

# Instruction for Serial Printing with CSV

## 1) Create an Excel list and save as CSV

the data of every line in your excel list will be represented in one imprint

- Click File → Save As
- You will see the Save dialog box. Via the file format dropdown menu, select the **CSV UTF-8** option → Click Save

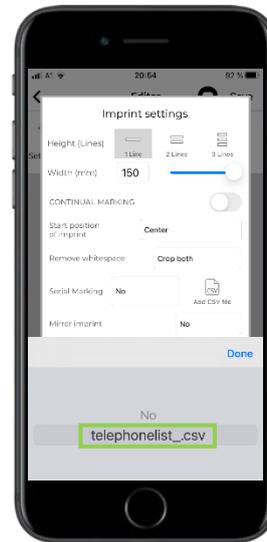
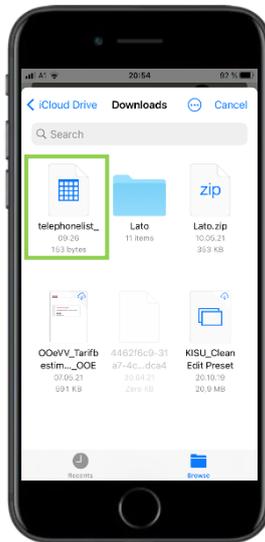
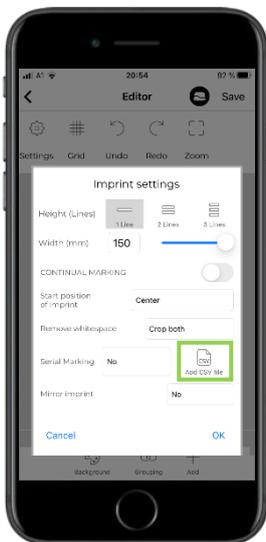
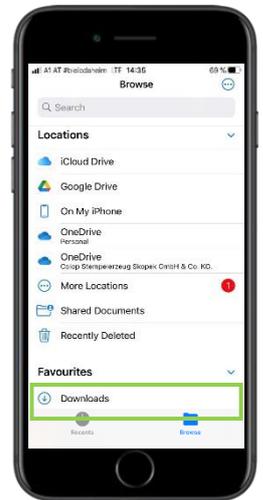
Problems with saving your file as UTF-8? Check our FAQ:

[emark.colop.com/faq/utf8](http://emark.colop.com/faq/utf8)

## 2) Save this CSV file in the downloads folder on your device. You can find this folder in your files app.

## 3) Open e-mark App and create a new imprint (New imprint – start without template)

- ## 4) In the editor, go to settings at the top to “Add CSV file” and import your CSV document (on iOS devices an additional page is shown, please click on “Import”) Select your CSV document at “serial marking” The delimiter is usually a “;” → enter “;” or other sign as defined



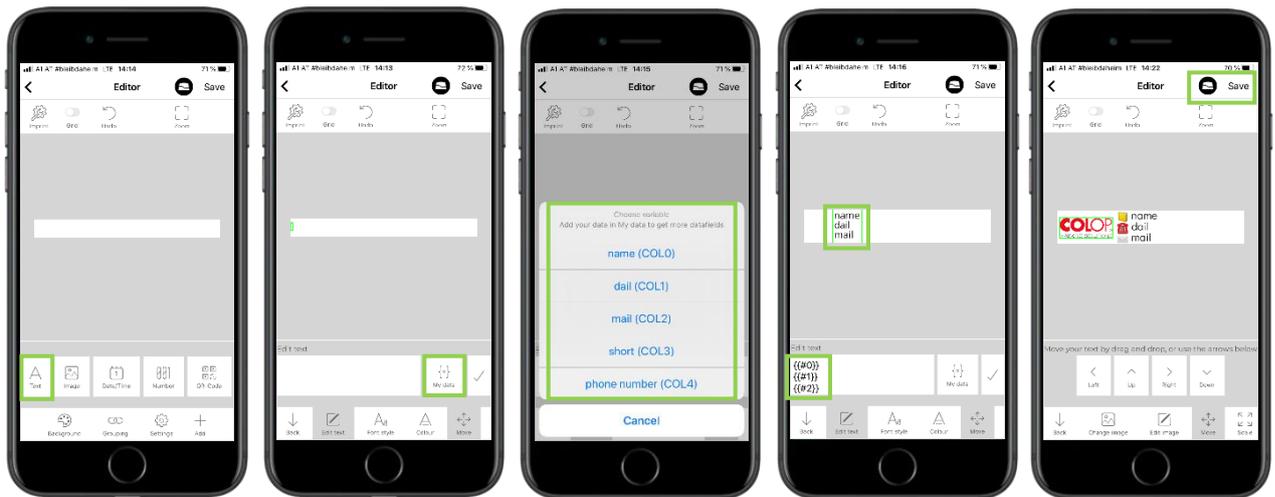
## 5) Now create your imprint with the variables (columns) from the CSV file (see next page):

- Click on “Add text”
- Click on “My data”: select the variables you want to have in your imprint such as name, phone number, mail,... → each imprint will show the data of one text line of your original CSV file
- Change font style, colour,... as you like and add images, date, or other elements to your imprint
- Save, and then print!

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## Tips:

Usually, data sets are varying in length (different names, addresses,...), therefore it's recommended to position different variables underneath and not beside each other. Images are best to be put at the left side of the imprint!



- 6) **Transfer the imprint to the e-mark connect page** by the e-mark button (top right)  
Connect to your e-mark and then send the first imprint → The next imprints will be sent line by line  
You had a mistake or want to print only a specific line? No worries! Just click on "Line" and select the data line that you want to print

