

CHALK LINE

Database Download from TNT MPD

Chalk Line needs your database in a certain format in order to print your prayer letters. By following these instructions, you will help us speed up the printing process and get your letters in the mail sooner. Thanks!

- In TNT MPD go to **File/Export Current Group**.
- The window **Choose Fields to Export** comes up.
- **Check** the following fields:
 1. Full Name
 2. Greeting
 3. Mailing Address
 4. Mailing City
 5. Mailing State
 6. Mailing Zip
 7. Mailing Country (if you have out of country supporters)
 8. Send Newsletter

*****Do not check the Mailing Address Block field*****

- Click the **Set Default** button and these settings will come up every time you go to export your list.
- Click the **OK** button and the window **Export Current Group** comes up.
- At this point there should be a list of names in columns ready to export.
- Click the **Export** button (**not the Excel button**).
- The **Save As** window comes up. Name the file you are about to Export and save it as a Comma Delimited Text (*.csv) file.
- Click the **Save** button and your file is Exported and Saved.
- Close the **Export Current Group** window and you're done.

Lists can be e-mailed to tiffany@chalkline.org along with your prayer letter.