## Database Format

The personalisation related database should be prepared in any program that will allow the file to be saved in the "txt" or "csv" text format. The base should have its boxes named (e.g. number, first name, surname, postcode, town/city) and should be separated by a "pipe" (|). Only data that would be used in personalisation should be included in the base.

Database example:
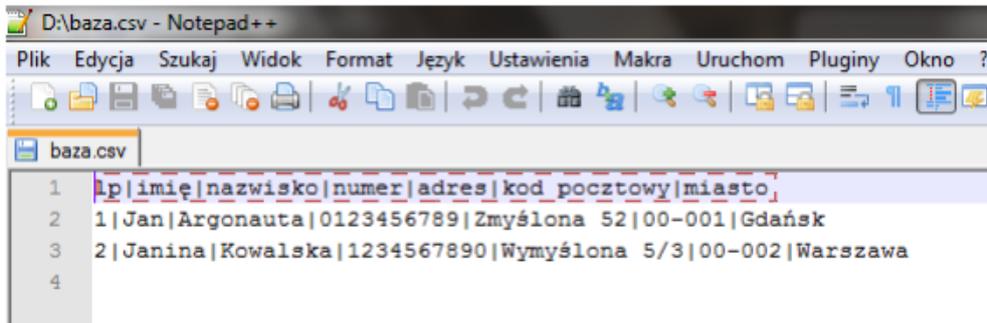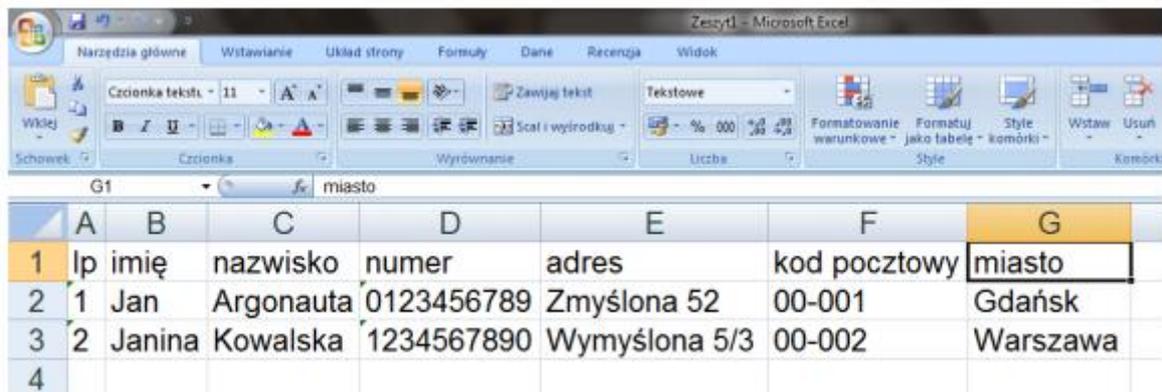

To prepare the database in the format that would meet the requirements, the separator in all csv text files should be changed. The following procedure should be performed before generating the database:

1. Click **Start** in Microsoft Windows system and then click **Control Panel**.

2. Open the **Regional and language options** dialogue box.

3. Perform one of the operations below:

- In Windows Vista click **Formats** and then click **Adjust the format**.

- In Windows XP click **Regional options** and then click **Adjust**.

- In Windows 7 click **Formats** and then click **Additional settings**.

