



# RTC Direct Mailing Inc.

## Disk/Email File Specifications

### 5 Basic Concepts For Proper Conversion:

1. **Disk Density and Disk Size** - Density can either be "Standard" or "High Density", with High Density preferred. Disk size can be either 3 1/2, or a standard zip100 disk, or CD Rom. *We do not have the ability to accept files from a Macintosh.* We can also download your file from an electronic bulletin board system or FTP site if you supply us with the proper information.
2. **Name of File** - In order to load data from a floppy, the name of the file must be supplied. The filename always has an extension preceded by a period (.). An example of a filename is: job.txt
3. **Record Format** - There are eight possible formats to choose from: Fixed Length fields (CR LF), Standard Ascii fixed Length, Delimiter (ie Comma, Tab), Borland Paradox, Dbase/Foxpro, Label Image, or MS Access or Excel. For files sent via email or files too large to fit on a floppy in regular fixed length or comma delimited format we prefer you use the file compression program PKZIP. RTC's email address is **datapro@rtcdirect.net**

### VERY IMPORTANT

4. **Number Of Records and Record Layout** - The following information **must** be included with the diskette. The number of records and the record layout of the diskette. Record layout includes the number of fields in each record, the field description and the length of each field. *There will be An additional charge for disks that are not in one of the above specified formats. If the above information is not included, RTC will not be responsible for any problems or delays that may occur during the conversion process.*

### VERY IMPORTANT

5. **Label Layout** - The layout of the label **must** be supplied to RTC. Specify each field of information in your file and the position in which each field should appear on the label. Be sure to include any special codes that should be printed on the label. *If this information is not supplied, RTC will not take any responsibility for the content of the information that is printed on a label, if a problem should arise.*

If you have any questions please call!

