

Copying An Email List

There are several email listing available to our membership;

1. Active member email listing
2. Historic member email listing
3. Officers email listing
4. Board email listing
5. Committee email listing

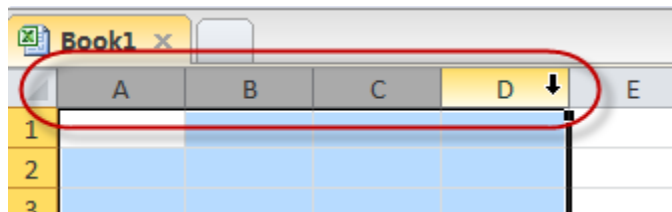
Getting the email address from one of these list for a single member is no problem. But what if all of the email address from a single list or multiple lists are needed? Below are the instructions on how to copy a list from the web page to a spreadsheet.

The first step is to determine how many columns of data are involved. If it is only one list it will be the number of columns in the specific list. If it is multiple lists then it will be the number of columns from the list with the most columns. You will start with the list with the most columns and if necessary work down to the list with the fewest columns. It should be noted that the last column in all email listings on our web site contains the email address so you will always align the pasting of subsequent lists so that the email address column is the last column. Once the number of columns has been established do the following;

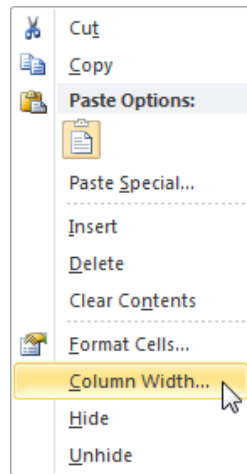
1. Select the entire table of names and email address with your cursor

| Committee | Name | Title | E-mail Address |
|--------------|---------------|------------|-------------------------|
| Bylaws | TBN | | |
| Handicap | Deb Warzynski | Chair | debw1@gmail.com |
| HSTP | Ann Schleigh | Captain | ansschleich@gmail.com |
| | Kathy Belvel | Co-Captain | kathy@belvel.com |
| Invitational | Joni Taylor | Chair | dtappliance@charter.net |

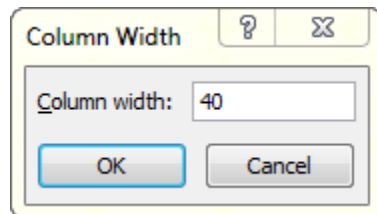
2. Copy it to your clipboard by simultaneously depressing the [Ctrl] & [C] keys on your keyboard
3. Open a new spreadsheet
4. Select the number of columns in the spreadsheet equal to columns in the Email listing to be copied (in this example 4 or A – D)



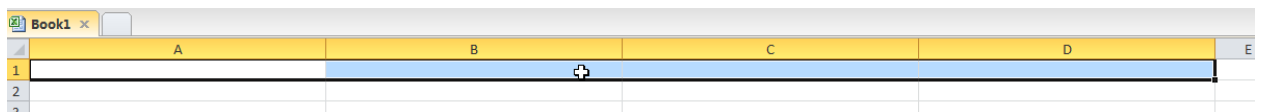
- Right click on the selected columns and select **Column Width...** from the drop-down menu



- At the Column Width window, increase the width of the selected columns to at least 40



- In the first row of the spreadsheet, select the first cells of the columns (A1 – D1)



- Paste the table by simultaneously depressing [Ctrl] & [P] keys on your keyboard
- Save the spreadsheet for future use

If multiple lists are needed, do the following:

- Select the entire table of the next list (in this example 3)

| Title | Name | E-mail Address |
|----------------|-----------------------|-----------------------|
| President | Gwynn Sadlier Guiette | sadlier@telis.org |
| Vice President | Louise Sparks | lmsparks60@gmail.com |
| Secretary | Jan Singyke | jsingyke@gmail.com |
| Treasurer | Rhonda McClelland | rams56nv@gmail.com |

- Copy it to your clipboard by simultaneously depressing the [Ctrl] & [C] keys on your keyboard
- In the next row, below the previous listing (row 6 in this example), select the cells equal to the number of columns in the new list insuring the last column aligns with the email address column (in this example, 3 columns B – D)

| | | | | |
|---|--------------|--------------|------------|-------------------------|
| 3 | HSTP | Ann Schleigh | Captain | annschleich@gmail.com |
| 4 | | Kathy Belvel | Co-Captain | kathy@belvel.com |
| 5 | Invitational | Joni Taylor | Chair | dtappliance@charter.net |
| 6 | | | | |
| 7 | | | | |

- Paste the new table by simultaneously depressing [Ctrl] & [P] keys on your keyboard

| | | | | |
|---|--------------|----------------|-----------------------|-------------------------|
| 5 | Invitational | Joni Taylor | Chair | dtappliance@charter.net |
| 6 | | President | Gwynn Sadlier Guiette | sadlier@tels.org |
| 7 | | Vice President | Louise Sparks | lmsparks60@gmail.com |
| 8 | | Secretary | Jan Singyke | jsingyke@gmail.com |
| 9 | | Treasurer | Rhonda McClelland | rams56nv@gmail.com |
| 0 | | | | |
| 1 | | | | |

- In the spreadsheet, you can now cut and paste cells content to establish data consistency (that is each column contains the same type of data i.e. names, email addresses, etc.)
- Save the spreadsheet
- Repeat if another list is to be copied