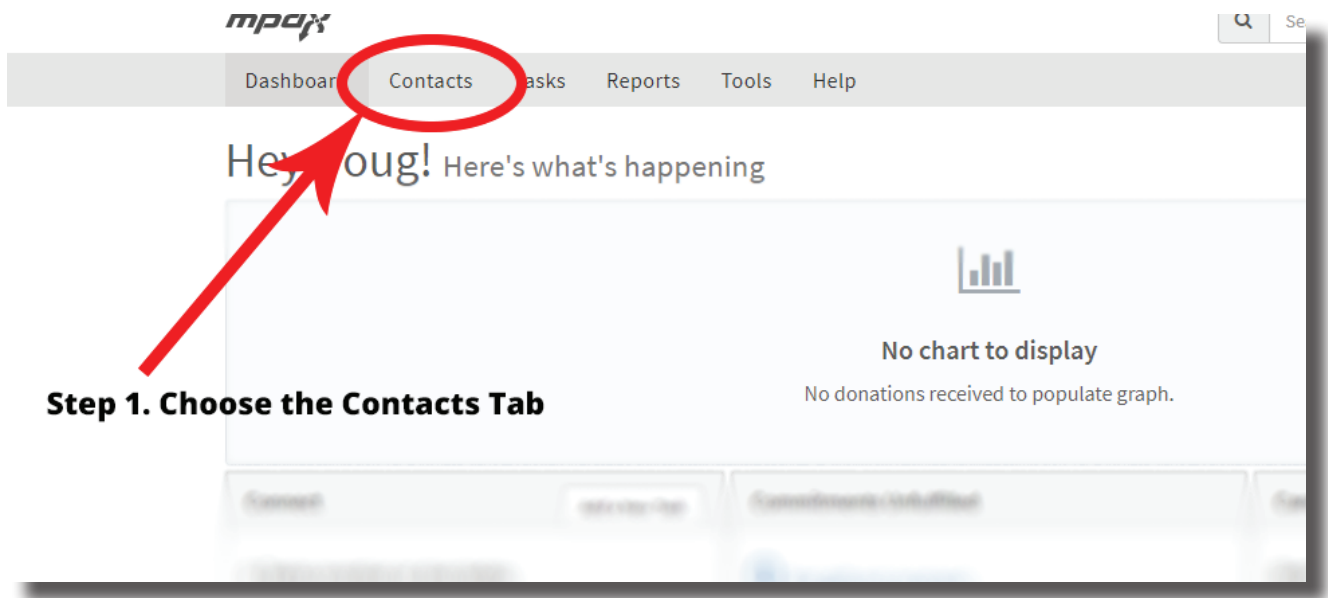


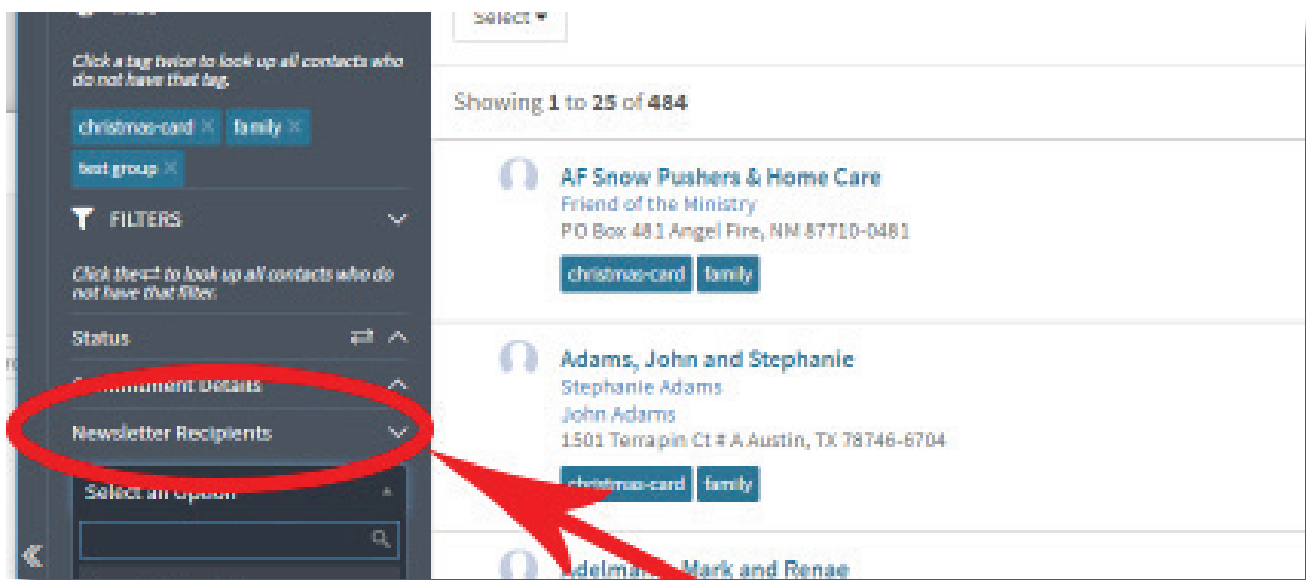
How to export Physical contacts from MPDx

