

International Students, Inc.
Creating a Personal Contacts List (PCL)

- Step 1 - Find all your personal telephone directories, church and school directories, Christmas lists, and lists of relatives and whoever you know.
 Step 2 - Create a table in a Microsoft Word document or Excel spreadsheet with 13 columns and 200 rows (ask a friend to help if you don't know how).
 Step 3 - Label the columns according to the sample headings below.
 Step 4 - Type in the information needed in each space (DO NOT USE THE RETURN KEY... EVER, just tab between cells or click with your mouse).
 Step 5 - Save your work frequently to your hard drive while adding information to the table.
 Step 6 - When finished, print a couple of hard copies of the list onto plain paper to use later.
 Step 7 - Count the number of family names (called rows or records) you have on your list.
 Step 8 - Make a back-up copy of the PCL file for yourself.

Sample Table

Last Name	First Name	Spouse	Formal Salutation	Address1	Address2 (if needed)	City	State	Zip+4	Phone #s	Email	Children	Notes
Smith	John	Mary	Col. and Mrs. John	403 Maple		Anytown	MN	55124-5682	605-564-7334	smithjm@aol.com	John, Jr-11, Susie- 9 (1997)	summer home: 555 Sunny Ave, Miami, FL 25578, 255-668-9253
Brown	Bob	Susan	Mr. and Mrs. Robert	34 Eagle Ln #244		Happyville	AZ	84452	601-334-2281			
Jackson	Ed	Judy	Ed and Judy	887 Lake St		Williamsberg	CT	17789	224-335-7935		Bob(&Pam) Jackson, Jill (& Ed) Pena	
Spence	Lisa		Ms. Lisa	301 Ave T #F		Alpine	KS	66681	503-225-8743	Lisa33@link.net		ONLY SEND HER PERSONAL LETTERS, NO SOLICITATIONS
Billings	Mike		Dr. Mike L.	Children's Medical Clinic	3329 Main St	Littleton	CO	80833	303-557-8822	DrMike@flash.net		gets all mail at the office