Using the 'Lists' function on LiteraryMarketPlace.com

If you are an LMP subscriber, you can download lists to your computer and open them with MS Excel or another spreadsheet program, use them for mail-merge, or import them into a database program.

1) After logging in with your username and password, conduct your search. For example, entering the keyword 'literature' and selecting the 'North America' region will yield a result set of 488 hits.

2) Scroll down to the bottom of the search results page, where you will see two drop-down boxes labeled 'Add' and 'To.'

3) From the 'Add' box select 'All companies on this page' and from the 'To' box select 'Create New List.'

4) Click on the 'Add' button, which will take you to the Lists page. Give the list a name (in the 'List Name' box) and click on the 'Create List' button.

5) You will then get a page that has at the top: 'xxx: 50 records' (xxx is your new list name). Right under that is a 'Back' link – click on that link, and then again on your browser's 'back' button to return to your search results page.

6) Click on the 'Next' link or the 'Jump to page' link to go to your next page of results.

7) Repeat step #2 ... in the 'Add' box, select 'All companies on this page.' The 'To' box should contain the name of the list you created (if not, select it).

8) This process can be repeated until you have added 200 companies to the list (this is the limit for individual lists). Once you've reached the limit, you must create a new list to capture the remaining search results.

Once you've created your lists, you can download them to your computer by going to the Lists page (click on the orange 'Lists' button at the top of any page).

1) Click on the list name. Your list(s) will appear, just below a drop-down box labeled 'Actions for the entire list.'

2) In that drop-down box, select 'Download this list in ASCII format' or 'download this list in CSV format' then click the 'Go' button.

Both options produce the same file, but with a different filename extension: .txt' for ASCII and '.csv' for CSV. The .csv files should open MS Excel directly simply by clicking on the file once you've saved it, or by opening it directly when prompted by the LMP server. The .txt files can be opened after starting Excel, or by importing into a database program.

3) On the resulting page, click the 'Go' button again. You will be prompted to either open or save the list.

These files contain the organization's name, address, main telephone number, and each personnel entry provided by the publishers; consequently, there will be multiple records for each organization – one line for each person. Providing e-mail addresses for each person is left to the publisher's discretion, so there may not be e-mails listed for everyone.

FIELD NAMES INCLUDED IN DOWNLOAD and LIST (.CSV or .TXT) FILES:
Name, Street 1, Street 2, Street 3, City, State, Zip, Post City Code, Country, Local Tel, Toll Free Tel, Local Fax, Toll Free Fax, Title, Contact Name, EMail Address, Contact Phone