

# FILE FORMATS

## Media

- » E-mail Address: dp@dmlsolutions.com (compress file using PKZIP, WINZIP, or EXE)
- » **Upload to our FTP site, call for password and instructions.**
- » CD-ROM
- » 3.5" Diskettes (IBM PC formatted)
- » Flash Drive

## Formats

If possible, all files should contain separate fields for the following information: prefix, first name, middle name, last name, suffix, full name, company, title, department, primary address, secondary address, city, state, zip. In addition, a layout of the fields and number of records accompanying the file would be helpful. For help exporting files to our preferred formats see your "export" or "save as" options on your computer program.

### Preferred File Formats

- » dBASE III or IV (dbf)
- » Microsoft Excel (workbook / spreadsheet) (xls)
- » Text (txt) or ASCII (csv)

#### Fixed Length

example:           Mary Smith           1234 Kennedy Ave           Chicago           IL           60606  
                      John Wilkinson       18W935 Lakeshore Dr       Chicago           IL           60606

#### Comma Delimited

example:           "Mary Smith","1234 Kennedy Ave","Chicago","IL","60606"  
                      "John Wilkinson","18W935 Lakeshore Dr","Chicago","IL","60606"

#### Tab Delimited

example:           "Mary Smith"       "1234 Kennedy Ave"       "Chicago"       "IL"       "60606"  
                      "John Wilkinson"       "18W935 Lakeshore Dr"       "Chicago"       "IL"       "60606"

### Acceptable File Formats

- » Microsoft Access
- » Word Pro
- » Fox Pro
- » Microsoft Word for Windows (preferrably not label format)
- » Word Perfect (preferrably not label format)
- » Word Perfect Works for Windows



