# Mailing Services' Guidelines for Using Mass Mailing Addressing Service

Mailing Services now has a **Buskro Inkjet Printing System** that can be used to print addresses on envelopes, brochures, postcards and many other types of mailing materials.

It is requested that you discuss with Mailing Services which types of materials can be used prior to the production of those materials.

Once the mailing material (i.e., envelope, postcard, etc.) is determined, simply email a comma delimited text file to Massmailing@tcu.edu.  In the email, please list which fields are included in the file and which fields you wish to be used in the mailing address.

Below you will find instructions on how to email a file using Outlook and how to save a Word merge file or an Excel file as a comma delimited text file.

### *How to email a file in Outlook:*

1.   Start a new mail message to Massmailing@tcu.edu

2.   Enter in the Subject and message text as usual.

3.   With the cursor in the text area of the message select **Insert**, **File**

4.   Use **Look In** to navigate to the folder location of the file

5.   Click on the file to select

6.   On the right side of the dialog box, verify that **Insert as Attachment** is selected.



7.   Click **OK**.

8.   Click on the **Send** button to send (or CTRL-Enter).
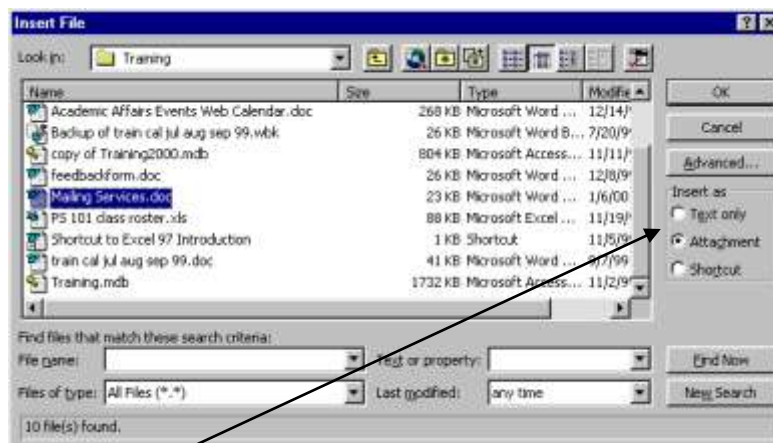
### *How to save a Word merge file as a Comma Delimited Text File*

1.  Open the Word merge data file (or from the main merge document, select **Tools**, **Mail Merge**, **Edit Data Source**, **View Source**)

2.  Convert the table to comma delimited text:

    

    - Select the table – **Table**, **Select Table**

    - **Table**, **Convert Table to Text**

    - Select **Separate text with Commas** and then **OK**.

3.  Select **File**, **Save As**

4.  In the **Save as type** drop down list at the bottom of the dialog box, select **Text Only with Line Breaks (\*.txt).**
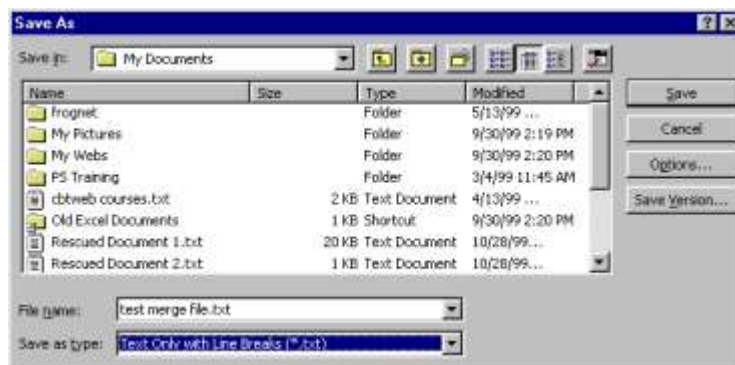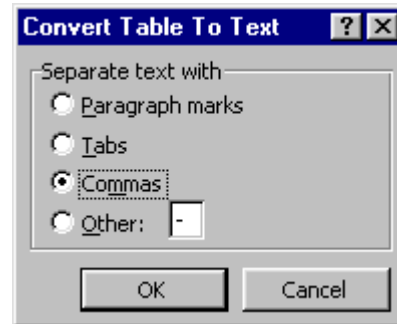
    

5.  Click **Save**.

### *How to Save an Excel file as a Comma Delimited Text File*

1.  Open the file in Excel

2.  Select **File**, **Save As**

3.  In the **Save as type** drop down list at the bottom of the dialog box, select **CSV (Comma delimited) (\*.csv)**

4.  Click **Save.**

    

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