4. Place new separator "|" in the **List separator** box.

5. Click **OK** twice.
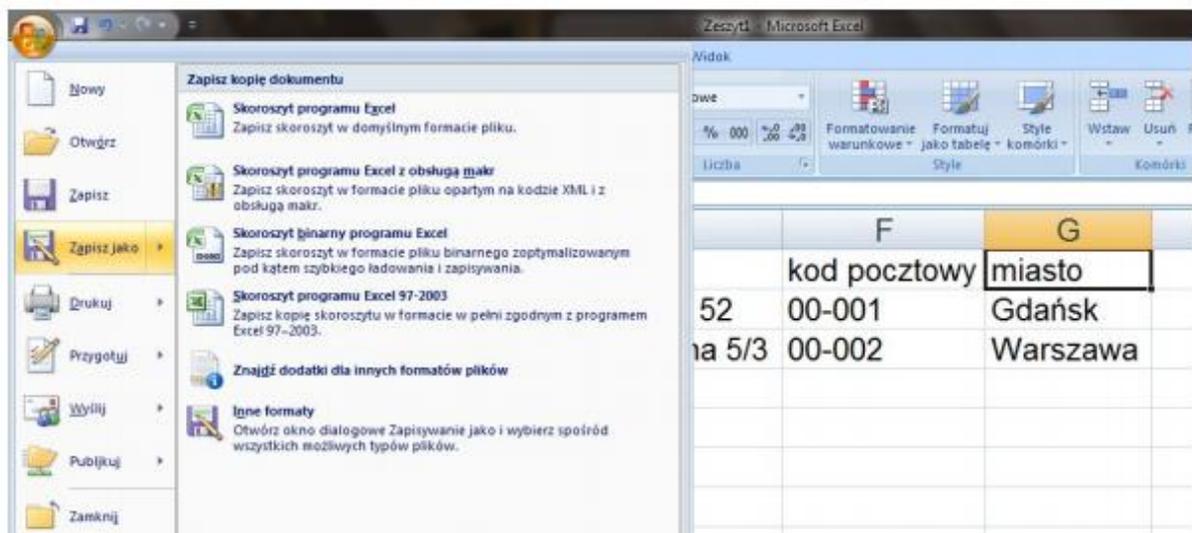
Microsoft Office Excel

The format of the boxes must be of text nature and they must not contain any formulas and macros.

Excel file may be converted into a text file thanks to the **Save as** command.

Choose the target text file format in the **Save as type** box.

Click **CSV file (separated with commas)**, for example. Using the address line choose the location where your file will be saved and then click **Save**.
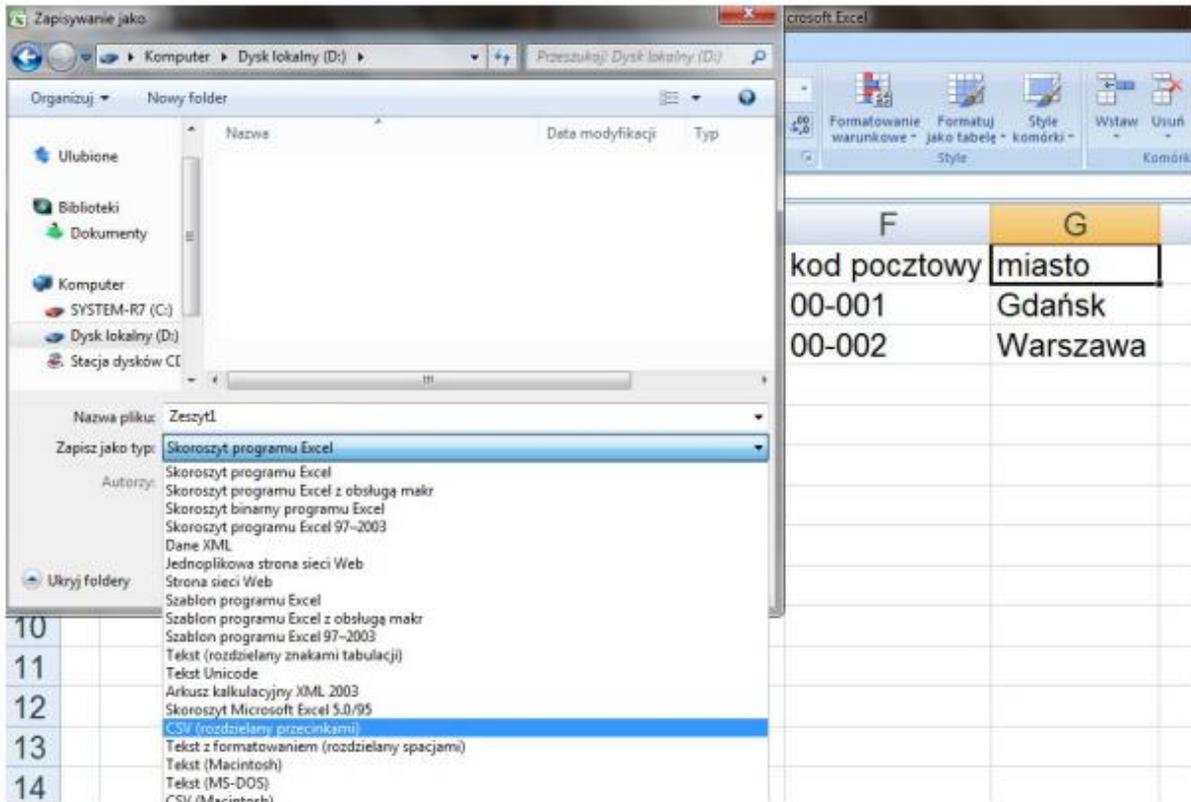
Two more dialogue boxes will be displayed. One box will contain the reminder that only the current sheet will be saved in the new file. If you are sure that the current sheet is the sheet that you want to save as a text file, click OK. Other sheets may be saved as separate text files by repeating the above mentioned procedure for each sheet.

The second dialogue box will contain the reminder that the sheet may contain functions that may not be supported by text file formats. If you want to save the data from the sheet in a new text file, click Yes. Click Help if you are not sure and if you want to learn more about which functions of Excel are not supported by the text files.