Formatting Your Spreadsheet For Recipient Address Printing

There are 2 styles of spreadsheet layouts you can upload.
Choose the best option for you depending on how you currently have your addresses stored and would like your final envelopes to look.

Step 1 - Choose a Layout Style

There are 2 styles of spreadsheet layouts you can upload.
Choose the best option for you depending on how you currently have your addresses stored and would like your final envelopes to look.

Option A - Auto Formatted 7 columns

With this set up, just add the data into the appropriate columns. City + State + Zip columns will automatically be combined for you as a single line on your final envelope.

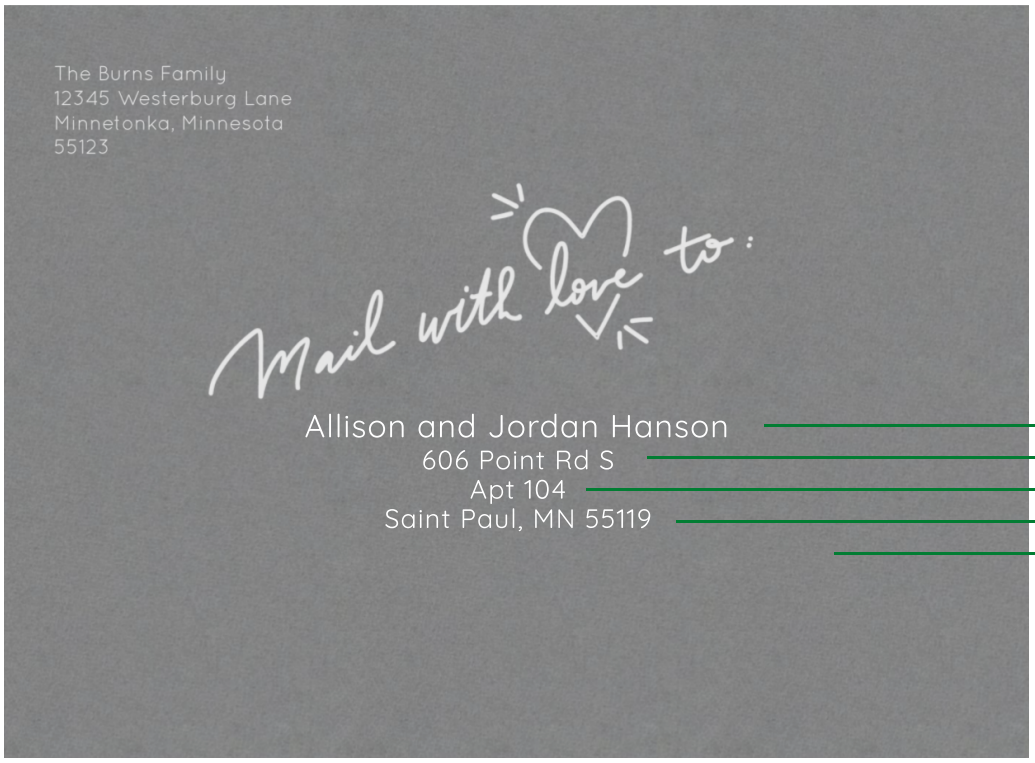
*Note Using the example on row 4 below, it is possible to only print the Recipient Name on the envelope. In this case, all other columns must be blank.

	A	B	C	D	E	F	G
1	**Recipient Name**	**Street 1**	**Street 2**	**City**	**State**	**Zip**	**Country**
2	Allison and Jordan Hanson	606 Point Rd S	Apt 104	Saint Paul	MN	55119	
3	Mr & Mrs Doe	4246 Brookside Dr		Blaine	AZ	41124	USA
4	The Austin Family						
5	Dana G Wells	3899 Comfort Street	Unit D	Toronto	ON	M5J 2R8	Canada

Pictured Below

*Note

Line 1 Line 2 Line 3 (Optional) Line 3 or 4 Line 5 (Optional)



