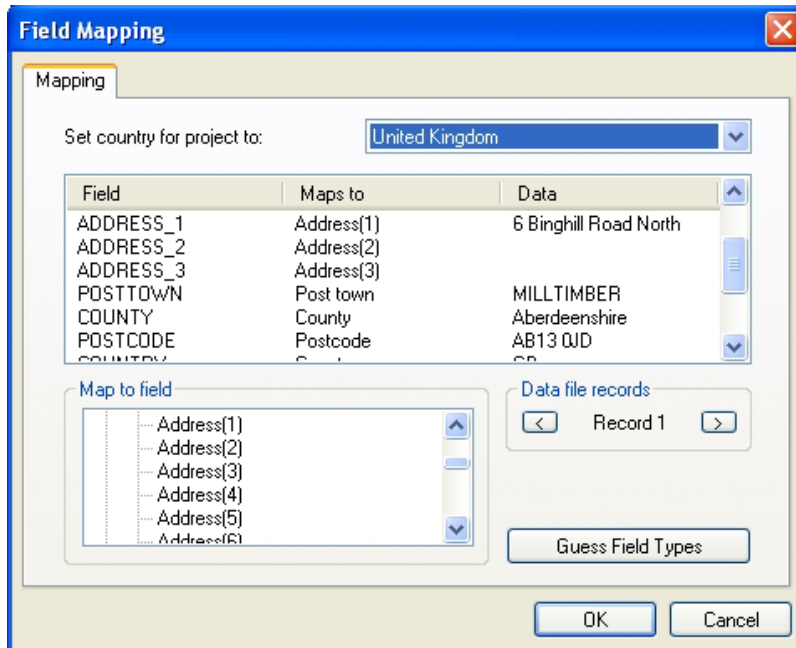


- When asked if you 'would like to do the field mapping now', if you need to Mailsort or Validate the data click 'Yes' then follow the next step, otherwise just click 'No'

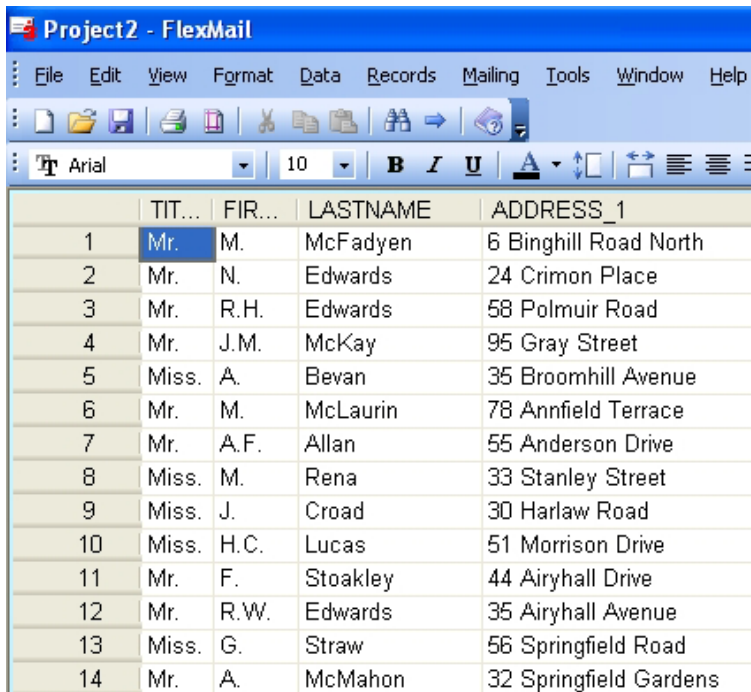


- The software needs to know where the Town and Postcode fields are located in the data file. To Map a field, click on the field header in the top box, then in the lower box double click the correct field type, i.e. Postcode. This should then Map the field and display as below. When both Town and Postcode fields have been mapped click 'OK' to continue. It is important that the correct country for the project is set to 'United Kingdom'. If the Town or Postcode fields are not always in the same column, you must use the Address(1) to Address(6) mapped fields as they will search all the fields in your data rather than fixed ones. If you do not do this you will get a much lower percentage of corrected addresses as the software will not see those fields if they are not always in the same column.

