

Text Files or Mailing Lists

Text File



If your magnet design includes a custom list (phone directory, text-format school calendar, sports schedule, etc.), you must upload the text. An additional charge will apply if you fax or mail the text to MagnetStreet.

Plain Text (.txt) files only
(plain text, no formatting)

At MagnetStreet.com
> Under Upload menu,
Click "Upload Mailing Lists"
> Select Artwork type "Text File"
> Complete other fields as appropriate
> Click Submit

You will receive a "success" or "failure" message. This does NOT indicate acceptability of the text file, just that we received your transmission.

Converting Microsoft Word Files to Text Files



> Open the Word document
> Under the File menu, Select "Save As..."
> The "Save As" pop up box will appear;
At the bottom of the box, in the "Save As Type" field, select Plain Text (.txt)
> Click "Save" button
> Click "OK" to clearing of format or file conversion warning

Mailing Lists



Excel (.xls) file ONLY

File must include the following fields:
NAME, ADDRESS, CITY, STATE, ZIP.
Submit only ONE Excel file,
With ONE worksheet

You MUST combine your lists prior to uploading!

At MagnetStreet.com
> Under Upload menu,
Select "Upload Mailing Lists"
> Select Artwork type "Mailing List"
> Complete other fields as appropriate
> Click Submit

You will receive a "success" or "failure" message. This does NOT indicate quality of the list, just that we received your transmission.