

# 3 STEPS TO A PERFECT DATA MERGE

Creating a data merge file can be confusing! We get a lot of questions regarding addressing etiquette and setup in Excel so here is a helpful three step guide!

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## BEFORE YOU GET STARTED...

We recommend using our **handy template**.  
Your designer will be happy to email it to you.

**Your file must be created and used in only Excel.**

Using programs such as Numbers will create major issues with the datamerge and the file will not work.

We know that you probably have several spreadsheets already created for your wedding but please create a brand new spreadsheet specifically to send to Anders to avoid confusion.

**Please exclude** any unnecessary information from your spreadsheet such as seating assignments, notes, gifts, catering selections etc...

**Please avoid** using all caps and fancy formatting such as fonts and colors.

## STEP ONE:

**Label your spreadsheet** with the bride's last name.

If you have to send us a revised file, please number it.

Example: Peterson\_datamerge.xls, Peterson\_datamerge2.xls

## STEP TWO:

Fill out each column below its respective header in Row 1 (NAME, GUEST, ADDRESS etc....) **Do not delete the headers.**

Each column will appear on a separate line when printed.

## THE NAME COLUMN:

This column should be reserved for the person or couple you are inviting only.

If the person is single: "Ms. Megan Parker"

If the couple is married: “Mr. and Mrs. James Blackwood”

If the couple is not married, but lives together: “Mr. Adrian Woods and Ms. Alison Golden”

### **THE GUEST COLUMN:**

Traditionally, guests and other family members should be listed on a separate line by using their name(s). If you don't know their name(s) use “and guest” or “and family”.

### **THE ADDRESS AND ADDRESS2 COLUMN:**

Street addresses go in the ADDRESS column. Apartment or suite numbers go in ADDRESS2. If there is no apartment, flat, or suite number, please leave ADDRESS2 blank.

### **THE CITY, STATE ZIP COLUMN:**

City, state and zip code should stay in one column. Please do not separate them into separate columns.

### **THE COUNTRY COLUMN:**

Only use the COUNTRY column for guests who live outside of the United States. Otherwise, please leave this column blank.

### **STEP THREE:**

Send your spreadsheet to your designer in .xls format by attaching it to an email. Before you send your file, please **double check spelling** and make sure you have labeled it with the bride's last name to avoid additional charges.