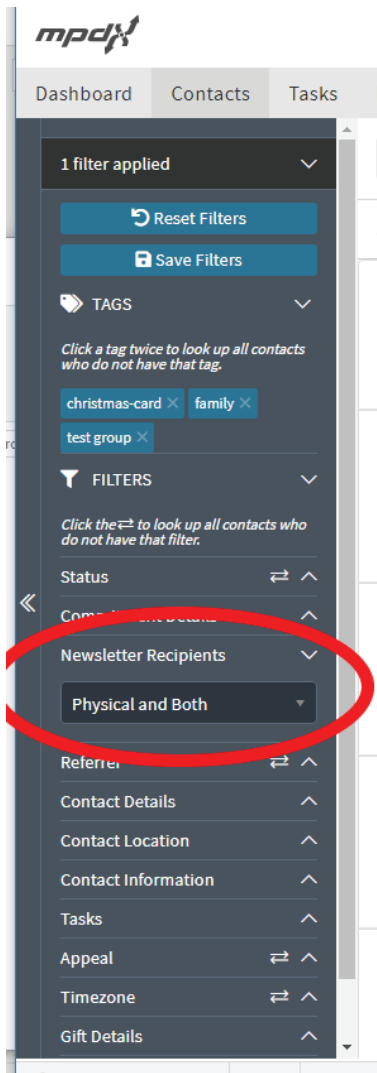
1. Once you have logged into MPDx, you'll go to the "Contacts" tab at the top.



Step 1. Choose the Contacts Tab

2. Once you are in the contacts page, go to the Filters on the left-hand side of the page and expand the "Newsletter Recipients" group



