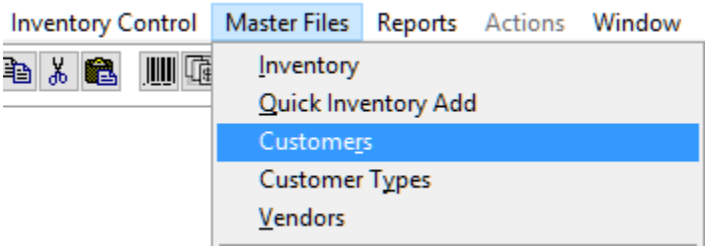
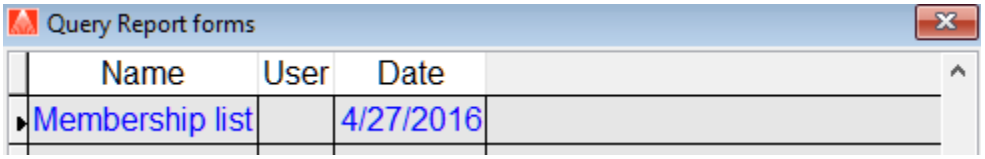
Creating a simple mailing list

1. With Anthology open go to Master Files | Customers
2. The mailing list will choose all your customers – if you need to filter the list you'll need to use Actions | Construct a query to do so.

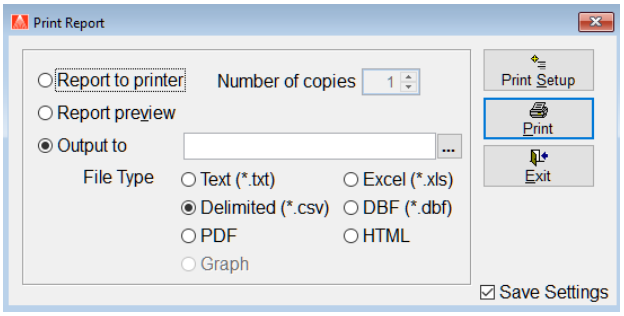


3. Choose F11 Print

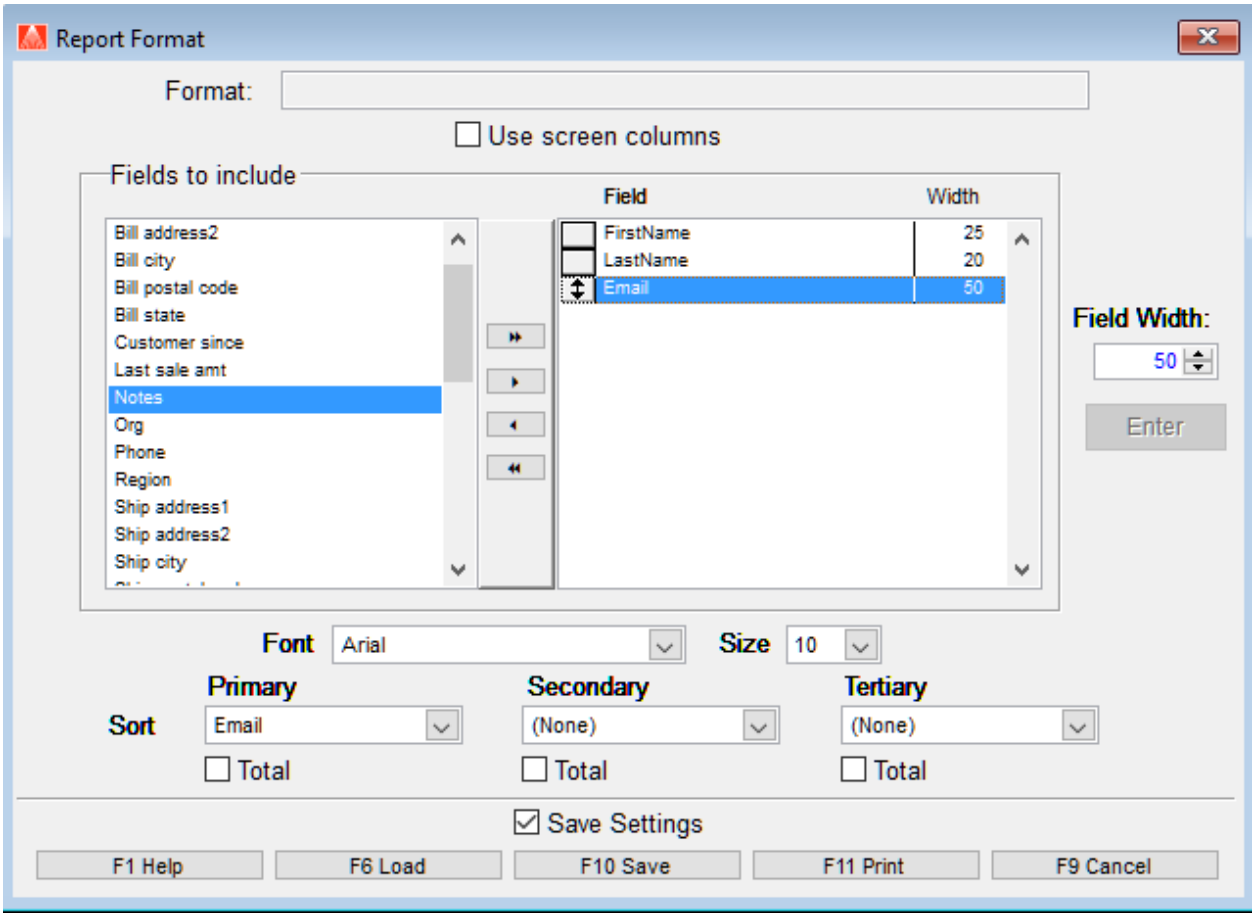
4. If you are creating for the first time:
    1. Select the fields from the left so that they appear in the right.
    2. Modify the field lengths if needed by select in the right , editing the width, and choosing Enter to save the changes.
    3. When you're ready choose F11 Print.
5. If you are using a save report:
    1. Choose F6 Load
    2. Choose the report format to use and choose F12 Select at the bottom of the screen.



    3. You are taken back to the main screen
    4. Choose the F11 Print button at the bottom of that screen



    5. In the output to field enter the name of the CSV file to create.


Report Format
Format:
Use screen columns
Fields to include
Field
Width
Bill address2
Bill city
Bill postal code
Bill state
Customer since
Last sale amt
Notes
Org
Phone
Region
Ship address1
Ship address2
Ship city
FirstName 25
LastName 20
Email 50
Field Width:
50
Enter
Font
Arial
Size
10
Sort
Primary
Email
Secondary
(None)
Tertiary
(None)
Total
Total
Total
Save Settings
F1 Help
F6 Load
F10 Save
F11 Print
F9 Cancel