



SUPPLIED DATA

SETTING UP DATA FILES FOR MERGING

e.g. Personalised Direct Mail, Address Labels, Certificates etc.

ACCEPTED FILE TYPES:

BASELINE always prefer to work with excel files.

- .xlsx
- .xlx
- .CSU
- .txt

CORRECT EXAMPLE OF SUPPLIED DATA:

Customer ID	Title	Full Name	First Name	Last Name	Address 1	Address 2	Address 3	Suburb	Town/City	Postcode
123456789		Sample Sampleton	Sample	Sampleton	123 Sample Street			Sample Suburb	Sample City	0234
987654321	Mr	Sample Sampleton	Sample	Sampleton	Sample Business	Sample Shop	123 Sample Street	Sample Suburb	Sample City	0425
123456789		Sample Sampleton	Sample	Sampleton	Sample Flat A	123 Sample Street		Sample Suburb	Sample City	2468
321654987	Mrs	Joe Bloggs	Joe	Bloggs	Baseline	71 Dudley Street			Lower Hutt	5010

- Please ensure all Names & Addresses are separated out into the appropriate columns and are on single lines. Any additional columns are to be labeled accordingly.
- To allow for easy Postcode ordering please have the City and Postcode separated into their separate columns.
- Check for blank spaces in your database before and after any information.
e.g.
- When referencing variable information in a supplied design please use the correct column information.

WHAT TO LOOK OUT FOR:

- Spaces in **blank cells**. Although cells can appear empty, it pays to check for rogue spaces that will get picked up by the merge software.
- Cells containing **multiple lines**. A 'soft-return' or 'return' in a cell will cause errors.
- Missing **column headers**. All columns require a header to be a valid file.
- **Postcode "0"** dropping off. If the Postcode column format is not set as 'Text' then the "0" will drop off any postcode that begins with a "0". Please set column format to 'Text'

* If you are unsure, please ask and BASELINE can reformat postcode issues.

We are able to clean your database, however this will incur extra costs depending on how much cleaning is involved.

Please clear formatting such as; hidden data, filtered columns, & cells containing formulas.