



Importing addresses into DAZzle:

This document covers:

- The various types to data formats DAZzle supports.
- How to import the various file types into DAZzle.
- How to verify and print multiple addresses from the address book.

File Format Types:

Here are some common file formats you can import into DAZzle from:

Generic Dbase III/IV

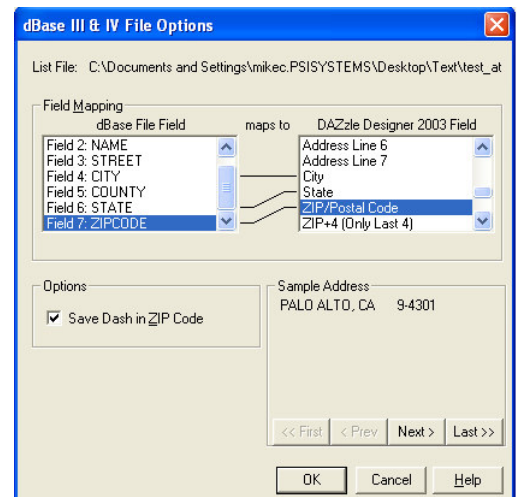
If you have your contact information in an application that can export in Dbase III or IV(.dbf) format, you can then easily transfer that data into DAZzle.

Text Delimited

You can use a text document where the fields are separated by either commas or tabs (called comma or tab delimited) and import the addresses into DAZzle.

To Import:

1. In DAZzle, click on the “Address Book” tab.
2. Under the ‘File’ menu, select “Import”.
3. Using the Select Import File dialog box, select the type and name of the file to import from.
4. If you are using a delimited file, select whether it is comma or tab delimited.
5. The Field Mapping section has two halves – one for the import file’s field and the other for DAZzle’s database field. To map (or link) fields together, click on the import file’s field, and then on the field in DAZzle you want the data to go to. If you want to un-map two fields, double-click on the line connecting the two fields.
6. When all of the fields are mapped, click on “OK”



Verifying and Printing Multiple Addresses:

Once you have imported addresses into your address book, you may want to print labels for some or all of your addresses. Here are the steps:

1. Go to the design page, select the label you want to use, and put in the weight of the item and class.
2. Go to the Address Book, and highlight the addresses you are sending to.
3. Click on the “Dial-A-Zip” button. (the red check mark) The addresses will be verified.
4. Then click on the “Print” button.

NOTE:

- The items you are sending **MUST** be the same weight, and the same class of service.

Tips and Hints

- Remember, you don't have to map all of the fields, just the fields you need in your Address Book.
- The easiest format to import is Dbase, followed by Tab Delimited, and Comma Delimited.
- If you use the First Name, Last Name, and Salutation fields , be sure not to map to the “Address Line 1” field.