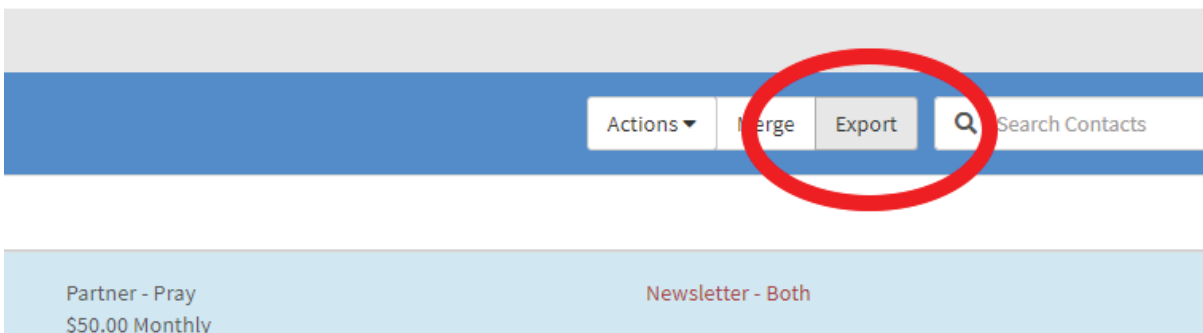
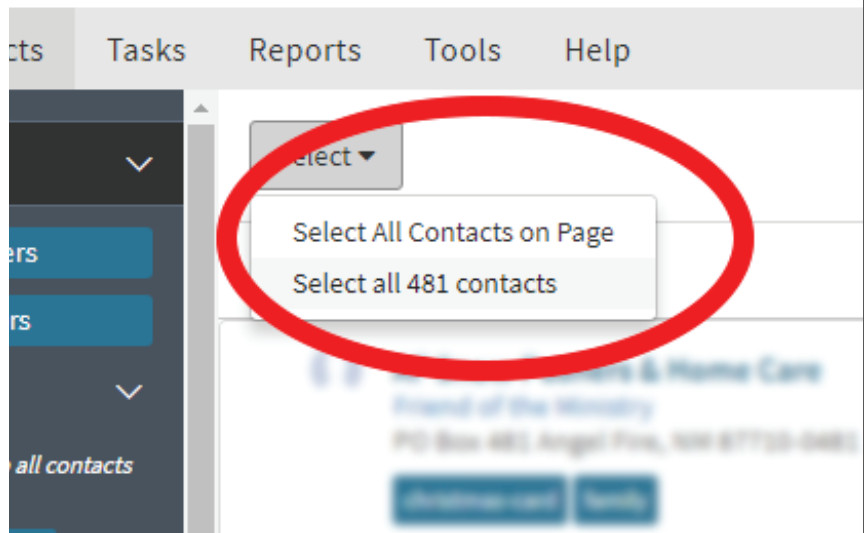


3. In the Newsletter Recipients group, choose the option of "Physical and Both". Once this is chosen, find and click the "Export" button at the top right.

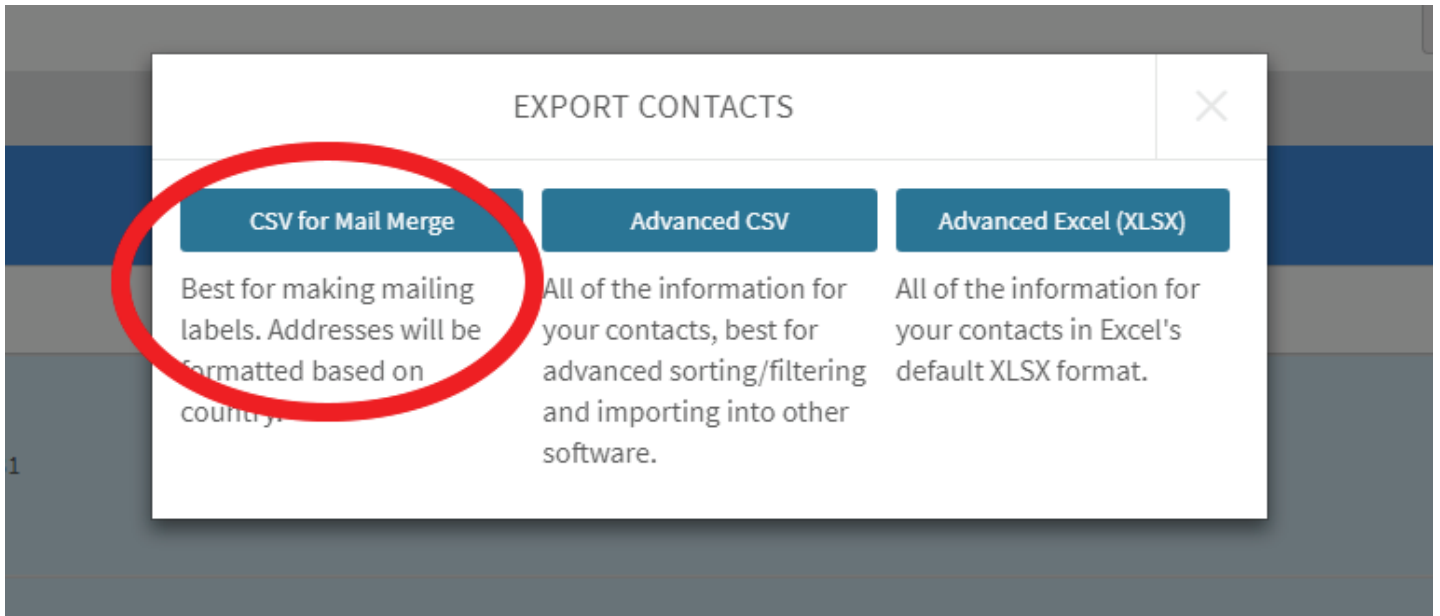
When you do this, your screen will reset, and it will show all those marked "Physical and Both".