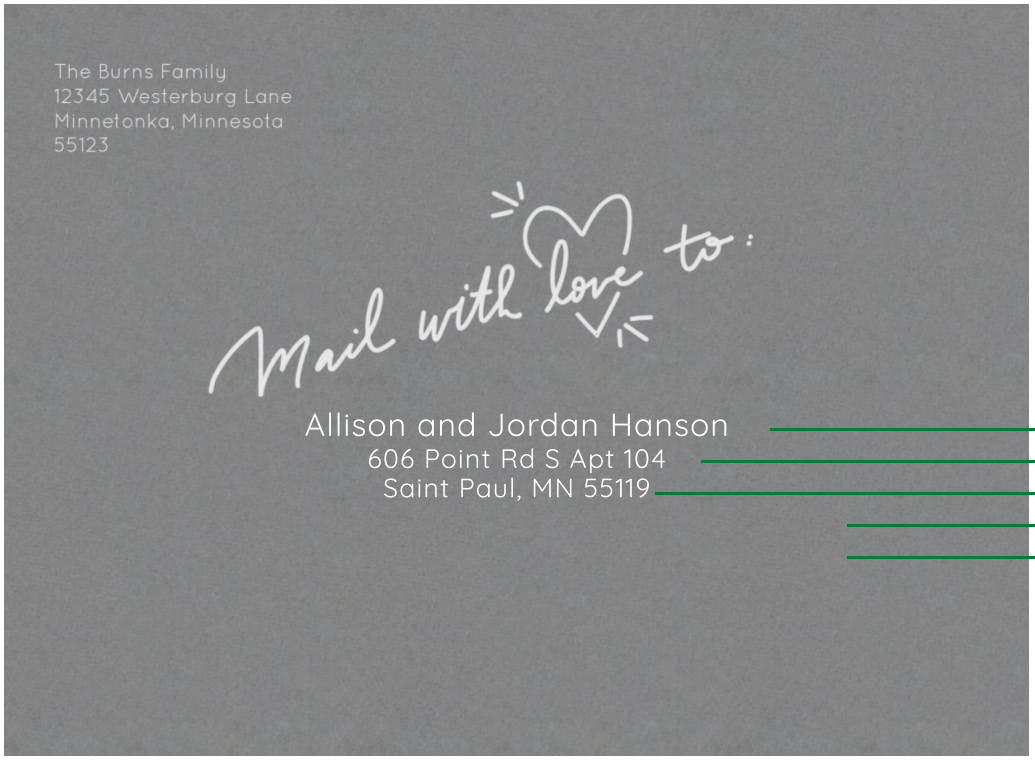
Recipient Name
Street 1
Street 2 (Optional)
City, State Zip
Country (Optional)

Option B - Line by Line Up to 5 columns

With this setup, each column represents exactly what lines will print on the final envelope. This is the most flexible option and is **recommended for lists with international addresses**. This option supports a maximum of 5 printed lines on the envelope, so 5 columns in the spreadsheet.

	A	B	C	D	E
1	**Line 1**	**Line 2**	**Line 3**	**Line 4**	**Line 5**
2	Allison and Jordan Hanson	606 Point Rd S Apt 104	Saint Paul, MN 55119		
3	Mr & Mrs Doe	4246 Brookside Dr	Blaine, AZ 41124	USA	
4	The Austin Family	20 Oakland Parkway	Pittsburg, PA	55123	
5	Dana G Wells	3899 Comfort Street	Unit D	Toronto, ON M5J 2R8	Canada

Pictured Below



Line 1 (Optional)
Line 2 (Optional)
Line 3 (Optional)
Line 4 (Optional)
Line 5 (Optional)

Step 2 - Add Your Addresses

Open one of the template files in the spreadsheet editor of your choice.

Step 3 - Saving and Exporting Your Document

Your final printing files must be saved as an Excel file (.xls and .xlsx) or CSV file (.csv).

If your working document is in:

- Numbers go to **File > Export To > CSV**
- Sheets go to **File > Download > Comma-separated Values (.csv)**
- Office 365 Excel just go to **File > Save As > Download a Copy**

Important Things to Consider As You Work

- The first tab (also known as worksheet tab, or sheet) of the spreadsheet is uploaded by default. To upload a different tab, reorder your desired tab to be the first before you export your spreadsheet.
- Special characters (ü, é, á, í, ó, ú, ñ, Ñ, ¿, ¡, •, etc.) cannot be included in your file and will result in an error.
- We do not verify addresses, names, spellings, etc.
- Follow the example column headings to ensure correct formatting on the envelope
- Once uploaded, your addresses will appear in the preview as they will be printed. Use the arrows below the envelope preview to click through and proof.

Additional Tips

• Do not add spacing between letters. (ex: J O H N D O E).
• Each line when printed on the envelope has a max length of 50 characters.
• Emojis are not supported and will be removed from addresses.
• It is advised for legibility not to use all caps with script or cursive text.