

How do I deduplicate my list?

Use this option to deduplicate newspaper series members within your contact list. This will ensure that you do not mail a press release to the same organisation more than once. Series deduplication uses the following criteria:

- ◆ If a single member of the series is in the list then it will be left unchanged.
- ◆ If two or more members of the series are in the list then the principal member will be retained and the others removed.
- ◆ If a series member exists along with the principal member then the series member will be removed.
- ◆ If the series member has a named contact listed (not the default contact) then the entry will be left intact.

To deduplicate a contact list, open the appropriate list and then choose **List, DeDuplicate Series** from the menu bar.