

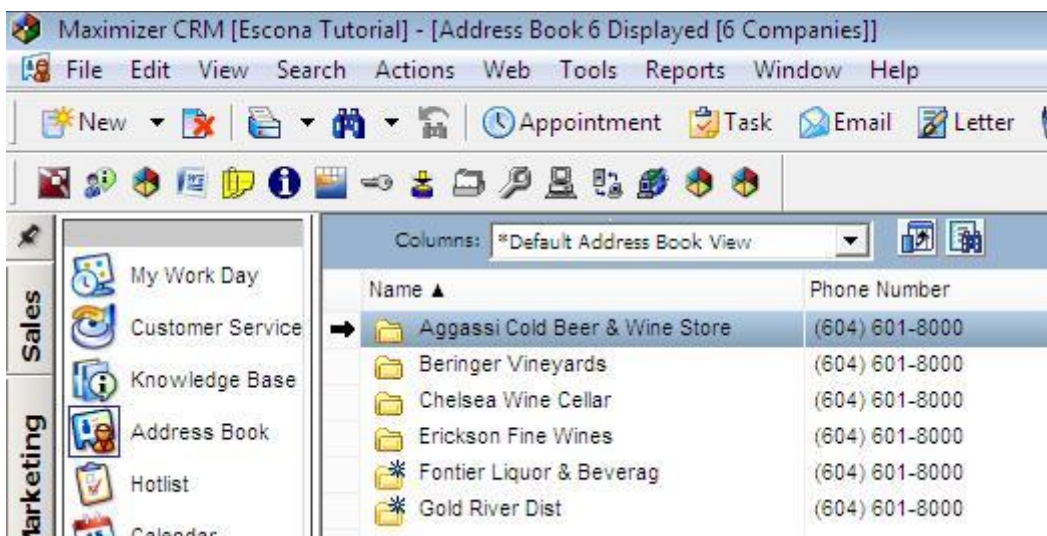
## Get contacts from a list of Companies

At this time of year most of you will be looking at sending out some kind of holiday mailing to your customers, Maximizer offers several tools to do this from the basic functionality of the Maximizer Editor all the way up to sending fully HTML mailings from the campaign manager.

It is also possible that you will be sending out a mailing either via an external company or a through a different application hosted internally.

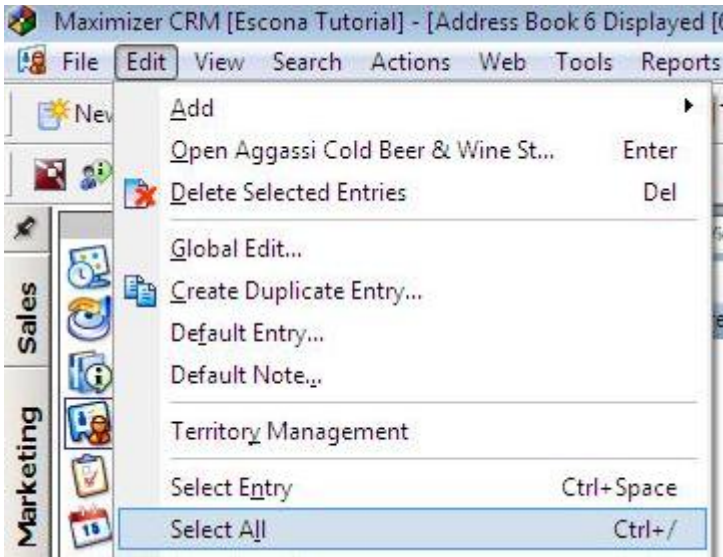
In whichever case the primary concern is often **how to get the list of people you want to contact in Maximizer**. Generally your search criteria will return you a list of companies but it is not the company you want to e-mail, in this case its the contacts of that company.

This months Technical Tip will look at how to **retrieve a list of contacts from a list of companies**.

