

## How to split a large list with TextPad

Our email marketing system accepts files under 40mb to be uploaded into our system and would recommend that lists be around 20mb in size.

For larger lists that exceed are maximum list of 40mb the list will need to be split.

An easy way to split a list is to use a text editor such as TextPad from <http://www.textpad.com>

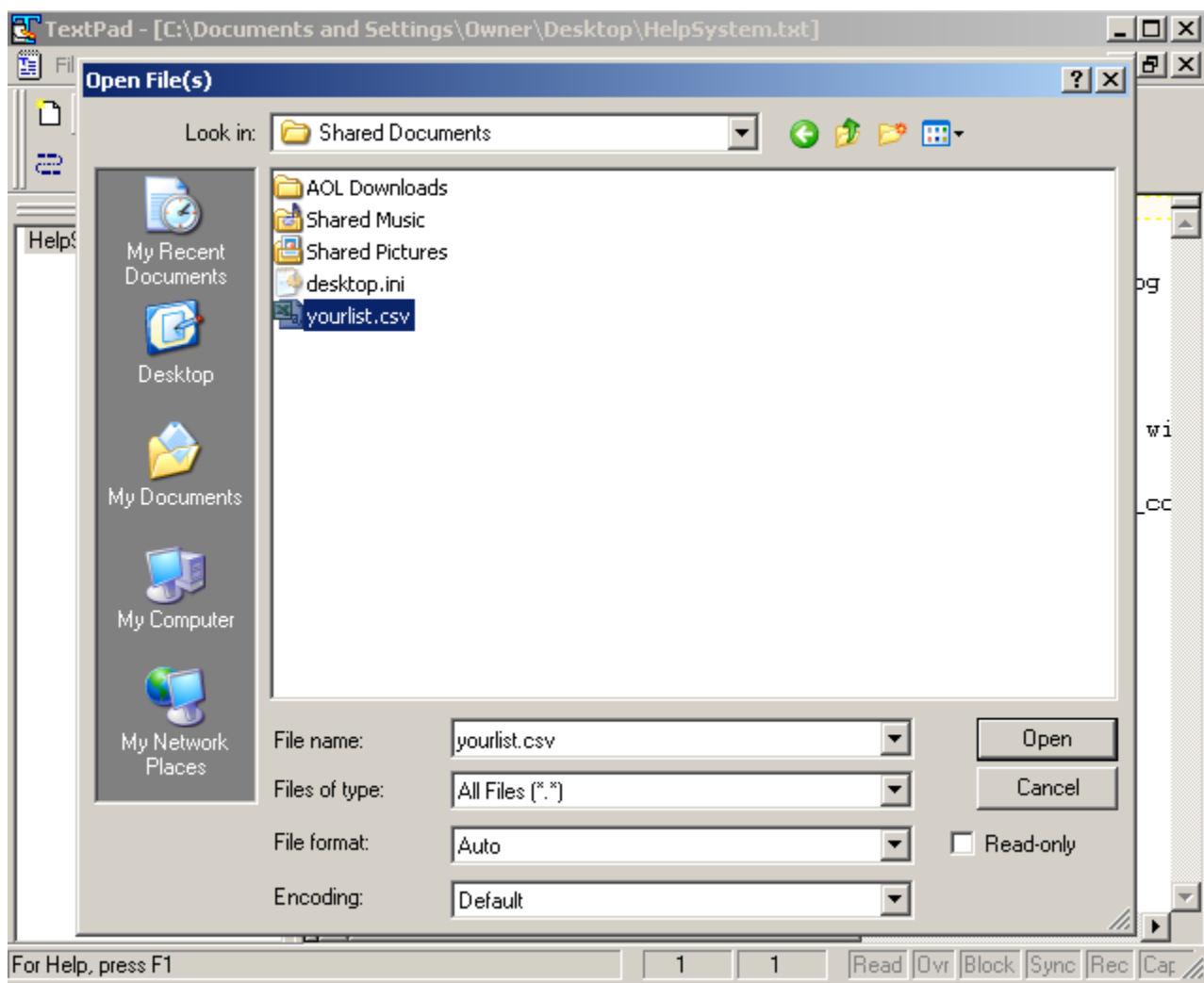
TextPad has a feature that allows you to split a list.

Here's an example your list 50mb and contains 500,000 email addresses.

And for this instance we are going to split the list into five separate lists that each contain 100,000 emails.

Run the TextPad program.

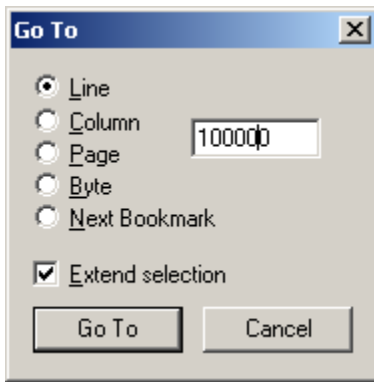
Next, inside TextPad click on the File menu and select the Open menu option.



Make sure in the Files of type drop down box that "All Files (\*.\*)" is selected.

Browse to your list and select and click the Open button the list will now load into TextPad.

Next go to the Search menu in TextPad and click on the Go To link under the Search menu.



In the Go To screen select Line and enter 100,000 for this example. Which will select the first 100,000 lines and check the Extend selection checkbox then click the GoTo button.

The first 100,000 lines should now be highlighted. We are now going to cut this information by going to the Edit menu and click on the Cut menu.

Now we are going to go to the File menu and click on New. A new document will load and we are going to paste that information that we cut. We do this by going to the Edit menu and click on Paste. This should now paste the first 100,000 rows in the document.

Now that we have the information in a new document we are going to save the document. We do this by going to the File menu and click Save. Enter a name for the list for example ListNamePart1.csv and now this list is ready to be uploaded into the system.

To get the rest of the information in the list repeat the above steps on your main list. The only thing different is you will need to insert the header row on the very first line of each list before you paste the data that you cut.