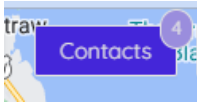
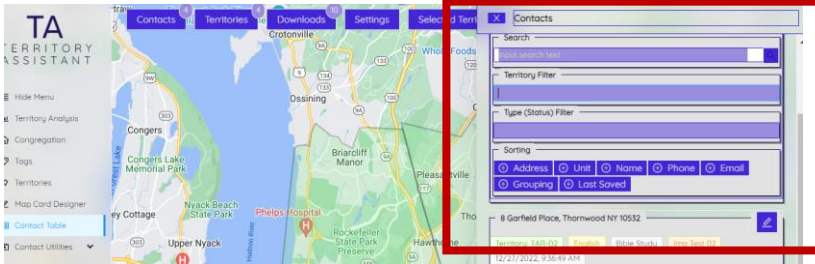


## HOW TO DOWNLOAD, SEARCH, AND SORT CONTACTS

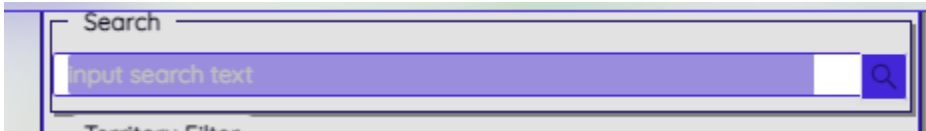
- Click the "Contacts" tab on the static pane at top of page



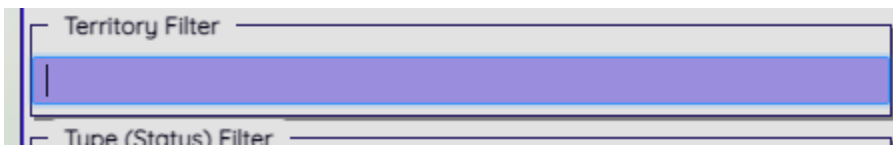
- The Contacts drawer opens on the right of the screen



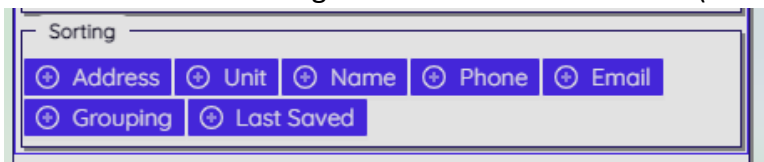
- Click in the Search box to enter a specific contact to search for



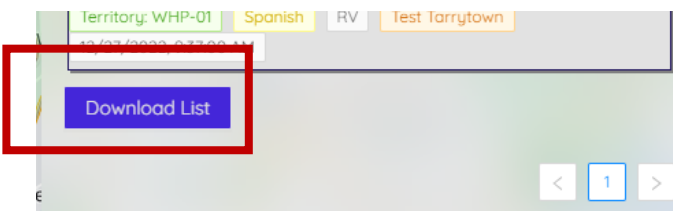
- Click in the "Territory Filter" box to select a particular territory (leave blank for all territories)



- Click a sort in the Sorting section to sort the contacts (click several sorts for multiple sorting)



- Click "Download" at the bottom of the Contact list



- The list will be downloaded as a .txt file that can be copied and pasted into
  - a word processor like Microsoft WORD
  - a spreadsheet like Microsoft Excel or
  - it can be imported into Excel with tab delineation
  - You can then format this list so that it can be used by publishers