Field Mapping:



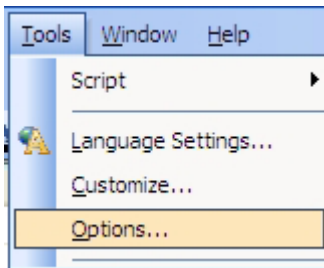
You should then see your data in the Datasheet View.



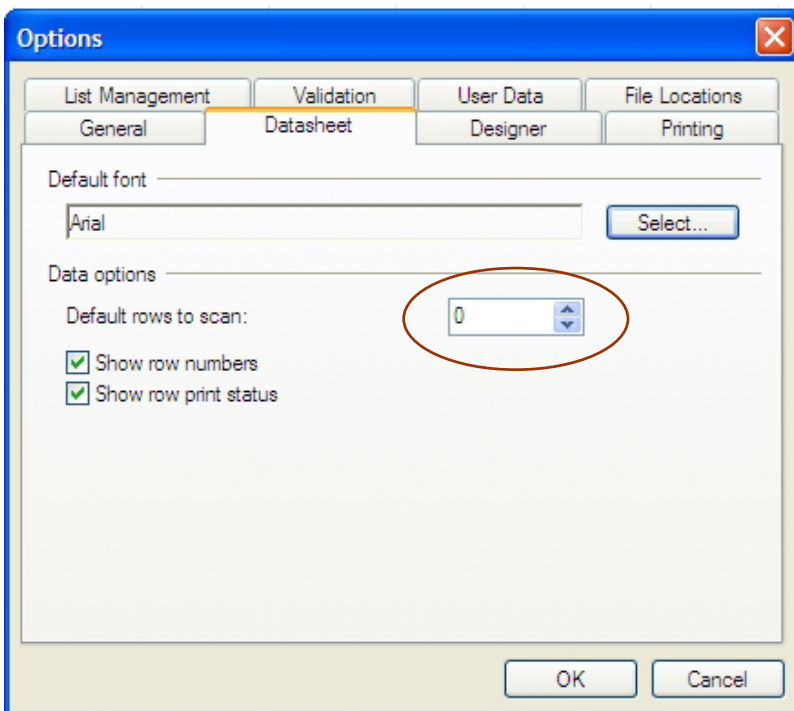
	TIT...	FIR...	LASTNAME	ADDRESS_1
1	Mr.	M.	McFadyen	6 Binghill Road North
2	Mr.	N.	Edwards	24 Crimon Place
3	Mr.	R.H.	Edwards	58 Polmuir Road
4	Mr.	J.M.	McKay	95 Gray Street
5	Miss.	A.	Bevan	35 Broomhill Avenue
6	Mr.	M.	McLaurin	78 Annfield Terrace
7	Mr.	A.F.	Allan	55 Anderson Drive
8	Miss.	M.	Rena	33 Stanley Street
9	Miss.	J.	Croad	30 Harlaw Road
10	Miss.	H.C.	Lucas	51 Morrison Drive
11	Mr.	F.	Stoakley	44 Airyhall Drive
12	Mr.	R.W.	Edwards	35 Airyhall Avenue
13	Miss.	G.	Straw	56 Springfield Road
14	Mr.	A.	McMahon	32 Springfield Gardens

Setting the 'Rows to Scan' default to 0

Click on 'Tools', 'Options'



Click on the 'Datasheet' tab, change 'Default rows to scan' to '0', click 'OK' to confirm.



Please note that if a data file has been previously linked in Flexmail the default rows to scan will be the same value as when the data file was last used, you can change this to 0 to force Flexmail to scan all rows, you must also remember to press the 'Guess' button.