You will need to go up to the "Select" drop down menu, and select the "Select all ## contacts" (where ## is the number of contacts in your database) option.

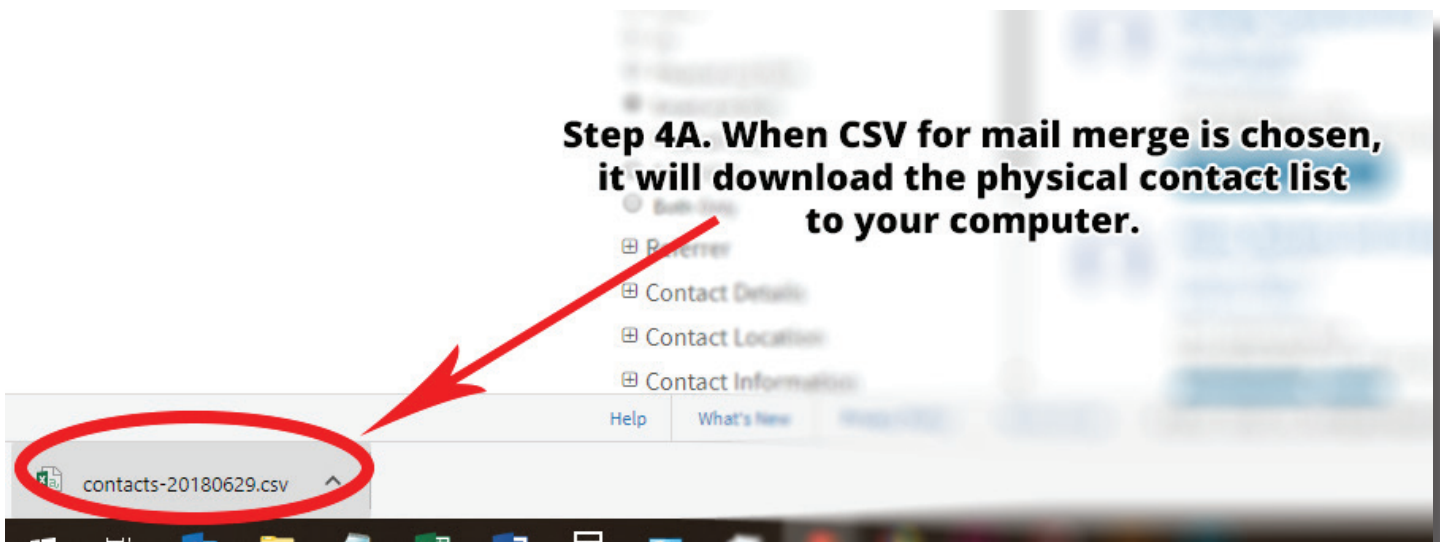
You will then see a blue bar appear, and on the right hand side will be an "Export Button". Click that button.



