

ForeclosureRadar.com Tutorial:

Export for Mailing

ForeclosureRadar makes it easy to export contact information to create mailing lists. This tutorial guides you through the steps to create a list, export the list, and do a mail merge in Microsoft Word.

Use ForeclosureRadar to:

- Export search results to create a custom mailing using Microsoft Word or the mailing software or service provider of your choice

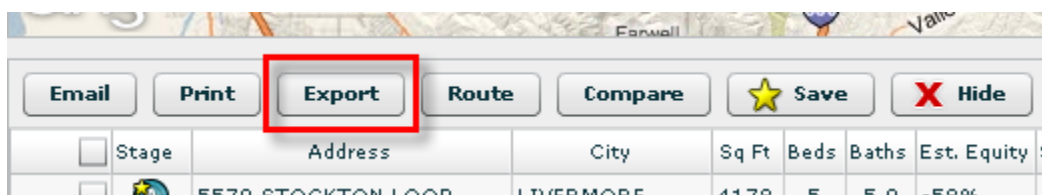
The first step in doing an export is to complete a search. You can do this either by selecting specific search criteria and clicking the Search button, or by using a previously saved search.

Saved searches are particularly useful for mailings, as they allow you to select only the new properties that have been published since your last search. This makes it very easy to mail to new foreclosures without having to filter out those you have mailed to previously.

Once you have completed your search, take note of the Total number of results.

By default, export is limited to 1,000 records. If the total shows more than this you must narrow your search or contact support@foreclosureradar.com and request an increase to your limit. When making your request please include your desired limit and details about how you plan to use the exported data for faster consideration

If you want to export a subset of the displayed records, select the specific records to export by using the checkboxes to the left of each record. Next, click the Export button in the List View toolbar. Select All Foreclosures to export all the records, or Selected Foreclosures to limit the export to only those you selected using the checkboxes. Then click the Export button.



Depending on your web browser, you should get a browser window asking you whether to save or open the file. If you have Microsoft Excel installed, clicking Open should open the results in Excel.

	A	B	C	D	E	F	G	H
1	ForeclosureType	RadarID	APN	County	Address	City	State	Zip
2	Auction	912525b	099A-2933	ALAMEDA	5570 STO	LIVERMO	CA	945E
3	Auction	974886b	941 -2820-	ALAMEDA	6010 KOL	PLEASAN	CA	945E
4	Auction	40521183	941 -2818-	ALAMEDA	4462 TOS	PLEASAN	CA	945E
5	Auction	28234005	950 -0014-	ALAMEDA	3040 W R	PLEASAN	CA	945E
6	Auction	37338951	950 -0029-	ALAMEDA	1767 GER	PLEASAN	CA	945E
7	Auction	42672688	985 -0060-	ALAMEDA	3186 MAD	DUBLIN	CA	945E
8	Preforeclosure	40520120	099A-2927	ALAMEDA	2383 PER	LIVERMO	CA	945E
9	Preforeclosure	42670554	099A-2939	ALAMEDA	6189 DETE	LIVERMO	CA	945E

You'll notice that the field names are in the first row, with the exported records below. You can use any of the standard Excel functions to resize the columns, sort or edit the results. If you plan to do a mailing, we recommend saving the file.

Once the file is saved:

1. Open Microsoft Word to a new document.
2. Select the Mail Merge Manager from the Tools menu.
3. In the Mail Merge Manager, select your document type.
4. Select the Recipients List.
5. Click Get List.

Click Open Data Source to select the export file you just saved using the Export button.

6. Insert the desired fields by selecting the merge fields from the list
7. Go to Preview Results and press the button labeled ABC to preview results.
8. Once you are satisfied with the results, complete the merge and you are now ready to print mailing labels.

Note: These steps may vary depending on the version of Word you are using.

Work smarter, not harder by using ForeclosureRadar to export contact information to create mailing lists