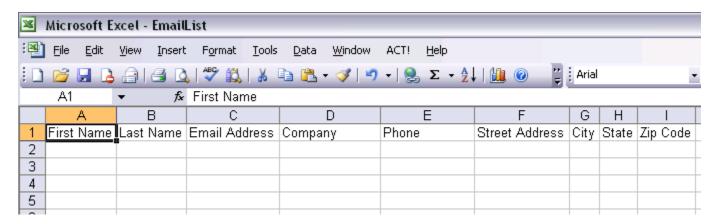


Quick Start Guide to:

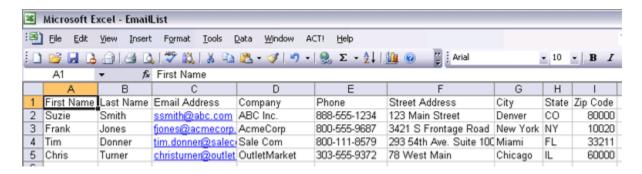
Swiftpage for Excel – Creating Your Database

Please refer to the images below. Start with an empty spreadsheet.

1. "Row 1" will have all your column headings. First Name, Last Name and Email Address are recommended (Email Address is required). You may have any other information within your database as you desire, just remember to name the column in Row 1.



2. Now, add in your contacts into each row just as shown in the image below.



3. Click on File > Save, and then give the list a name. You are now finished creating your Excel list and can use it to send via Swiftpage for Excel!