

## **List Manager Instructions**

Here are 11 Easy to use steps on how to Operate the List Manager software:

- 1) Use excel to delete any columns of data You wish not import into Your email broadcasting software.
- 2) Save Your file in a “.csv windows” format.
- 3) Open up the List Manager software.
- 4) Click the “file” dropdown menu at the top, and select “open”.
- 5) At the bottom of the new open window, select in the dropdown menu “All Files (\*.\*)”.
- 6) Now select the “.csv” file You wish to split into whatever list size You wish.
- 7) After Your data has loaded, click the “file” dropdown menu at the top once again, and select “Split List Into Several Files...”.
- 8) In the new window that pops up, change in either the “Emails per file:” box, or “Number of files:” box the denomination of lead info per file group. For example if You Have 20000 leads, and You Choose the number of files to Be 4, You will produce 4 files with 5000 leads in each.
- 9) In the “File prefix:” box place what ever file name You wish to title each file, example if You use the letter “a”, the software will produce files as such: “a1.adr” “a2.adr” “a3.adr”...
- 10) In the “Folder:” box, select whatever place on Your computer to save the files to. However I recommend saving to the desktop folder, as it is Easier to find where the files are, and it does not rewrite over the original leads files. (unless You Have files on Your desktop that Have the same file(s) name).
- 11) Now select “Ok”. You will notice the files are saved on Your desktop with a file extension of “.adr”. Simply change the letters “.adr” to “.csv”, making sure to leave “.” where it is. The file name will look similar to this “a1.csv”.

That concludes the instructions for this software.

Thank You!

Enjoy!