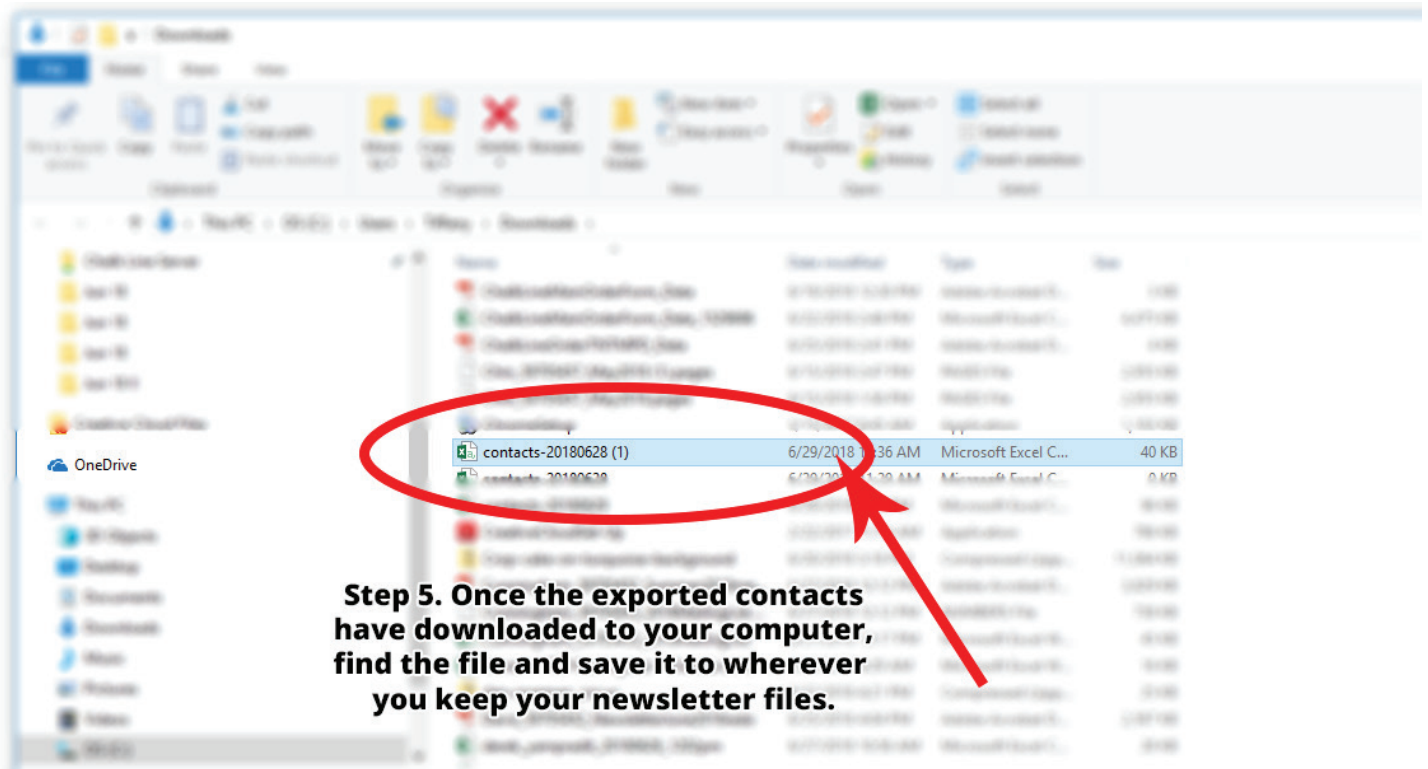
4. A pop-up window will appear, allowing you to choose what format you'd like to export your contacts into. CHOOSE "CSV for Mail Merge". When you choose "CSV for Mail Merge", it will download the contact file to your computer.



Step 4A. When CSV for mail merge is chosen, it will download the physical contact list to your computer.



5. Open the contacts in your spreadsheet program of choice (Excel, Pages, Open Office, etc.) and save the file to wherever you save your newsletter documents, so you'll easily be able to find them later.



6. Use this file to upload with your Chalk Line order as your "print database". OR if you have already submitted your order information, send this file as an attachment to friends@chalkline.org.