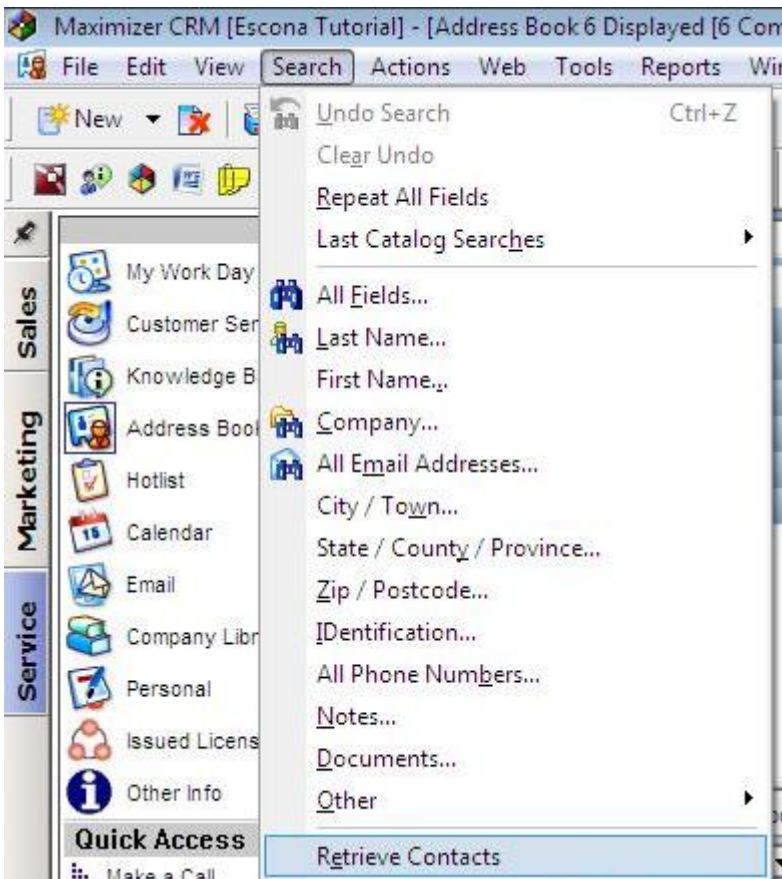


After building the list of company records the process is simple, just follow the steps as outlined below.

**Step 1.** Click the Edit Menu and click on 'Select All'.

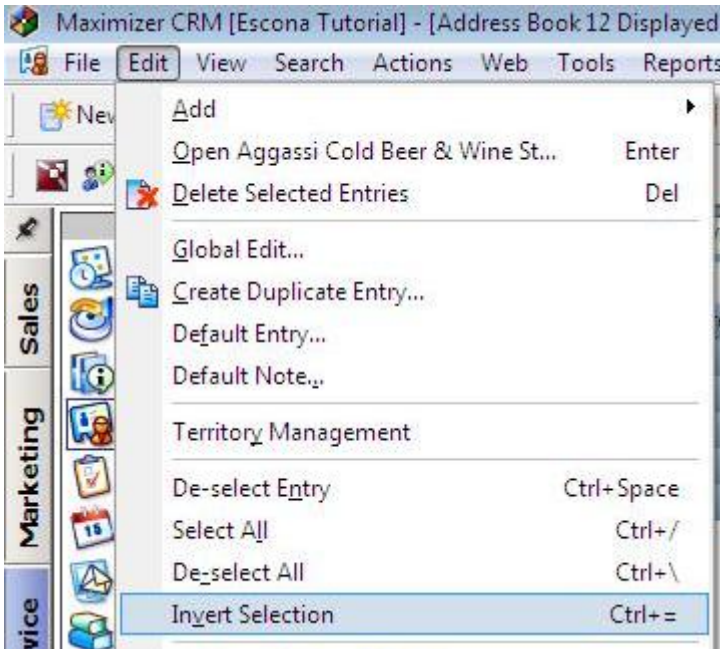


**Step 2.** Click the Search Menu and click on 'Retrieve Contacts'.

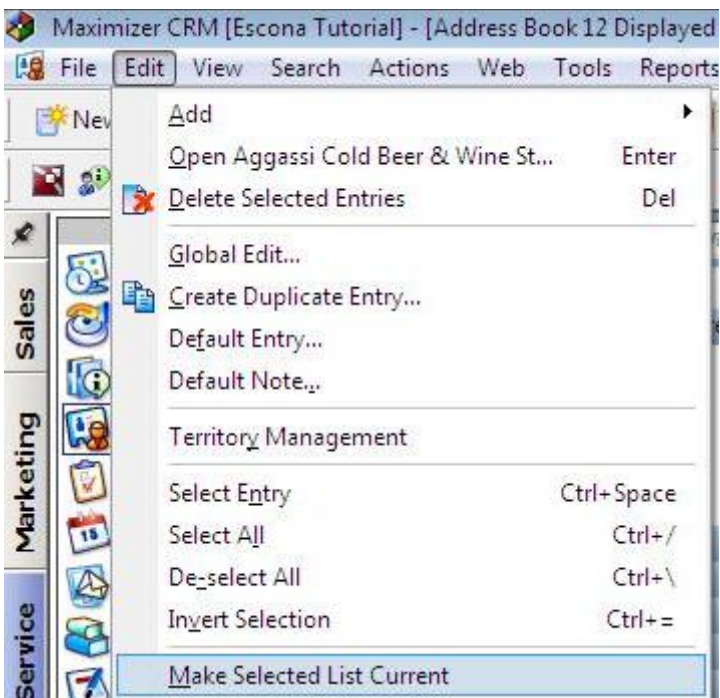


You will now have a mixed list of company and contact records with all the company records selected. A couple of extra steps will turn this list into a list of just contacts.

Step 3. Click the Edit Menu and click on 'Invert Selection'.



Step 4. Click the Edit Menu again and click on 'Make Selected List Current'.



You will now see only a list of contacts, this list can then be exported, saved to a favourites list for future use in campaigns or simply printed.

